



## Evanston Arts Council Special Projects Grant Guidelines 2024 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.

### Application Review Schedule

In 2024, The Arts Council will review Special Projects Grant project applications four times.

Applications are due the first of the month before the Arts Council meeting, as follows:

1. **April:** April 1 (deadline) -- April 16 (EAC review)
2. **July:** July 1 (deadline) -- for review on July 16 (EAC review)
3. **September:** September 1 (deadline) -- September 17 (EAC review)
4. **November:** November 1 (deadline) -- November 19 (EAC review)

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. Procedures for applying are below.

### 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. Organizations who are under consideration for or have received a Cultural Fund Grant in the same year are not eligible (new in 2024).
3. 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:



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- BIPOC
  - LGBTQIA+
  - Older Adults
  - Neurodiverse Individuals
  - Those with Disabilities
  - Immigrant and Refugees
  - Un-housed
  - Vulnerable Youth
4. Applicants are limited to one Special Project Grant per calendar year.
  5. No food or alcoholic beverages will be funded.)
  6. Applicants must demonstrate a clear understanding of what they hope to achieve with the help of this funding.
  7. The need for the funds must be at least one month away when the application is filed.
  8. The applicant may not receive funding from this grant more than once per calendar year.
  9. Projects that have taken place prior to Arts Council approval are not eligible for funding.

### **Application and Administration**

#### **Step 1: [Online application](https://cityofevanston.wufoo.com/forms/zh5fkh81xhpbxm/)**

- All grant applications must be completed and submitted online:  
<https://cityofevanston.wufoo.com/forms/zh5fkh81xhpbxm/>
- In order to ensure your place on the Arts Council's agenda, complete applications must be turned in no later than April 1, July 1, September 1 or November 1, for review at that month's Arts Council meeting.
- 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.



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

Applicants are invited to attend the Arts Council meeting when their project will be reviewed, to be on hand to answer clarifying questions.

### **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 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](#) and W-9 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 (Attached) and any leftover funds

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