

Kalamazoo Artistic Development Initiative (KADI) Immediate Needs Minigrant Guidelines



Kalamazoo Artistic Development Initiative (KADI) *Immediate Needs Minigrants* are funded by the Irving S. Gilmore Foundation.

Funding Basics

Grant Category	Description	Maximum Ask	Timeline
Immediate Needs Minigrant	Funding for individual artists who have unanticipated, sudden opportunities to present their work to the public when there is insufficient time to seek other funding sources or incur unexpected or unbudgeted expenses for projects close to completion with the committed exhibition, performance, or deadline dates.	\$750.00	No deadline – Apply When Ready

Eligibility

- Individual artists or groups without formal non-profit designation
- Applicant must be at least 18 years of age by the application submission date
- The project must benefit the Kalamazoo community, e.g., be located in the Kalamazoo community, benefit a local artist, or benefit an artist with strong ties to the Kalamazoo community
- Applicants with unmet obligations on prior grants, i.e., late/incomplete projects/reports, may not apply without prior written permission
- Artists may only be awarded one grant through the KADI program in twelve months (Professional Development, Project, or Immediate Needs)

Criteria

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

- **Immediate Need** - Does the request meet the definition of an immediate need? Is the project timeline such that the project would be in default without this funding, or would the artist have to pass up the opportunity? (40 points)
- **Artistic Merit** – Is the explanation of the project clear and concise? Does it address the impact and importance of the artist’s ability to create, advance their career, or meet professional goals? (25 points)
- **Community Connection** – How does this project benefit or impact the local community (other artists, project partners, general audience)? (15 points)
- **Budget** – Does the budget include both income and expense? Does it have whether the other sources of income are secured or pending? Does it balance? (10 points)
- **Supplemental Materials** – Did the applicant include the required resume or CV? Is the supplemental information (resume, CV, work samples, etc.) relevant? Are they complete? Do they strengthen the application? (10 points)

Restrictions

The KADI Immediate Needs grant program does not fund the following:

- Activities for Academic Credit Toward a Degree
- Fundraisers
- Food/Beverages for Receptions

Grant Application Instructions

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

Before submitting, please be sure that all required attachments are included in the proper locations and 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 name (group name) and 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 (\$750 maximum)

NARRATIVE: Describe your proposal in no more than two (2) pages. You will be asked to upload this information in PDF format.

- Project Description – please include collaborators, timelines, and where the project will occur.
- What is the immediate need or unexpected expense?
- What is the Project timeline?
- How will this project benefit your artistry and/or artistic career?
- How will this project connect to or benefit the Kalamazoo community?

BUDGET: On one page, provide a line item budget of all revenue and expenses related to this project.

- **You should use the template located at the 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 to include 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 Immediate Needs 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 applications. All other supplementary information is strongly suggested but not required. Supplementary 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 if this is a professional development opportunity
 - Letters of Recommendation from teachers, mentors, collaborators, intended audience members, etc.
- Work samples are ***strongly*** encouraged to allow the panelists to understand both the depth and breadth of your work and the quality of work 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.

Deadlines

Applicants must apply using the e-grant system online at <https://kalamazooarts.slideroom.com>. No other forms of application are accepted. Applications are reviewed within two weeks of receipt of application. If you have any questions about this system or its parts, please contact the Arts Council at 269.342.5059 during business hours, 8 a.m. to 6 p.m. Tuesday – Friday. **ACGK Members can apply free of charge. Non-members can apply for a \$25 application fee (Individual memberships are \$59 for one year).**

Questions? Please get in touch with the Arts Council of Greater Kalamazoo

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