

# Springfield Area Arts Council

## Community Arts Access

Fiscal Year 2022



## Grant Application

## Guidelines, Criteria, and Forms

# Springfield Area Arts Council

420 South Sixth Street Springfield, IL 62701  
Phone: 217-753-3519 Fax: 217-753-8018  
programs@springfieldartsco.org

## **FY22 (2021–2022) *COMMUNITY ARTS ACCESS* APPLICATION GUIDELINES**

The *Community Arts Access (CAA)* program grants offer funding for public arts programming and audience development projects of community arts organizations and local not-for-profit organizations.

This program is funded by the Illinois Arts Council Agency's CAA grant and matching funds from the Springfield Area Arts Council through a grant from the City of Springfield.

Grants from this program are available to organizations in Sangamon and Menard counties. The Springfield Area Arts Council (SAAC) does not limit its *Community Arts Access* program grants to member organizations. Program grants provide partial support to not-for-profit arts organizations or community organizations with arts programming for:

- New projects
- Ongoing arts programming (may be a single event, season, festival)
- Artistic and/or professional personnel, and
- Promotional and audience development projects

**Funds are available for activities occurring between  
January 1 and July 31, 2022.**

An applicant organization must be registered as a not-for-profit organization with the Office of the Illinois Secretary of State and be in good standing. An organization must have been in active service to the public for at least one year prior to the date of application for *Community Arts Access* funding.

### NOTES:

- All first-time applicants must contact the program staff to discuss the proposed project and to confirm eligibility, and they also must attend a grant-writing workshop. Please contact the office at 217-753-3519 or programs@springfieldartsco.org.
- The *Community Arts Access* grant request is not to exceed \$1,000.
- Applicants may receive less than the requested amount.
- Organizations may not submit an application for more than one program or project.
- Applying for a *Community Arts Access* grant does not guarantee funding.

### **APPLICATION DEADLINE:**

**Postmarked no later than Tuesday, November 23, 2021, OR hand-delivered  
OR e-mailed to the SAAC Office by 5:00 P.M., November 23, 2021.**

## HOW TO APPLY FOR A COMMUNITY ARTS ACCESS GRANT

1. Contact the SAAC office if you are a new applicant to the *Community Arts Access* program.
  2. Complete the Application Form.
  3. Complete the Narrative Form. Using no more than three pages, clearly describe your project and your organization's history, answering the questions listed on the Narrative form. For organizations which are not solely arts organizations, information should relate primarily to arts programming and activities.
  4. Complete the Project Budget Form. This is not the Operating Budget of the organization.
  5. Reproduce five sets of the original application, narrative, and project budget forms.
  6. The following items must be included with the "original signature set," but NOT with each copy of the application.
    - If a returning applicant, then include one set of up to three pieces crediting the Springfield Area Arts Council and the Illinois Arts Council Agency for previous CAA projects. (A copy of a webpage may be submitted as "credit" evidence.)
    - If a first-time applicant, then include a single page stating "First Time Applicant."
    - ONE COPY of each of the following as attachments:
      - Last fiscal year's completed organizational Financial Statement [This is not the project budget.]
      - Current or Proposed Operating Budget (FY21 or FY22)
      - List of current Board of Directors, with mailing addresses and affiliations
      - Organization's current proof of Illinois not-for-profit status [This is neither the IRS 501(c)(3) Tax Exempt Form nor the Attorney General's IL-990 Form.]
- A copy of one of the following will qualify:
- annual report to Secretary of State.
  - canceled check to Secretary of State for annual report filing.
  - on-line proof obtained at [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com).

Please use paper clips or binder clips. Do not put in folders or notebooks. Do not staple.

**Submit to the Springfield Area Arts Council the "original signature set" with attachments listed above PLUS five copies of only the Application, Narrative, and Project Budget.**

*No applications are accepted after the deadline: November 23, 2021.*

## EVALUATION CRITERIA

A *Community Arts Access* panel of five artists and community members, including a panel chairperson from the Springfield Area Arts Council's Board of Directors, will review all applications and make funding recommendations to the SAAC Board. SAAC's Board President is an *ex officio* member of the panel. The Board of Directors will ratify the recommendations, and organizations will be notified of the grant award decision (pending receipt of funding from the Illinois Arts Council Agency).

The following points will be considered when reviewing applications:

- Evidence of cash support for the project equal to or greater than 25% of the requested grant amount
- Evidence of in-kind support for the project equal to or greater than 10% of the requested grant amount
- Number of people directly affected by this project
- Opportunities for Illinois visual or performing artists in the project
- Is the project unique or innovative?
- Does the project develop new audiences for the arts?
- Does the project promote / preserve the diverse art forms of ethnic groups?
- Are special or underserved populations affected by this project?
- How does the organization's collaboration / partnership with another entity enhance the project?
- Who is the target audience?
- What is the need in the community for the proposed project?
- What financial resources does the organization offer to support this project?
- What would be the effect on the project if it receives little or no grant funding?
- If organization received prior funding, then did they adhere to the agreement regarding acknowledgment of the Springfield Area Arts Council and the Illinois Arts Council Agency in their publicity?

*COMMUNITY ARTS ACCESS* grants from the SAAC do not fund:

- Individuals.
- Cash awards, trophies, et cetera.
- Capital expenditures, permanent equipment, out-of-state touring, scholarships, deficit funding.
- Fund-raisers, benefits, receptions, social functions.
- Projects taking place outside Sangamon or Menard counties in Illinois.

## REVIEW PROCESS

1. A Springfield Area Arts Council staff person reviews the application for eligibility and completeness. Acknowledgment of an eligible application is given after the grant deadline has passed and will include a grant number to be used in future correspondence. An organization whose application is ineligible or incomplete also will receive notification.

2. *Community Arts Access* panelists meet regarding panel review process. Copies of the applications are given to panelists for individual review. Attachments submitted with the application are made available for review by panelists. Applicants may be asked for further information if a question regarding the application is raised.
3. The *Community Arts Access* panel meets again to discuss applications.
4. The panel recommends the amount of funding for applicant organizations (based on the amount of the *Community Arts Access* grant from the Illinois Arts Council Agency plus the funding match from the Springfield Area Arts Council).
5. The SAAC Board of Directors will review the panel's recommendations and ratify the FY22 grant awards.

## FUNDING

1. The **Letter of Notification** will include a **Grant Agreement** which must be completed and returned to the SAAC. After funds are received from the Illinois Arts Council Agency, half of the grant award will be presented to the organization. The final portion of the grant award will be presented to the organization after receipt of the Final Report.
2. The **Final Report** is due two weeks after completion of the project. Failure to submit a final report will result in the organization's not receiving the remaining portion of its grant funding. It also will jeopardize the receipt of future Community Arts Access funding.

*Application materials are on the following pages.*



**COMMUNITY ARTS ACCESS FY22 APPLICATION**

[New applicants for FY22 must attend an application workshop to be eligible for funding.]

Please review guidelines for this application. If you need additional assistance in completing the application, then contact the Springfield Area Arts Council (programs@springfieldartsco.org or 217-753-3519).

\_\_\_\_\_ Check here if applying to the Springfield Area Arts Council for a *Community Arts Access Grant* for the first time *or* after a two-year period.

\_\_\_\_\_  
Name of Applicant Organization

\_\_\_\_\_  
Year Founded      Year Incorporated      Fiscal Year Beginning and Ending Dates

\_\_\_\_\_  
Address of Organization (Street or Post Office Box)      City      State      Zip Code

\_\_\_\_\_  
Phone Number      E-mail Address

\_\_\_\_\_  
Official to whom notification should be sent      Title

\_\_\_\_\_  
Project Director's Name      Phone Number      E-mail Address

\_\_\_\_\_  
Project Director's Address      City      State      Zip Code

*continued on next page*

Geographic area to be served (must be defined by county, city, town, village, or township)

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IL House # \_\_\_\_\_ IL Senate # \_\_\_\_\_ US Congressional District # \_\_\_\_\_

**NUMBER BENEFITING**

Estimated number of adults to benefit from this project \_\_\_\_\_

Estimated number of youth (teens and children) to benefit from this project \_\_\_\_\_

Estimated number of artists providing services specifically identified with this project \_\_\_\_\_

Estimated number of individuals benefiting from applicant's total public arts programming \_\_\_\_\_  
[Only arts organizations are to answer this one.]

Have you received any support from Illinois Arts Council Agency (IACA) for FY22? Yes \_\_\_ No \_\_\_

Is the applicant organization requesting funds from the IACA or other organizations for this same project? Yes \_\_\_ No \_\_\_ If yes, which agencies? \_\_\_\_\_

**SUMMARY OF PROJECT BUDGET**

- A. Community Arts Access Grant Amount Requested (same as #1 on project budget) \$ \_\_\_\_\_
- B. Total Anticipated Cash Income (same as #9 on project budget) \$ \_\_\_\_\_
- C. Total Anticipated Cash Expenses (same as #16 on project budget) \$ \_\_\_\_\_
- D. Total Anticipated In-Kind Support (same as #17 on project budget) \$ \_\_\_\_\_

**STATEMENT OF ASSURANCES**

The applicant organization agrees that all figures, facts, and representations in this application are true and correct to the best of its knowledge and belief. It further agrees that activities and services will be administered under the supervision of the organization, and the funds received will be expended solely on the described project.

\_\_\_\_\_  
Signature of officer of applicant organization Date

\_\_\_\_\_  
Signature of person completing this application Date

\_\_\_\_\_  
Typed name and title of officer

\_\_\_\_\_  
Typed name and title of person completing this application

Submit to: Springfield Area Arts Council  
420 South Sixth Street Springfield, IL 62701

# Springfield Area Arts Council

## **COMMUNITY ARTS ACCESS FY22 NARRATIVE**

Organization \_\_\_\_\_

Project Title \_\_\_\_\_

Project Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Where project will occur \_\_\_\_\_

Total number of people benefiting (estimated) \_\_\_\_\_

Number of artists involved (total) \_\_\_\_\_ From Illinois \_\_\_\_\_ From out of state \_\_\_\_\_

Project Cash Support (not including CAA Grant) \$ \_\_\_\_\_ [Must be at least 25% of Grant Request Amount]

Total Monetary Value of In-kind Support \$ \_\_\_\_\_ [Must be at least 10% of Grant Request Amount]

Person(s) in charge of project \_\_\_\_\_

Phone number \_\_\_\_\_ E-mail address \_\_\_\_\_

Is this a new project? \_\_\_\_\_ Or a repeated project? \_\_\_\_\_

### **RESPOND TO THE FOLLOWING USING NO MORE THAN THREE PAGES.**

Please include underlined heading with each appropriate response in the narrative.

1. Project description: What is the primary goal for the project? Include specific information on artists involved in project and a brief biography of the person in charge of project. Add any other information deemed important. Include with the general description of the project, information on how the project:
  - is unique or innovative.
  - develops new audiences for the arts.
  - promotes or preserves art forms of ethnic groups.
  - serves special or underserved populations.
  - is a collaboration or partnership with another entity and how that enhances the project.
2. Target audience: Who is the target audience for the proposed project?
3. Community Need: What is the community need for the proposed project? (Mention age, gender, special population, etc., if significant.)
4. Financial resources: Describe the financial resources the organization has to support the proposed project. How might the project be affected with less than the requested funding? What expenses in the project budget are expected to be covered by CAA funds?
5. History of the organization: Give a *brief* history of the organization, including its purposes and goals. (For organizations which are not solely arts organizations, information should relate primarily to arts programming and activities.)

**Springfield Area Arts Council**  
**COMMUNITY ARTS ACCESS FY22 PROJECT BUDGET**

**ORGANIZATION** \_\_\_\_\_ **PROJECT** \_\_\_\_\_

**ANTICIPATED PROJECT INCOME**

- |  |                 |
|--|-----------------|
| 1. Grant Request from Springfield Area Arts Council  | \$ _____        |
| 2. Admissions\Ticket Sales   | \$ _____        |
| 3. Other Revenue (Source) _____  | \$ _____        |
| 4. Corporate Support (Source) _____  | \$ _____        |
| 5. Foundation Support (Source) _____   | \$ _____        |
| 6. Other Private Support (Source) _____  | \$ _____        |
| 7. Government Support: [Do not include this grant.]<br>(Indicate whether Federal, State, or Local.) _____        | \$ _____        |
| 8. Anticipated Applicant Funds _____   | \$ _____        |
| <b>9. TOTAL ANTICIPATED CASH INCOME</b><br>(Total of lines 1-8 <i>must</i> be equal to or greater than line 16.) | <b>\$ _____</b> |

**PROJECTED PROJECT EXPENSES**

	<u>Cash Expenses</u>	<u>In-Kind Support</u>
10. Personnel\Staff (Total Cost)	\$ _____	\$ _____
Administrative \$ _____		
Artistic \$ _____		
Technical \$ _____		
11. Outside Fees and Services (Total Cost)	\$ _____	\$ _____
Administrative \$ _____		
Artistic \$ _____		
Technical \$ _____		
12. Space Rental	\$ _____	\$ _____
Location _____		
13. Travel (Total Cost)	\$ _____	\$ _____
Administrative \$ _____		
Artistic \$ _____		
Technical \$ _____		
14. Marketing (Ads, Posters, etc.)	\$ _____	\$ _____
15. Remaining Operating Expenses (Identify)		
A. Materials and Supplies _____	\$ _____	\$ _____
B. Insurance and Royalties _____	\$ _____	\$ _____
C. Equipment Rental _____	\$ _____	\$ _____
D. Other _____	\$ _____	\$ _____
<b>16. TOTAL PROJECTED EXPENSES</b>	<b>\$ _____</b>	
<b>17. TOTAL ANTICIPATED IN-KIND SUPPORT</b>		<b>\$ _____</b>
<b>18. TOTAL PROJECTED CASH EXPENSES PLUS TOTAL IN-KIND SUPPORT (Add lines 16 and 17.)</b>	<b>\$ _____</b>	

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**COMMUNITY ARTS ACCESS**

Grant Application FY22 (2021 - 2022)

APPLICATION DEADLINE

Postmarked on or Hand-delivered or E-mailed before **5:00 P.M.** on **Tuesday, November 23, 2021**

*Please attach this checklist to the front of your application.*

Organization \_\_\_\_\_

\_\_\_\_\_ I understand that grants for the FY22 cycle will depend on the funding  
Your initials received by the Illinois Arts Council Agency (IACA) from the state budget  
and re-granted to the Springfield Area Arts Council (SAAC) through the  
*Community Arts Access (CAA)* program. I understand that funding may not  
be distributed until the SAAC receives the funds from the IACA.

Submit your application packet with these items in the following order:

\_\_\_\_\_ (X) One **Original Signature Application set** consisting of the application,  
narrative, and project budget forms *Please sign the original in **blue** ink to  
distinguish it from the copies.*

\_\_\_\_\_ One copy of the organization's current Illinois not-for-profit status

\_\_\_\_\_ One copy of the current Officers and Board of Directors, with home  
addresses and affiliations [This will not be used for solicitations.]

\_\_\_\_\_ One copy of last year's completed Financial Statement

\_\_\_\_\_ One copy of your current or proposed Operating Budget

\_\_\_\_\_ If organization received a CAA grant previously, then submit **one** set of  
up to three pieces crediting the SAAC *and* the IACA for previous CAA  
projects.

If organization is a first-time applicant, then include a page stating "First  
Time Applicant."

\_\_\_\_\_ **Five** copies of only the application, narrative, and project budget forms --  
paper-clipped or binder-clamped, not stapled or in a folder or notebook

Reviewed by \_\_\_\_\_ on \_\_\_\_\_  
Signature of SAAC staff person Date