



## City of East Lansing Arts Commission FY20 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.

The Arts Commission offers Cultural Arts Grants annually to support high quality public art experiences. The funds that are available vary annually and allocations are based upon the following criteria and guidelines.

### **GRANT DESCRIPTION**

The East Lansing **Cultural Arts Grant** Program supports public art programs and projects that provide high quality art experiences, encourage artistic expression and public participation, and/or promote cultural appreciation and understanding through art.

### **FUNDING**

\$17,500 is available for Cultural Arts Grants in Fiscal Year 2020.

There is no minimum or maximum grant amount, however applicants are advised that the Commission is interested in supporting as many programs as possible over a wide range of genres. The Arts Commission is also interested in encouraging applicants to pursue a variety of funding sources and to work toward financial sustainability. Applicants are discouraged from relying on the Cultural Arts Grant program for ongoing expenses. As such, applications that request **no more than 15%** of the project cost, include additional funding sources and/or that demonstrate the ability to continue into the future independent of these funds will be viewed favorably.

### **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 project must provide evidence of artistic merit.
- The project must take place between November 1, 2019 and June 30, 2020.
- The Artist or Project Coordinator is not required to be a resident of the City of East Lansing.

## APPLICATION INFORMATION

- All submissions must be received by the application deadline **October 4, 2019**.
- Incomplete applications or those that do not meet the eligibility requirements will not be considered.
- Funds will be released in November 2019.

## PROGRAM SCHEDULE

August 29	Call for Applications
October 4	Application Deadline, 5:00 PM
October 7-11	Administrative Review of Applications
October 17	Arts Commission Meeting to Review Applications, 5:30 PM
October 25	Notification of Grant Awards
November 1	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 on October 17, at 5:30 PM. Applicants will be given the opportunity to provide a **5 minute** description of their project and to address any questions the Commission has.
- 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 upon acceptance of the grant by the applicant, as demonstrated by the execution of a Grant Agreement.
- 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](mailto: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. **Descriptive 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 2020 Cultural Arts Grant Application

Date: \_\_\_\_\_

Proposed Project or Event Title: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Website: \_\_\_\_\_

Total Cost of Event/Project: \$ \_\_\_\_\_

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

Admission Fee/Ticket Price of Event: \$ \_\_\_\_\_

If there is an admission fee/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

For Office Use Only:

Grant Award Amount \_\_\_\_\_ Fund Source \_\_\_\_\_

Fund Distribution \_\_\_ Check \_\_\_ Fund Transfer \_\_\_\_\_