

## Cultural Fund Grant 2024 Application Cycle

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

### Important Dates

March 1, 2024	Application Opens
March 7, 2024	6 p.m. to 7 p.m. Virtual Cultural Fund Grant Information Session (attendance optional) Meeting Link: <a href="#">Here</a>
March 21, 2024	Instagram Live Office Hours at 2 p.m. to 3 p.m.
April 1, 2024	Submission deadline at 11:59 p.m.
May 11, 2024	Reviewing panel meets
May 21, 2024	Arts Council allocates funds
June 10, 2024	Applicants notified
June 30, 2025	Grant monies to be spent
July 31, 2025	Final Report due

### Applications

Non-profit 501(c)(3) organizations may apply for up to **\$6,000** to support specific arts programs or the general operating of their cultural organization. Funding allocations will be determined by application score and the total amount of funding available. In some cases, a percentage of the total amount asked will be awarded. The applicant must complete the following application process to be considered eligible for a Cultural Fund grant. Incomplete applications will not be considered.

1. Complete the online application with an electronic signature of the authorizing official on the Statement of Assurances.
2. Upload the support materials requested.
3. Submit the application by the April 1, 2024 deadline.

**[APPLY HERE](#)**

You may also view a [preview](#) of the Cultural Fund grant application narrative questions.

## **GUIDELINES AND ELIGIBILITY**

### **PURPOSE**

The Evanston Arts Council was established by mandate of the Evanston City Council in 1975 to provide leadership and advocacy for the promotion, development, and accessibility of the arts and to create opportunities for artistic excellence in our community. The Purpose, Vision and Values of the Evanston Arts Council can be viewed:

<https://www.cityofevanston.org/home/showpublisheddocument/69839/637786163480530000>]

The goal of the Cultural Fund Grant Program is to sustain and advance our community's arts ecosystem and provide meaningful opportunities for Evanstonians to engage with creative expression. The Arts Council encourages new, first time applicants and prioritizes the following Cultural Fund applications:

- from Black, Indigenous and People of Color (BIPOC)- led organizations
- from LGBTQIA+ led organizations
- from all marginalized and under-resourced groups, including older adults, neurodiverse individuals and those with disabilities, immigrants and refugees, the un-housed, vulnerable youth
- projects that serve historically under-resourced demographics and communities
- that collaboratively and creatively bring the community together

### **ELIGIBILITY**

Funding is awarded to 501(c)(3) arts and 501(c)(3) community organizations based in or serving Evanston for arts programs or projects that benefit the community. For-profit entities, religious entities, and organizations not working with the arts are not eligible.

#### **THE CITY CANNOT FUND:**

- Individual Artists. Individual artists should apply through the [Special Projects Grants, a rolling grant.](#)
- Organizations without 501(c)(3) non-profit status
- Projects that replace arts instruction provided by an arts specialist
- 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, fundraising events, or social activities such as receptions, parties, or galas
- Personal expenses such as child care and unrelated wages lost due to proposed project commitment
- Awards to individuals or organizations to honor or recognize achievement
- Generally, courses in degree-granting institutions
- Literary publishing
- Generally, exhibitions of, and other projects that primarily involve, single, individually-owned, private collections
- Cash reserves and endowments.
- 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

### ***SELECTION CRITERIA AND PROCESS***

Applications will be reviewed by peer advisory panelists who are arts professionals in a variety of disciplines. To ensure an equity lens is applied, the panel will consist mainly of BIPOC (Black, Indigenous, People of Color) and gender non-binary and LGBTQIA+ individuals. Applications will be reviewed and scored according to the following criteria, using this [scoring metric](#).

Artistic Merit: 33.3% ·

- Artistic goals and purpose
- Artistic merit of the project or programming and artists involved
- Representation
- Originality

Community Impact and alignment with [EAC's Purpose, Vision and Values](#): 33.3%

- Reach to diverse and/or under-resourced audiences
- Involvement of community members
- Addresses community needs
- Equity (see the Equity in the Arts Goals below)
- Accessibility

Use of Funds: 33.3%

- Need for funds
- Intended use of funds
- Capacity to implement the project/programming

## **EQUITY IN THE ARTS GOALS**

The applicant must demonstrate their efforts to realize these goals:

1. Promote equity and inclusion throughout the arts in Evanston, regardless of gender, race, ethnic background, age, ability or sexual orientation.
2. Ensure that the cultural arts programs the Council supports reflect the diversity of the Evanston community.
3. Make the arts accessible to all people, including those with disabilities.

## **GRANT DISTRIBUTION and FUNDING POLICIES**

1. 501(c) 3 organizations must obtain a SAM Unique Entity Identifier (UEI) assigned by SAM.gov."
2. All grants will be paid in full upon receipt of required agreements and requested documentation. All grant fund expenditures must be incurred between July 2024 and June 2025.
3. All grant recipients are required to submit a written final report, due upon completion of the project and no later than July 31, 2025, as a condition of grant award. Any grantee not completing a timely grant report will not be eligible to apply for a grant in the following year.

4. Grant recipients may be subject to the National Historic Preservation Act (NHPA) and/or the National Environmental Policy Act (NEPA) and the NEA may conduct a review of your project to ensure that it is in compliance with NHPA/NEPA. More information on projects that may be subjected to NHPA/NEPA is available [here](#).
5. Applicants must ensure that a NEA funded project is implemented in full accordance with the U.S. Constitution, federal law, and public policy requirements: including, but not limited to, those protecting free speech, religious liberty, public welfare, the environment, and prohibiting discrimination.
6. Applicants must comply with Title VII of the Civil Rights Act of 1964 and assure the Arts Council that no person will be excluded from participation or be denied the benefits of any program or service on the basis of sex, race, sexual orientation, color, religion, ancestry, age, national origin, or ability. Title VI also extends protection to persons with limited English proficiency. Applicants must take reasonable steps to ensure that LEP persons have meaningful access to programs.
7. Applicants must comply with Title IX of the Education Amendments of 1972, as amended and assure that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subject to discrimination under any education program or activity receiving federal financial assistance.
8. Applicants must comply with The Age Discrimination Act of 1975, as amended, and assure that no person in the United States shall, on the basis of age, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.
9. Applicants must comply with The Americans with Disabilities Act of 1990 (ADA), and assure that no person shall be discriminated against on the basis of disability in employment and places of public accommodation and commercial facilities. Accessibility involves both the location and the content of the proposal. In accepting a grant from the Evanston Arts Council, organizations agree to make every attempt to ensure that the proposed project is accessible to persons with disabilities.
10. Applicants must comply with Section 504 of the Rehabilitation Act of 1973, and assure that no otherwise qualified individual with a disability in the

United States shall, solely by reason of his/her disability, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance

11. All applicants are advised that litigation with or indebtedness to the City of Evanston may preclude the applicant's ability to receive grant funds.

**IF AWARDED CULTURAL FUND MONIES, APPLICANT AGREES TO:**

1. RECORD RETENTION AND ACCESS

- Awardees must permit the City of Evanston and City's financial auditors with access to records and financial statements, as necessary to ensure compliance with the federal award requirements.
- Awardees must retain financial records and other supporting documents related to the Award for a period of 3 years from the date of submission of Final Report
- To receive payment, awardee shall sign and return Grant Agreement, complete Vendor Registration Form and W-9 form, if you have never received a payment from the City. For organizations without a 501(c)3 status, make sure to list the name of the person or organization who will cash the check.
- Send an invoice to the City of Evanston from you/your organization for the amount of the award indicated in your letter and agreement

2. ACKNOWLEDGEMENT. Applicants that receive funding must acknowledge the City of Evanston/Evanston Arts Council support in all publicity and media materials used in connection with the funded project. For 501c3 organizations, similar acknowledgement is required of the support of the National Endowment for the Arts. ([Evanston Arts Councils Logo](#) and the [NEA Logo](#) in the links embedded). You will need to use these logos in your materials. Please read the agreement for more information.

3. FINAL REPORT. Final report and supporting documents must be received by the City by July 31, 2025. Organizations failing to submit final reports by this date risk not being eligible for funding during the next application cycle.

**FAQ's:****Can my partner organization also apply for NEA funds to support our collaborative work?**

*A partnering organization may apply for funds to support a joint effort but there can be no overlapping project costs between the applications. For example, if you are a dance company, and you are applying for the development of a new work and a presenting organization/theater is also applying for a residency/performance project that includes your company and the presentation of the new work, you must ensure that the costs are kept separate. You cannot include travel costs in your budget if these same costs are also reflected in the presenter's budget. You cannot include as cost share/match any income that is derived from a federal grant made to another entity (e.g., if a presenter includes your artist fees as an expense in their budget, you cannot use that as income in your own budget). In short, you should communicate closely with your partners to be sure that you are each clear on the division of costs and activity between the applications.*

**Can my organization be issued grant funding without providing the City with a Unique Entity Identifier?**

*501(c)3 organizations that do not provide the City with a Unique Entity Identifier will not be issued funding.*

If I received funding from the NEA grant awarded to the City, as noted in my award letter, can I use this award for another federal cost share/match grant?

*No, recipients awarded NEA funding cannot use funds as cost share/match for another federal grant.*

**Do I need to download any software or documents in order to apply?**

*No. We use Formstack, which has online forms with fields. You will be asked to upload various files, but will not need to download anything. NOTE: Formstack does not seem to work as well with Safari as other browsers. We recommend Google Chrome. If you are having trouble submitting, it is most likely a conflict with your browser.*

**What happens if my program, project, budget or plan changes after I have applied or received a grant?**

*If you have to make minor adjustments to your project or budget, you can simply proceed and note them in your final report. If major changes are necessary, please outline those changes and submit to [artscouncil@cityofevanston.org](mailto:artscouncil@cityofevanston.org) for advice.*

**The grant application will not let me go to the next page until the current page is complete. How do I see the questions ahead of time? Also, can I start it and then finish it at a later time or date?**

*You may type in a few characters to the fields. The form will read that as "answered" and will allow you to move on. When you save your document, the program will send you an email with a link to go back and edit your application. You may do that as many times as needed until you "submit", at which time your application is final. Make sure you check your filter if you do not see the program-generated link to go back.*