



2018 Arts Fund of Kalamazoo County – Grant Guidelines

DEADLINES: September 15, 2018 & February 15, 2019

The Arts Fund was established in 1986 through a Kalamazoo Community Foundation Initiative Grant from the National Endowment for the Arts. This grant is intended to support artists and artistic projects that remove barriers, provides access, and engages culturally diverse and/or underserved communities.

Funding Basics

Grant Category	Description	Maximum Ask	Timeline
Individual Artists	To support individual artist’s projects, with special emphasis placed on work that engages culturally diverse and/or underserved communities.	\$2,000 Request must be 50% or less of total budget	Projects must be completed within 12 months from receipt of award letter
Project Support 501(c)3 Arts Organizations	To provide project support to organizations with an annual budget of less than \$500,000. Project must engage culturally diverse and/or underserved communities	\$5,000 Request must be 50% or less of total budget	

Eligibility

- Individual artists must be at least 18 years-of-age by the deadline date and reside in Kalamazoo County
- Organizations must be a 501(c) 3 and operate in Kalamazoo County
- Exceptions may be made for artist residence and organizational address if the project occurs solely within and is specifically designed to enrich the cultural experience of the citizens of Kalamazoo County
- Applicants must be an active, paid member in good standing of the Arts Council of Greater Kalamazoo
- Applicants may only receive funding for one grant request in a 12-month period.
- Applicants with unmet obligations on prior grants, i.e., late/incomplete reports, may not apply
- Applicants may not receive funding for the same project through KADI and Arts Fund and MAGIK. However, applicants may apply for different projects through KADI and Arts Fund and MAGIK in the same year

Restrictions

The Arts Fund of Kalamazoo County grant program does not fund the following:

- Activities for Academic Credit Toward a Degree
- Consultant Fees
- Existing Debt
- Publication costs, except as related to an original manuscript
- Operational expenses that do not directly impact a project
- Capital Expenses Exceeding \$250.00*
- Creation of an Endowment
- Fundraisers
- Retroactive/Reimbursement Funding

*Equipment/items having a useful life of more than one year. Equipment of up to \$250 is acceptable provided the equipment purchased is integral and used in the performance or creation of art.

Review Criteria

Applications are scored up to a total of 100 points, using the following criteria:

Individual Artist Project Support

- Artistic Merit/Artistic Impact - Is the explanation of the project production, presentation, or creation clear and concise? Does the application address the project's importance to the artist's ability to create, the artist's career, or professional goals? (35 pts)
- Community Impact – Does this project address how this work will remove barriers, create access, and engage culturally diverse and/or underserved communities? (30 pts)
- Implementation/Management - Are the parameters, timeline, and activities described logical and reasonably achievable within the framework of the project? (15 points)
- Budget - Does the budget include both income and expense? Does it include whether other sources of income are secured or pending? Does it balance? (10 pts)
- Supplemental Information - Is the supplemental information (Resume or CV, Work Samples, etc.) relevant? Are they complete? Do they strength the application? (10 pts)

Organizational Project Support

- Artistic Merit/Artist Impact - Is the explanation of the project production, presentation, or creation clear and concise? Does the application address the project's importance to the organization's ability to create, the organization's mission, or strategic goals? (35 pts)
- Community Connection/Support – Does this project address how this work will remove barriers, create access, and engage culturally diverse and/or underserved communities? (30 pts)
- Implementation/Management - Are the parameters, timeline, and activities described logical and reasonably achievable within the framework of the project? (15 points)
- Budget - Does the budget include both income and expense? Does it include whether other sources of income are secured or pending? Does it balance? (10 pts)
- Supplemental Information - Is the supplemental information (Resume or CV, Work Samples, etc.) relevant? Are they complete? Do they strength the application? (10 pts)

Grant Application Instructions

Applicants must apply using the e-grant system online at <https://kalamazooarts.slideroom.com>; no other forms of application are accepted. If you have any questions about this system or any of its parts, please contact the Arts Council 269.342.5059 during business hours (9a-5p Monday-Friday).

All applicants are charged a non-refundable \$5 processing and submission fee per application.

Before submitting, please be sure that all required attachments are included in the proper locations, and in the proper format. **Also, please update your Slideroom account information – this will become the contact information we use to correspond with you. Incomplete or incorrect account information may result in a disqualified application.** The following information will be requested in your application:

INTRODUCTION:

- Title of your project
- One sentence describing your project
- Professional/organization name (group name) and/or members of your group or collaborators involved in your project
- Dates of the project
- Website (if applicable)
- Date of birth (individual applicants only)
- Confirmation of current ACGK membership
- Amount requested (maximum \$2,000 for individual artist projects or \$5,000 for organization projects)

NARRATIVE: In a maximum of three (3) pages, describe your proposal. You will be asked to upload this information to a PDF. Expand on who, what, where, when, why, how long and how much. Be as specific as possible, including dates, amounts, community partners, etc.

- Proposal/project description - Describe the project. Include who will be involved, when and where the project(s) is to take place, and how you intend to accomplish your project.
- Artistic Merit / Artist Impact – How does this project impact your or your organization’s artistic goals, career, mission, or professional/organizational strategic goals?
- Community Impact – Describe how this project will remove barriers, create access, and engage culturally diverse and/or underserved communities.
- Implementation/Management – Please elaborate on the process in which this project will be accomplished. Provide timelines, who will be charged with accomplishing these goals, and what measures of success will be used to determine the proposed goals. Also, please include any marketing and promotion activities, as well as the qualifications of those involved in implementing the project (e.g., other artists, staff, sound companies, venues, etc.)

BUDGET: In one page, provide a line item budget of all revenue and expenses related to this project. Please include the entire budget for the project, not just the expenses requested through the Arts Fund grant.

- **It is strongly advised that you use the template located [here](#) or on the Arts Fund grant page down under the Sample Itemized Budget heading to structure your budget.**
- Revenues must equal Expenses.
- Please make sure that your project budget includes all sources of revenue as it pertains to the project, and denotes whether the other sources are confirmed, or still pending (applicant/artist cash is a revenue source and should be listed).
- Please denote how the Arts Fund funding would be used in this project (see template).
- Please make sure that your in-kind expenses are also listed as revenue on the revenue side of your budget.
- **Your request for funding may not exceed 50% of the total proposal budget.**

SUPPLEMENTAL INFORMATION: A resume or CV is now required for all applicants. For organization applicants, please provide the resume or CV of the primary staff and/or artists who will be responsible for implementing or managing the project. All other supplemental information is strongly suggested but not required. Supplemental information can be uploaded in the attachments or media section of the application depending on the nature of the information.

- Please upload your resume or CV in pdf format in the appropriate place in the attachments section of the application. Resumes or CVs of other group members can strengthen your application but are not required.
- Other examples of recommended attachments are:
 - Sample marketing/promotional materials for your project
 - Letters of recommendation for the project from teachers, mentors, collaborators, intended audience members, etc.
- Work samples are ***strongly*** encouraged to allow the panelists to understand both depth and breadth of your work, and also the quality of work that they are evaluating. We ask that you upload samples of your work to the Media section of the grant applications. We can currently accept images up to 5 MB, videos up to 250 MB, audio samples up to 30 MB, and PDFs up to 10 MB. Please see the additional file extensions that you can upload in the media section of the online application.

Deadline

Applications are to be submitted online by 11:59 pm on **September 15, 2018, or February 15, 2019**. The e-grant system will not accept applications after this time. Incomplete applications will not be accepted by the e-grant system.

Questions? Please contact the Arts Council of Greater Kalamazoo

Kristen Chesak

Executive Director

Office: (269) 342-5059

KChesak@kalamazooarts.org | www.kalamazooarts.org

359 S. Kalamazoo Mall, Suite 203 | Kalamazoo, MI 49007