

Evanston Arts Council

Procedure for Requesting Evanston Arts Council Funding

Overview:

The Evanston Arts Council gives financial support to local artists, arts organizations and art projects in three ways:

1. The Cultural Fund Grant Program
2. The Neighborhood Public Art Fund
3. The Arts Council Community Support Fund

Applications for the Cultural Fund Grant Program, which includes funding from the Illinois Arts Council Agency, are found on the City's website at <http://www.cityofevanston.org/arts-culture/cultural-fund-grant-program/>. Grant applications are only accepted during the City's scheduled grant cycle and deadline, which are published yearly.

The Neighborhood Public Art Fund and Arts Council Community Support Fund are ongoing funding opportunities that allow the Evanston Arts Council the flexibility to financially support innovative or special projects that come up throughout the budget cycle.

Procedure:

In order to apply for Neighborhood Public Art or Arts Council Community Support Funds, please follow this process:

1. Submit a cover letter of interest
2. Submit a proposal that contains the following:
 - a. Description of project, including materials, process, location, theme, etc.
 - b. Names and brief bios of primary project leads (lead organizer, lead artist, heads of organizations, etc.)
 - c. Detailed project budget
 - i. You must specify whether you are requesting monies from the Neighborhood Public Art or the Arts Council Community Support Fund.
 - d. Amount requested from the Arts Council
 - e. Project timeline
3. Submit any supporting documents, such as sketches or renderings, previous work, letters of support or permission, etc.
4. If funds are allocated by the Arts Council, a final report will be required within 60 days of completion of the project.

These pieces should be sent by email to the Cultural Arts Coordinator, Jennifer Lasik, at jlasic@cityofevanston.org. We will not accept hard copies of proposals.

Once received, you will get an email confirmation and the proposal will be given to subcommittee members. If passed through the subcommittee, you will be asked to appear before the full Evanston Arts Council to present your project. The Evanston Arts Council meets the second Tuesday of every month at 6:30 PM at the Morton Civic Center.

The full process may take up to two months depending on scheduling. Submission of a proposal does not guarantee approval and/or funding. The Evanston Arts Council reserves the right to ask for clarification or modification of projects or to refuse any projects.

If you receive funding, the Evanston Arts Council requires a post-project presentation and final report that includes a narrative about the project process and a final budget. Failure to submit these items may result in ineligibility for future funding or requests for reimbursement from the City of Evanston.

If you have questions about the submission process, please call Jennifer Lasik at 847-859-7835 or email at jlasic@cityofevanston.org.

Thank you for your interest. It's a great day for the arts in Evanston!