



**Cultural Fund Grant
2024 Information Session**

Thanks for Joining Us.



We're here to talk about the Cultural Fund Grant:

- **Explain the application process**
- **Discuss our criteria**
- **Preview the forms**
- **Answer questions**
- **Help everyone make their best case**

Our Purpose, Vision and Values



Purpose

The Evanston Arts Council nourishes and builds an inclusive community where creative expression thrives and the arts flourish. We empower and amplify artists and arts organizations as community builders and change makers. We support diverse forms of expression and provide equitable access to the arts.

Vision

We envision the arts as central to an equitable, sustainable city where authentic and diverse creative voices are accessible to all; and where artists are supported, thriving, and recognized as fundamental to a healthy and engaged society.

Values

- We maintain that art is for everyone; it should be a catalyst for inclusivity and equity.
- We support decolonization of the arts and all forms of creative expression.
- We value the voices of artists to enrich lives and move society forward.
- We believe the arts are a vital reflection of our humanity.

Key Dates



- **March 1, 2024** **Grant cycle open**
- **March 21, 2024** **CANCELLED: Office hours via Instagram Live**
- **April 1, 2024** **Submission deadline (11:59pm)**
- **May 11, 2024** **Reviewing panel meets**
- **June 10, 2024** **Arts Council allocates funds**
- **June 2024** **Applicants notified**
- **June 30, 2025** **Grant monies to be fully spent**
- **July 31, 2025** **Final report due**



The Cultural Fund Application: Overview

- 2024 Maximum grant award: **\$6,000**
- Eligibility
 - Open to 501(c)3 organizations
 - Must serve Evanston, but need not be located here
 - 501(c)3 applicants must have a SAM.gov Unique Entity Identifier number
 - Individual artists cannot apply (apply for the Special Projects Grant instead)
- Organizations can apply for specific programs and/or general operating costs of an organization
- Simple, short application: Just three narrative questions

The Cultural Fund Application: Overview



The Arts Council encourages new, first time applicants and prioritizes the following Cultural Fund applications:

- from Black, Indigenous and People of Color-led organizations
- from LGBTQIA+ led organizations
- from and/or serving all marginalized and under-resourced groups, including older adults, neurodiverse individuals and those with disabilities, immigrants and refugees, and vulnerable youth
- that collaboratively bring the community together

Equity and Accessibility Requirements



- ✓ Organizations should place a high priority on community access. Applicants should demonstrate strategies for outreach to the community.
- ✓ The applicant organization must demonstrate their efforts to realize the Equity in the Arts Goals set by the Arts Council, to:
 - Promote equity and inclusion throughout the arts in Evanston, regardless of gender, race, ethnic background, age, ability or sexual orientation.
 - Ensure that the cultural arts programs the Council supports reflect the diversity of the Evanston community.
 - Make the arts accessible to all people, including those with disabilities.
- ✓ No person will be excluded from participation on the basis of sex, race, sexual orientation, color, religion, ancestry, age, national origin, or ability.
- ✓ Make every attempt to ensure that the proposed project is accessible to persons with disabilities.

We Cannot Fund



- ✗ Individual artists
- ✗ Non-501(c)(3) arts and 501(c)(3) community organizations.
- ✗ Capital improvements or construction costs
- ✗ Organizations whose activities occur in non-accessible venues
- ✗ Purchase of permanent equipment
- ✗ An existing deficit from a previous year or project
- ✗ Activities not open to the general public
- ✗ Scholarships, social or fundraising events
- ✗ Personal expenses e.g., childcare and wages lost due to proposed project commitment
- ✗ Applicants that submit incomplete applications
- ✗ Applicants that are taxing bodies (including schools, libraries and park district)
- ✗ Applicants that are neither located in Evanston nor serve the Evanston community
- ✗ Food or drinks

The Application



APPLICATION

ATTENTION: Please note that uploaded documents will NOT be saved. Only upload documents once you are ready to submit your application.

Applicant Information

Legal Name of Applicant *

Name of Applicant Organization *

Year Founded *

Unique Entity Identifier (UEI) Number

501(c)3 organizations must obtain both a DUNS number and a SAM Unique Entity Identifier (UEI). Unique Entity Identifier means the identifier assigned to uniquely identify business entities. Until April 4, 2022, this is a Dun & Bradstreet (DUNS) number. On and after April 4, 2022, this is a UEI assigned by SAM.gov. Type "N/A" if not a 501(C) organization

Tax ID Number

Chief Administrative Officer (if different than applicant) *

First Name

Last Name

Chief Administrative Officer Email *

Illinois House District *

Illinois Senate District Number: *

Street Address *

Address Line 1

Address Line 2

City

State

ZIP Code

Daytime Telephone *

Website Address (if applicable)

Email Address *

Have you received funding from the Illinois Arts Council Agency for FY 2024 *

- Yes
 No

Have you received funding from the National Endowment for the Art for FY 2024 *

- Yes
 No

Summary of Application

Program Area (select no more than two to describe this application) *

- Arts Education
 Dance
 Design
 Ethnic/Folk or Traditional Arts
 Literature
 Media Arts
 Music
 Multi-disciplinary
 Theatre
 Visual Arts

The Application, Continued



Projected number of artists involved:*

Projected number of people in Evanston that this program will reach:*

What dollar amount (up to \$6,000) of grant funding are you requesting?*

Does your organization or project serve the following communities? (Select all that apply.)*

- BIPOC
- LGBTQIA+
- Older Adults
- Neurodiverse Individuals
- Those with Disabilities
- Immigrants and Refugees
- Un-Housed
- Vulnerable Youth
- Historically under-resourced demographics and communities

Show the Inspector

If applying as a 501(c)(3), do 50% or more of the Board of Directors identify as BIPOC? *

- Yes
- No

Does your leadership identify with the following communities? (Select all that apply.)*

- BIPOC
- LGBTQIA+
- Those with Disabilities

Narrative Question #1



Artistic and Program Mission (33%) (3,000 characters)

- a) Tell us about your mission and work. How does your work align with the Evanston Arts Council's Purpose, Vision, and Values?
- b) If applicable, describe the specific program or project for which you are requesting funds, including program specifics and goals, and timeframe and location, where possible.
- c) What is the artistic value of this program in Evanston and/or need in Evanston that is being met through this work?

Narrative Question #2



Community Impact / Alignment with EAC's Purpose, Vision and Values **(33%)** (3,000 characters)

- a) Who is this project intended to reach/serve in Evanston? Please be as specific as possible, and include numbers.
- b) Describe how this project engages Evanston communities—as audience members, participants, and/or collaborators. Please list any key community collaborators and their roles, if applicable.
- c) How does this work contribute to an equitable and inclusive Evanston?

Narrative Question #3



Funding Needs (33%) (3,000 characters)

Please describe the need for the requested funds and how the funds will be used.

(This narrative answer should complement your Program Budget)

Supplementary Materials



Supplementary Materials (*= required)

BE ADVISED

Attachments in the section below will NOT be saved if you choose the "Save and Resume Later" button. All other sections and fields will retain your inputted information. When completing this section, make sure you are prepared to submit your entire application with required materials attached.

Bios of Key Artistic Personnel*

No File Chosen

Copy of Not-For-Profit Status

No File Chosen

List of names of key leadership, including board members, if applicable*

No File Chosen

Organization Annual Budget (organizational applicants only)*

No File Chosen

Program Budget (individual applicants, and for organizations requesting for a specific program)

No File Chosen

Work Samples (A minimum of 2 and maximum of 4 work samples must be provided, either as attachments or as links below)*

No File Chosen

[See guidelines](#)

Work Samples*

No File Chosen

[See guidelines](#)

Work Samples*

No File Chosen

[See guidelines](#)

Work Samples*

No File Chosen

[See guidelines](#)

If you would like us to review material on a website or YouTube, please provide the link(s) here. The total time of video clips should not exceed 6 minutes. If there is a specific segment you would like reviewed, please give the start and end time for us to queue the clip.

Link 1

Link 2

Letter for support from collaborators/collaborating organizations (not required, but recommended if you are doing a project at or in collaboration with another organization)

No File Chosen

Application Review Criteria/ Scoring Matrix



Criteria	Fair	Good	Excellent
Artistic Merit and Artistic Excellence	1-5 points	6-10 points	11-15 points
<ul style="list-style-type: none"> • Artistic goals and purpose • Artistic merit of the project or programming and artists involved • Representation • Originality 	<ul style="list-style-type: none"> - Mission and goals unclear - Artistic quality minimal or not well demonstrated - Does not highlight or include underrepresented perspectives - Lacking originality 	<ul style="list-style-type: none"> - Mission and goals outlined - Good demonstrated artistic quality - Some highlighting of underrepresented perspectives - Somewhat original perspective or experience 	<ul style="list-style-type: none"> - Clearly defined goals and mission - Excellent demonstrated artistic quality - Centers underrepresented voices - Highly original and unique experience
Community Impact	1-5 points	6-10 points	11-15 points
<ul style="list-style-type: none"> • Reach to diverse and/or under-resourced communities • Involvement of community members • Addresses community needs • Equity • Accessibility 	<ul style="list-style-type: none"> - Low impact on under-resourced communities or demographics - Little evidence of collaboration or community involvement - Does not consider community needs - No focus on equity - Not accessible 	<ul style="list-style-type: none"> - Intention to reach under-resourced communities or demographics - Endeavors to bring communities together - Understanding of community needs - Includes plans for equity - Includes plans for accessibility 	<ul style="list-style-type: none"> - Demonstrated reach and depth of engagement to under-resourced communities or demographics - Diverse community members are involved as decision makers and active collaborators - Responsive to community needs - Strong commitment to equity: leadership that identify as BIPOC and/or LGBTQIA+ - Highly accessible
Use of Funds	1-5 points	6-10 points	11-15 points
<ul style="list-style-type: none"> • Need for funds • Intended use of funds • Capacity to implement the programming/project 	<ul style="list-style-type: none"> - Need for funds not well demonstrated - Plans to utilize funds not clearly stated - Organizational capacity not demonstrated 	<ul style="list-style-type: none"> - Need for funds is demonstrated - Plans to utilize funds is presented - Organizational capacity is demonstrated 	<ul style="list-style-type: none"> - Need for funds is very well demonstrated - Plans to utilize funds is strongly presented - Excellent demonstration of organizational capacity

Application Tips



- Applications and details are here:
<https://www.cityofevanston.org/about-evanston/arts-and-culture/theatre/cultural-fund-grant-program>
- You can save a partial application and resume later
 - Follow the prompts to have a link to your application emailed to you
- To move to the next page, you need some text in each box
 - Type at least a few characters and you will be able to page ahead
- Uploaded documents are NOT saved until you submit
 - Only upload documents when you are ready to submit
- Character counts include spaces

What Happens Next?



- Contact us with any questions at artscouncil@cityofevanston.org
- Submit application online by April 1
- Judging panel meets virtually May 11
 - Applicants will not be able to observe review panel
- Judges' recommendations go to Arts Council June 20 for decisions
 - That is a public meeting, like all Arts Council meetings
 - Applicants will be informed of decisions in July

Questions?

