



**TWO RIVERS ARTS COUNCIL**  
P.O. Box 21, Raritan, Illinois 61471  
E-Mail: [trac13@mtcnw.net](mailto:trac13@mtcnw.net)  
Telephone: 309-221-2743

Application also is on line at [www.tworiversartscouncil.org](http://www.tworiversartscouncil.org)

## Two Rivers Arts Council Request for Proposals

The Two Rivers Arts Council (TRAC) is requesting proposals for the FY2017 Community Arts Access Program. The purpose of the program is to encourage community organizations and individual artists to use the arts to enhance the area's economic and cultural well-being. The following criteria apply:

- Requests for funding should occur between September 1, 2016-May 31, 2017.
- All requests for funding should be received prior to the event or activity. Turnaround time for applications submitted electronically is usually a week. Allow up to a month for applications submitted via hard-copy.
- All applications should be submitted so that there is adequate time to include the following credit in all publicity: *"This program is partially supported by a grant from the Illinois Arts Council Agency through federal funds provided by the National Endowment for the Arts and through local funds from the Two Rivers Arts Council, a regional arts organization."* (Applicants are encouraged to use the IAC, NEA, and TRAC logos. See Credits form/attachment.)
- Applicants must reside or produce/present arts programming in one or more of the following counties: Brown, Calhoun, Cass, Fulton, Greene, Hancock, Henderson, Jersey, Mason, McDonough, Pike, Schuyler, and Scott.
- Applicant organizations should be registered as a not-for-profit corporation with the Office of the Illinois Secretary of State. Individuals, units of Government, publicly constituted schools, colleges and universities or religious organizations also are eligible to apply. Individual applicants may be requested to provide proof of Illinois residency.
- All programs must include a public participation component.
- Applicant should demonstrate a 25% cash match for grant request.
- Applicant is advised to keep documentation of income and expenses.
- Funds received from other IAC grant programs or other local arts agency re-grant programs cannot be used as matching funds.
- Applicant should submit documentation of letters of financial/in-kind commitment from co-sponsoring organizations.
- Grant funds cannot be used for support of fundraising events; benefits, reception or other social functions; capital improvements; construction; purchase of permanent equipment; out-of-state touring; an individual's academic study; scholarships; or deficit funding.
- Applicant organizations/individuals may not receive funds for projects previously funded through TRAC. TRAC/IAC funding should be considered "seed" money.
- State agencies and their affiliates are ineligible to receive funds from the IAC.

TRAC is especially interested in supporting requests for up to \$350 to assist in developing a web presence for organizations or individual artists. To request funds for website development, please request/complete website application.

For additional information, contact TRAC at 309-221-2743 or TRAC/IAC Art Access Program, P.O. Box 21, Raritan, IL 61471 or e-mail: [trac13@mtcnw.net](mailto:trac13@mtcnw.net)

## PANEL REVIEW CRITERIA

Grants will be reviewed by a panel selected by the TRAC Board of Directors. Panelists will use the following criteria to evaluate each application. Not every criterion will apply to every application, they are provided only as a guide to panelists. Each panelist will assign a score of 0-25 to each application. These scores will be used in determining grant awards.

- I. Pursuit of Excellence: 1-5 points
  - A. Innovation of proposed activities
  - B. Artistic quality of the work or project and its aesthetic or cultural impact on its audience
  - C. Demonstrates movement towards artistic challenges
  - D. Artistic mission expressed with clarity and purpose
  
- II. Organization Capability: 1-5 points
  - A. Demonstrates financial responsibility and evidence of public and private financial support other than the grant request
  - B. A demonstrated personnel support structure to implement the project
  - C. Appropriateness and adequacy of facilities and equipment
  - D. Evidence of sound management and planning
  
- III. Community Involvement: 1-5 points
  - A. Accessibility to the community, regardless of race, gender, age, education or disability
  - B. Services to the areas of Illinois that do not regularly have arts programs
  - C. Participation of community in applicant's activities
  - D. Impact of project on the community
  
- IV. Serving Illinois Artists: 1-5 points
  - A. Offers economic opportunities for Illinois artists
  - B. Provides services and/or support to Illinois artists
  - C. Encourages Illinois artists to create new works
  
- V. Evidence of Community Support: 1-5 points
  - A. Impact of volunteer services on applicant organization
  - B. Impact of in-kind contributions of applicant organization
  - C. Impact of co-sponsoring groups on applicant organization
  - D. Evidence of local community support
  - E. Other evidence of community contributions

The following values are assigned to each numeric point:

5 points	Outstanding
4 points	Excellent
3 points	Good
2 points	Marginal
1 point	Poor



## Two Rivers Arts Council FY2017 Community Arts Access Grant

### Application Instructions:

Applications for the FY2017 Community Arts Access Grant Program will be considered by the Review Committee until funding is depleted. Awards will be distributed based on availability of the funding allocation from the Illinois Arts Council Agency, a state agency. It is preferred that you submit the application by e-mail attachment to [trac13@mtcnow.net](mailto:trac13@mtcnow.net). Please follow with a hard copy of completed application with signature and documentation to TRAC. Hard copies may be sent to TRAC—CAA Program, P.O. Box 21, Raritan, IL 61471. The application consists of the following:

- I. Cover Page with signature.
- II. Project Narrative should be no more than one typed page, one inch margins, 12-point font type. The narrative should be a description of the project and should include:
  - Goal/Objective of the project
  - Organizational history and mission statement
  - Personnel involved (attach biographies)
  - Description of target audience
  - Location(s) of activity
  - Statement of involvement of co-sponsoring organization(s)
  - Proposed method of publicity/promotion \*
  - Statement concerning future support for project
- III. Budget Form AND a brief Budget Narrative describing on what the funds will be spent, including the sources of cash support and income. Use attached form to document in-kind support.

**\* All publicity must include the following statement: "This program is partially supported by a grant from the Illinois Arts Council Agency through federal funds provided by the National Endowment for the Arts and through local funds from the Two Rivers Arts Council, a regional arts organization." (Applicants are encouraged to use the IAC, NEA, and TRAC logos. See Credits form/attachment.) Failure to credit IAC, NEA and TRAC will jeopardize funding status.**

E-mail application to [trac13@mtcnow.net](mailto:trac13@mtcnow.net) or mail completed application to TRAC, P.O. Box 21, Raritan, IL. 61471.



## Two Rivers Arts Council FY2017 Community Arts Access Application

Please complete the following information. You may e-mail as attachment to [trac13@mtcnw.net](mailto:trac13@mtcnw.net). Please follow with a hard copy with signature and copies of documentation to TRAC, P.O. Box 21 Raritan, IL 61471.

**Cover Page** (please type or print legibly)

Name of Applicant \_\_\_\_\_

Federal Employer Identification Number \_\_\_\_\_  
(Social Security Number for Individuals) (An organization should include copy of current not for profit document)

Address _____	City/Zip _____
County _____	Telephone _____
E-mail _____	

Contact Person/Project Director \_\_\_\_\_

Date(s) of Program/Project \_\_\_\_\_

Location of Event \_\_\_\_\_ Does the Location Meet ADA? Yes/No? \_\_\_\_\_

Have you applied to IAC/other re-granting agencies for funding of this project? Yes/NO? \_\_\_\_\_  
If yes, specify \_\_\_\_\_

Last completed fiscal year's operating income/expense for public arts programming:  
Income \$ \_\_\_\_\_ Expenses \$ \_\_\_\_\_

Co-sponsoring arts/community/civic and/or government organization (s):

#1	#2
Name _____	_____
Address _____	_____
City/Zip _____	_____
Phone _____	_____

Based on address of applicant, enter a district number for each governmental branch

IL House # \_\_\_\_\_ IL Senate # \_\_\_\_\_ US Representative # \_\_\_\_\_

**Project Description:** (In 30 words or less, describe project/activity for which grant funds are requested. Please include artistic disciplines and artists involved, characteristics of specific populations involved. This information will be used in TRAC's final reporting to IAC.)

Grant Summary: Projected Outcome, check figures against Budget Form.

1.	Grant request	\$	_____
2.	Total cash expenses	\$	_____
3.	Total cash applicant cash match (should = 25% or more of line 1)	\$	_____
4.	Total \$ value of in-kind contributions	\$	_____
5.	Estimated # of artists participating		_____
6.	Estimated # of volunteers participating		_____
7.	Estimated # of audience		_____
8.	Total participants—add lines 5, 6 and 7		_____
9.	Estimated % of audience under age 19		_____
10.	Estimated % of audience over 64		_____
11.	Estimated % special population(s) Specify population(s) _____		_____

\_\_\_\_\_  
Project Director's Signature

\_\_\_\_\_  
Date

**Project Narrative**  
(may use an additional page, if needed)

## COMMUNITY ARTS ACCESS GRANT APPLICATION BUDGET FORM

*This is a generic form. Some categories may not apply to your specific arts activity proposal.*

PROJECTED EXPENSES	CASH	IN-KIND
1. Personnel	\$ _____	\$ _____
A. Administrative	\$ _____	\$ _____
B. Artistic	\$ _____	\$ _____
C. Technical	\$ _____	\$ _____
D. Other	\$ _____	\$ _____
2. Outside Professional Services	\$ _____	\$ _____
A. Artistic	\$ _____	\$ _____
B. Other	\$ _____	\$ _____
3. Space Rental	\$ _____	\$ _____
4. Travel	\$ _____	\$ _____
5. Marketing	\$ _____	\$ _____
6. Other operating Expenses (specify)	\$ _____	\$ _____
A.	\$ _____	\$ _____
B.	\$ _____	\$ _____
C.	\$ _____	\$ _____
7. TOTALS	\$ _____	\$ _____

### PROJECTED CASH INCOME

8.	Admissions/Fees	\$ _____
9.	Contacted Service	\$ _____
10.	Corporate Contributions	\$ _____
11.	Foundation Contributions	\$ _____
12.	Other Private Contributions	\$ _____
13.	Government Contributions	\$ _____
	(do not include this grant)	
	A. Federal	\$ _____
	B. State	\$ _____
	C. Local	\$ _____
14.	Other Revenue	\$ _____
15.	Applicant Cash	\$ _____
16.	Total Cash Income (add lines 8-15)	\$ _____
17.	TRAC Grant Request	\$ _____
18.	Applicant Cash Match (must = at least 25% of line 17)	
19.	TOTAL PROJECT INCOME (Sum of lines 16 & 17, should = line 7 Cash)	\$ _____

**Budget Narrative**  
(may use additional page, if needed)

# PROJECTED IN-KIND CONTRIBUTION OF PERSONAL SERVICES, MATERIALS, EQUIPMENT, AND FACILITIES

(A copy of the Illinois Arts Council In-Kind Contributions Guidelines is available on request.)

DATE(S)	TYPE OF CONTRIBUTION	CASH VALUE	HOURS WORKED	HOURLY RATE	DESCRIPTION OF CONTRIBUTION

Total Amount Contributed: \_\_\_\_\_

Organization: \_\_\_\_\_

# Credits

*"This program is partially supported by a grant from the Illinois Arts Council Agency through federal funds provided by the National Endowment for the Arts and the Two Rivers Arts Council."*

**Use of the following logos is encouraged**

