



City of East Lansing Arts Commission

FY19 Cultural Arts Grant Application

The City of East Lansing Arts Commission promotes art in the community; encourages cooperation with local arts agencies; develops and recommends proposals for activities related to exhibition, performance and instruction in the arts; and works with other boards and commissions to strengthen the aesthetics and appeal of projects that affect public places. Allocations are based upon the following criteria and guidelines.

GRANT DESCRIPTION

The **Cultural Arts Grant** supports projects that encourage artistic awareness, public participation and/or cultural art appreciation.

FUNDING

The East Lansing Arts Commission has up to \$10,500 to allocate to the Cultural Arts Grant.

CRITERIA

- Projects must take place within the City of East Lansing.
- The project must primarily benefit City of East Lansing residents.
- The project must encourage artistic awareness, public participation and/or cultural arts appreciation.
- The funds cannot provide support for East Lansing Urban Mural Project “Crack Art” projects.
- The project must provide evidence of artistic merit.
- The project must take place between November 1, 2018 and June 30, 2019.

APPLICATION INFORMATION

- All submissions must be received by the application deadline (October 5, at 5 p.m.).
- Incomplete applications or those that do not meet the eligibility requirements will not be considered.
- Funds will be released in November 2018.

PROGRAM SCHEDULE

August 24	Call for Applications
October 5	Application Deadline, 5:00 PM
October 8-10	Administrative Review of Applications
October 18	Arts Commission Meeting to Review Applications, 5:30 PM
October 26	Notification of Grant Awards
November	Funds Released to Grantee Agencies
July 30, 2019	Program Reports Due

HOW TO APPLY

1. Submit one set of the grant application, narrative, budget and support material.
2. All application materials must be submitted on 8 ½ X 11 paper, one-sided, unbound.
3. Grant applications can be mailed, hand-delivered or e-mailed to the City of East Lansing Arts Commission, Attn: Wendy Wilmers Longpre, 410 Abbot Road, East Lansing, MI 48823. Faxed submissions will not be accepted.

APPLICATION GUIDELINES

- This is a competitive process and projects or events are recommended based on the applicant's ability to meet the eligibility requirements and review criteria.
- Applications will be reviewed by the East Lansing Arts Commission in September.
- The Arts Commission reserves the right to allocate funds to a specified portion of a project and/or event.
- If the project/event is canceled or cannot be completed by its intended due date, unused funds must be returned for redistribution.
- The grant cannot be used to pay salaries or benefits, however, an honorarium is acceptable.
- Funds will be released once a written letter has been submitted to the East Lansing Arts Commission stating that the funds will be used for the arts and cultural activity described in the grant application and that they will be returned if the activity does not take place.
- The Arts Commission requires that it be acknowledged in all publications related to the funded activity. High-resolution logos are available by emailing Wendy Wilmers Longpre, wlongpr@cityofeastlansing.com.

APPLICATION

Please provide the following:

- A) **Application:** Please complete the application included in back of the packet.
- B) **Narrative:** The narrative can be **no longer** than 2 single-sided pages and must include:
 1. **Description Narrative:** Provide a clear, detailed description of the proposed project or event. Describe what the proposed project or event is, when and where it will take place and how the requested funds will be used.
 2. **Target Audience:** Describe the target audience(s), how the proposed project or event will benefit that audience and how it will benefit the residents of East Lansing.
 3. **Artistic/Cultural Merit:** Describe evidence that the project or event will provide high artistic quality or merit.
 4. **Project Management:** Describe your organization's project management history and fiscal competence.
 5. **Project or Event Evaluation:** Describe how the event/project will be evaluated, including past samples of evaluations if available.
- C) **Budget:** Please attach the project budget, including anticipated expenses, income and funding sources. The budget must also clearly state how the Arts Commission funds will be used. Please be very specific.
- D) **Letters of Support and Support Materials:** Please attach letters of support and other support materials (no more than five pages total).



**City of East Lansing Arts Commission
2019 Cultural Arts Grant Application**

Date: _____

Applying as:

Individual

Organization

Applicant Name: _____

Organization: _____

Address: _____

Phone Number: _____

E-Mail: _____

Website: _____

Proposed Project or Event Title: _____

Total Cost of Event: \$_____

Amount Requested (cannot exceed 15% of event budget): \$_____

Admission Fee: _____

If there is a ticket price, is there a discount to East Lansing residents? _____

I understand that the availability of Arts Commission grants is based upon a variety of factors, including availability of funds, number of applicants and compliance with grant guidelines.

Signature of Applicant

Date