



## **Evanston Arts Council Special Projects Grant 2025 Revised Guidelines**

### **Purpose and Overview**

The Arts Council's Special Projects Grant supports special projects, programs, events, or opportunities that arise during the calendar year, serve the Evanston community, and align with the [EAC's Statement of Purpose and Values](#).

The Arts Council seeks to support projects that have one or more of the following suggested impacts:

- bring communities together
- reflect the fabric of the City of Evanston
- reach and be accessible to diverse audiences
- enliven public spaces
- take place in non-traditional arts spaces
- address timely social and cultural issues of relevance to our community
- actively engage the community

The Evanston Arts Council supports up to 50% of the project's total budget to a maximum of \$2,000. The budget may include in-kind donations.

In 2025, the Arts Council will return to reviewing Special Projects Grant applications on a rolling basis at each monthly Arts Council meeting. This fund is allocated at the discretion of the Arts Council, and grants are given on a first-come-first-serve basis throughout the calendar year until the fund is depleted. The procedures for application are below.

### **Special Project Grants in 2025**

In alignment with the Arts Council's 50th Anniversary, for this year's Special Projects Grant, we are encouraging projects that address the theme of "50 Years of the Arts in Evanston." There are limitless ways to do this that allow you to remain true to the core work you do. Perhaps the number 50 plays into your project in some way? Or is there a historical connection to art in Evanston?

Some examples of ideas that have already been generated are: a gallery show featuring 50 Evanston artists or a creative project that highlights and publicly shares an artist, art piece, art movement, etc., from Evanston's history. Perhaps your organization is celebrating a milestone in 2025. Is there an arts-based project that contextualizes it within Evanston's art history? Do



## **Evanston Arts Council Special Projects Grant 2025 Revised Guidelines**

you know an Evanston artist who has impacted the arts community in the last 50 years that you'd like to feature/highlight in some artistic way?

As part of this year's Special Projects Grant application, there will be an additional question asking how your project ties into the theme of "50 Years of the Arts in Evanston." Funded projects that address the theme will be featured as part of the social media and marketing campaign that will be ongoing throughout 2025. However, it is not a requirement to have a tie-in to 50 Years of the Arts in Evanston to apply for this grant.

### **Eligibility Criteria**

1. Any individual or organization who intends to create a special art project, an art program or event with a focus on art that serves the Evanston community.
2. The Arts Council encourages applications from first time applicants and artists who identify as being from all marginalized and under-resourced groups including any of the following:
  - BIPOC
  - LGBTQIA+
  - Older Adults
  - Neurodiverse Individuals
  - Those with Disabilities
  - Immigrant and Refugees
  - Un-housed
  - Vulnerable Youth
3. Organizations who are under consideration for or have received a Cultural Fund Grant in the same year are not eligible, even if the application is for a different project.
4. The applicant may not receive funding from this grant more than once per calendar year.
5. The applicant may not receive Special Project Grant for the same project that has received Special Project Grant in the past.
6. No food or alcoholic beverages will be funded.
7. Applicants must demonstrate a clear understanding of what they hope to achieve with the help of this funding.
8. Applications must be received at least one month in advance of the anticipated project date. Projects that have taken place prior to Arts Council application review are not eligible for funding.



## Evanston Arts Council Special Projects Grant 2025 Revised Guidelines

### APPLICATION AND ADMINISTRATION

#### Step 1: [Online Application](#)

- All grant applications must be completed and submitted online:

<https://cityofevanston.wufoo.com/forms/zh5fkh81xhpbxm/>

- Complete applications must include:

- Detailed narrative of the artistic project and outcomes
- Intended and projected audience
- Plan for involvement of community partners and community members
- Clear outcomes of the project
- Identifiable areas where the project will address inclusion, diversity, and equity
- Plan for community engagement, participation, and accessibility.
- Timetable
- Detailed budget of the project, program, or event

#### Step 2: Review Process

Staff will review applications for compliance with eligibility guidelines and scope of work to be funded. The Arts Council will review the applications with artistic merit, inclusiveness of participant creators, community involvement and impact in mind.

#### Step 3: Public Review and Approval Process

Applicants are invited and highly encouraged to attend the Arts Council meeting when their project will be reviewed, to be on hand to answer clarifying questions. Arts Council meetings take place on the third Tuesday of each month.

#### Step 4: Award and Project Implementation

Grantees are responsible for submitting an invoice to the City of Evanston for the amount awarded within 15 days of the approval of the award. The grantee also agrees to execute the project within 180 days of receiving the funds, and to submit a report within 60 days of completing the project. Any unused funds must be returned to the City of Evanston within 180 days of receiving the funds if the project is not completed or 60 days after the project is complete if there is any money left over. The grantee must also recognize the Arts Council's contribution in the program and any print materials by adding the following language: "This



**Evanston Arts Council  
Special Projects Grant  
2025 Revised Guidelines**

project is partially funded by the Evanston Arts Council's Special Projects Grants Program, in partnership with the City of Evanston." Use the Evanston Arts Council [logo](#) as appropriate.

**Timeline**

Day 1: Award approved

Day 2-15: Submit invoice for the full amount of the award. Complete

[Vendor Registration Form](#), if you have never received a payment from the City. Day 2-180:

Project execution or return money if the project did not take place

Day 181-240: Turn in [Final Report](#) and any leftover funds

Questions should be directed to [artscouncil@cityofevanston.org](mailto:artscouncil@cityofevanston.org)