



2021 Kalamazoo Artistic Development Initiative (KADI) - Grant Guidelines

DEADLINE: May 17, 2021 & December 15, 2021

Kalamazoo Artistic Development Initiative (KADI), funded by the Irving S. Gilmore Foundation, is designed to support individual artists in their endeavor to develop themselves and their art through projects or professional development. Attention is paid, and weight is given, to the artistic merit of a project, or how a professional development opportunity will help further an artist’s career. There are two separate categories for this grant: Professional Development and Project Support.

| Grant Category | Description | Maximum Ask | Timeline |
|---------------------------------|---|-------------------|---|
| Professional Development | Professional development, apprenticeships, certifications, conferences/training sessions, etc. | \$2,000.00 | P.D./Project must be completed within 12 months from receipt of award letter |
| Project Support | Arts projects, including creations of original works, installations, large-scale exhibitions and similar. | \$4,500.00 | |

Eligibility

- Funding priority will go to artists who live/work in Kalamazoo County and projects that occur in and benefit Kalamazoo County
- Individual artists or groups without formal non-profit designation
- Applicants must be at least 18 years-of-age by the deadline date
- Artists may only be awarded one grant through the KADI program (this or the Immediate Needs) in a twelve-month period
- Applicants may not receive funding for the same project through KADI, KADI Immediate Needs, Arts Fund, or MAGIK
- Applicants with unmet obligations on prior grants (of any program administered by the Arts Council), i.e., late or incomplete projects or final reports, may not apply without prior written permission

Review Criteria

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

Professional Development

- Professional Development Merit - Is this a quality, relevant educational/networking opportunity that is supported by local, regional or national organizations with expert instructors/speakers? (35 pts)
- Artistic or Professional Impact - Does this opportunity significantly impact the artist's ability, the artist’s career, or professional goals? (35 pts)
- 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 – Did applicant include the required resume or CV? Is the supplemental information (resume or CV, work samples, marketing materials for the opportunity) relevant? Are they complete? Do they strengthen the application? (20 pts)

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 artist's ability to create, the artist’s career, or professional goals? (35 pts)
- Implementation/Management - Are the parameters, timeline, and activities described logical and reasonably achievable within the framework of the project? (25 points)

- Community Connection/Support - Does this project show a benefit or impact on the local community? (artists/project partners/general public) (20 pts)
- 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 - Did applicant include the required resume or CV? Is the supplemental information (Resume or CV, work samples, etc.) relevant? Are they complete? Do they strengthen the application? (10 pts)

Restrictions

The KADI grant program does not fund the following:

- Activities for Academic Credit Toward a Degree
- Retroactive/Reimbursement Funding
- Existing Debt
- Capital Expenses* Exceeding \$250.00
- Fundraisers
- Food/Beverages for Receptions

*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.

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 at 269.342.5059 during business hours (9a-5p Monday-Friday).

ACGK Members can apply free of charge, non-members can apply for a \$25 application fee (Individual memberships are \$59 for one year).

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 professional development project/art project
- One sentence describing your development/art project
- Professional name (group name) and/or members of your group or collaborators involved in your project
- Dates of the project
- Professional website (if applicable)
- Date of birth
- What County will your project take place in?
- Amount requested (\$2,000 for professional development/\$4,500 for projects are the maximums)

NARRATIVE: In a maximum of three (3) pages, describe your proposal. You will be asked to upload this information as 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 professional development opportunity or project. Include who will be involved, when and where the project(s) is to take place, and how you intend to accomplish your project. If this is a project support grant application, please include information regarding the implementation of your project, including timelines, marketing, promotion activities, and the qualifications of others involved in implementing your project (other artists, sound companies, venues, etc.)

- Artistic Merit / Artist Impact: How will this professional development opportunity or project impact your artistic abilities, career, or professional goals? Describe your goals. How will you know if you have accomplished them through this project?
- Community Connection (Arts Projects Only): Describe how your project will benefit or impact our local community (other artists, peers, general public). When do you anticipate this benefit/impact to occur (during or after the project's completion)? How do you intend to measure this impact (e.g., attendance, surveys, anecdotal information, sales)?

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 related to this grant request.

- **It is strongly advised that you use the template located at bottom of each grant program page to structure your budget. The program pages can be found here: www.kalamazooarts.org/grants.**
- Revenues must equal expenses.
- Please make sure that your professional development/project budget includes all sources of revenue as they pertain to the project. Note whether the other sources are confirmed, or still pending (applicant/artist cash is a revenue source and should be listed).
- Please note how the KADI funding will 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. 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 professional development opportunity
 - Letters of recommendation for either professional development or arts project grants 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

Round I applications are available to submit beginning on March 15, 2021, and must be submitted online by 11:59 pm on May 17, 2021. Round II applications will be available for submission beginning October 15, 2021, and must be submitted by 11:59 pm on December 15, 2021. You may submit in either grant round. You may resubmit in Round II if you are not funded in Round I, but resubmissions are not granted any priority in funding. The e-grant system will not accept incomplete applications.

Questions? Please contact the Arts Council of Greater Kalamazoo

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