



# ARTS DOLLARS GRANTS

## Project / Education

### 2020 Cycle Guidelines

#### Overview

The goal of Arts Dollars is to support programming that enriches the quality of life in the Quad Cities region through the arts. All art forms are eligible.

Applications are submitted online at [quadcityarts.com](http://quadcityarts.com). Applications should be prepared before beginning the online form, as you cannot save and return to your work, nor edit after submission. See the full listing of application materials for online submission below.

#### Categories

**PROJECT:** Project grants support arts projects or programming that emphasize community engagement. Artists may apply for up to \$1,500. Non-profit organizations and K-12 schools may apply for up to \$5,000. This category is intended for one-time or first-time projects or programs, and preference will be given to those applications. However, ongoing programs may apply.

**EDUCATION:** Education grants support projects or programming that provide opportunities in the arts for K-12 students. Artists may apply for up to \$1,500. Non-profit organizations and K-12 schools may apply for up to \$5,000.

If your application fits into more than one category, please choose the category that most closely aligns with your goals.

#### Funding

Support for Arts Dollars is provided by grants from the Illinois Arts Council Agency, John Deere, the Isabel Bloom Art Education Fund, and the Hubbell-Waterman Foundation.

#### Contact

Visit [quadcityarts.com](http://quadcityarts.com) for staff contact information, call (309) 793-1213, or email [ktrammell@quadcityarts.com](mailto:ktrammell@quadcityarts.com).

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## Requirements

1. Complete applications and support materials must be submitted online by January 31, 2020.
2. Projects must include cash or in-kind support from sources other than Arts Dollars. Ineligible expenses may be covered by matching funds – this must be described in the budget section of the application.
3. Projects must take place between April 1, 2020 and December 31, 2020. Applicants will be notified by March 1, 2020.
4. All proposed budgets must include payment to at least one artist who meets *both* of the following criteria:
  - a. at least 21 years of age
  - b. current resident of Rock Island, Henry, or Mercer county in Illinois, or Scott, Clinton, or Muscatine county in Iowa, for the past 12 consecutive months
5. All projects must take place in Quad City Arts' service area: Rock Island, Henry, Mercer counties in Illinois; and Scott, Clinton, and Muscatine counties in Iowa.
6. An organization, school, or artist may only receive a Project or Education grant for two consecutive years and may apply again after a one-year break. (Beginning with grant cycle 2016.) Receipt of a Capacity-Building grant does not factor into this eligibility cycle.

## Policies

1. Project & Education grant funds **may not** be used to fund the following:

•day-to-day operations	•programs by universities/colleges	•functions at which artists are not
•capital expenditures of any kind	not open to the public	the primary focus
•purchasing permanent equipment	•touring or travel outside	•fundraisers, benefits, receptions,
•scholarships for academic degrees	designated counties for service	or other social functions

(Ineligible expenses may be covered by matching funds. This must be described in the budget section of the application.)

2. Multiple applications are not allowed. Applicants may submit an application in one category only. Artists, organizations, and K-12 schools may participate in multiple Arts Dollars projects, but no single artist or organization may receive more than \$5,000 from this fund.
3. Neither Quad City Arts staff nor board members may be paid with Arts Dollars funds.
4. Organizations receiving funding from Quad Cities Cultural Trust are not eligible to receive funds from Arts Dollars Grants at this time
5. Grantees will be ineligible for Arts Dollars support for three years if they fail to meet any requirements listed in their grant agreement, including failure to file a final report.
6. Incomplete applications will not be reviewed. Extraneous and excessive materials may not be reviewed, at the discretion of the review panel.
7. Funds will be awarded based on scores received from a community review panel, subject to approval from the Quad City Arts Board of Directors. All eligible applications will be evaluated and rated according to the following criteria: 50% Artistic Merit; 30% Community Involvement; 20% Administrative Ability.

### **Application Form**

The application form available online at [quadcityarts.com](http://quadcityarts.com) will require the following information:

*Please Note: Applications should be prepared before beginning the online form, as you cannot save and return to your work, nor edit after submission. For assistance with the online form, Kaleigh Trammell at [ktrammell@quadcityarts.com](mailto:ktrammell@quadcityarts.com) or (309) 793-1213.*

1. Applicant Information: District(s), Organization(s), and/or School Name(s) (if applicable), Contact Person, Contact Info (legislative districts for IL applicants)
2. Project Information: Title, Amount Requested, Project Synopsis, Applicant Type, Arts Discipline(s)
3. Personnel: List of artists, administrators, and/or arts groups who will be directly involved in the project
4. Participants: number of artists, youth, volunteers involved; number of artists being paid; total number of participants; description of underserved population (if applicable)

### **Attachments**

The following will be uploaded to the online form. No single file size may exceed 10MB; no application may include more than 20MB total attachments. PDF format is preferred, and links to media are acceptable.

**DESCRIPTION** – In one page or less, answer the following questions:

1. Describe the goal of your project, your project's participants, and what will actually occur. If this is not a new project, briefly describe the project's history (number of years, changes over time, etc.)
2. How do you plan to promote your project? (to participants, students, parents, and/or the public as applicable)
3. List all major personnel (paid, in-kind, and volunteer artists and staff) and describe their role in the project.
4. List the dates for key project activities (at minimum, dates of events and/or project completion).
5. What is your mission statement? How does the project fit your mission? (Not applicable to individual artists.)
6. If the project budget exceeds the stated limit, describe the sources and expected arrival dates of additional funding

**PROJECT BUDGET** – Complete the form available on [quadcityarts.com](http://quadcityarts.com).

**RESUMES** – Include only major personnel, no more than five resumes; or include abbreviated bio as appropriate.

**PARTNER LETTER OF SUPPORT** – If your project involves another organization, we request a brief letter of support from that organization affirming their intent to partner with you.

**PROMOTION** – One to two examples of promotional materials (fliers, mailers, press releases, ads, webpage, social media, e-news, etc.) May be examples of past work or planned work. Links to media are acceptable.

**NON-PROFIT STATUS** – One-page documentation of non-profit status. IRS letter is preferred, if applicable.

**WORK SAMPLES** – Submit one or more of the following as appropriate, and describe the work sample(s).

- Visual artists – 5-8 images with title, media, dimensions, and date (include all information in one pdf if possible)
- Performing artists – 1-3 minutes of video or audio with title and date
- Literary artists – one short story, one essay, OR three poems (no more than ten pages, standard formatting)
- Arts educators – student work in one of the forms listed above is acceptable / preferred
- ONLY if no artistic documentation is available / relevant – submit two letters of recommendation

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### **Final Report**

All Arts Dollars grant recipients are required to complete a final report online within 30 days after the conclusion of the project. All final reports must be submitted before any further funding will be distributed. The final report will include:

- description of the project as it actually occurred, specifically noting any deviations from the project as presented in the application
- financial report
- documentation of the project
- documentation of acknowledgement of Arts Dollars support

(End)