



2024 Arts Fund of Kalamazoo County – Grant Guidelines

DEADLINES: September 20, 2024 & February 14, 2025

The Arts Fund was established in 1986 through a Kalamazoo Community Foundation Initiative Grant from the National Endowment for the Arts. This grant supports artists and artistic projects that remove barriers and provide access to culturally diverse and historically excluded communities.

Funding Basics

Grant Category	Description	Maximum Ask	Timeline
Individual Artists	To support individual artists' projects, with special emphasis placed on work that engages culturally diverse and historically excluded communities.	\$2,500 The request must be 50% or less of the total budget	Projects must be completed within 12 months from receipt of the award letter
Project Support Nonprofit Organizations	To provide project support to organizations Project must engage culturally diverse and historically excluded communities	\$5,500 The request must be 50% or less of the 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 nonprofit and operate in Kalamazoo County
- Exceptions may be made for the artist's 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 with unmet obligations on prior grants, i.e., late/incomplete reports, may not apply
- Applicants may only receive funding through one grant program - KADI, KADI Immediate Needs, or Arts Fund – in a 12-month period.

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 \$500.00*
- Creation of an Endowment
- Fundraisers
- Retroactive/Reimbursement Funding

*Equipment/items having a useful life of more than one year. Equipment of up to \$500 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 of 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 historically excluded communities? (30 pts)
- Implementation/Management - Are the parameters, timeline, and activities described logical and reasonably achievable within the framework of the project? (15 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 - Is the supplemental information (Resume or CV, Work Samples, etc.) relevant? Are they complete? Do they strengthen 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 historically excluded 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 strengthen the application? (10 pts)

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 contact the Arts Council at 269.342.5059 during business hours (8a-6p Tuesday-Friday).

ACGK Members can apply free of charge; non-members can apply for a \$25 application fee (Memberships range from \$20 - \$419 for one year).

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/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)
- What County will your project take place in?

- Amount requested (maximum \$2,500 for individual artist projects or \$5,500 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) will take place, and how you intend to accomplish your project.
- Artistic Merit / Artist Impact – How does this project impact you 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 historically excluded communities.
- Implementation/Management – Please elaborate on the process in which this project will be accomplished. Provide timelines, who will accomplish these goals, and what measures of success will be used to determine the proposed goals. Also, please include any marketing and promotion activities and the qualifications of those involved in implementing the project (e.g., other artists, staff, sound companies, venues, etc.)

BUDGET: On 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.

- **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](#).**
- 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 funding request may not exceed 50% of the total proposed budget.**

SUPPLEMENTAL INFORMATION: A personal statement is now required for all applicants. For organization applicants, please provide the personal statements of the primary staff and artists responsible for implementing or managing the project. All other supplemental 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 data.

- Please upload a bio or personal statement that reflects your education or experience as it might relate to your project or opportunity in the attachments section of the application. Bios or personal statements of other group members can strengthen your application but are not required. Resumes or CVs are also acceptable.
- 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 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.

Deadline

Applications must be submitted online by 11:59 pm on **September 20, 2024, or February 14, 2025**. The e-grant system will not accept applications after this time. The e-grant system will not accept incomplete applications.

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

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