



TWO RIVERS ARTS COUNCIL
P.O. Box 21, Raritan, Illinois 61471
E-Mail: trac13@winco.net
Telephone: 309-221-2743

Application is also on line at www.tworiversartscouncil.com

Two Rivers Arts Council Request for Proposals

The Two Rivers Arts Council (TRAC) is requesting proposals for the FY2012 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:

- Proposed activities should occur September 1, 2011-May 31, 2012
- All requests for funding must be received prior to the event or activity. Turn around time for applications submitted electronically is usually a week. Allow up to a month for applications submitted via hard-copy.
- All applications must be submitted so that there is adequate time to include the following credit in all publicity: **This project is partially funded through a grant from the Illinois Arts Council, a state agency, and the Two Rivers Arts Council, a regional arts organization.**
- 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 are also eligible to apply.
- All programs must include a public participation component.
- Applicant must 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 an individual's academic study, fundraising events, capital improvements, construction, or the purchase of permanent equipment.
- 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. State agencies are those defined by the Office of the Comptroller in Procedure 27.50.10, pp3 to 60, of the CUSAS manual.

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 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@winco.net.



Two Rivers Arts Council FY2012 Community Arts Access Grant

Application Instructions:

Applications for the FY2012 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 allocation of funding from the Illinois Arts Council, a state agency. It is preferred that you submit the application by e-mail attachment to trac13@winco.net. Please follow with a hard copy of complete 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.(pages 3-4)
- II. Project Narrative (page 5) (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 organizations
 - Proposed method of publicity/promotion *
 - Statement concerning future support for project
- III. Budget Form (page 6) AND a brief Budget Narrative (page 6) describing on what the funds will be spent, including the following sources of cash support and income. Use attached form to document in-kind support. (page 7)

*** All publicity must include the following statement: “This program (project or website) is partially sponsored by a grant from the Illinois Arts Council, a state agency, and Two River Arts Council, a regional arts organization.” Failure to credit TRAC and IAC will jeopardize funding status.**

E-mail application to trac13@winco.net or mail completed application to TRAC, P.O. Box 21, Raritan, IL. 61471.



Two Rivers Arts Council FY2012 Community Arts Access Application

Please complete the following information. You may e-mail as attachment to trac13@winco.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) (Organizations include copy of FY 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.)

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

1.	Grant request	\$	_____
2.	Total cash expenses	\$	_____
3.	Total cash applicant cash match (must = 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

Dated

Project Narrative

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	

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: _____



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Two Rivers Arts Council Request for Proposals—Website Development

The Two Rivers Arts Council (TRAC) is requesting proposals for the FY2012 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:

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- All requests for funding must be received prior to the event or activity. Turn around time for applications submitted electronically is usually a week. Allow up to a month for applications submitted via hard-copy.
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- Applicant should submit documentation of letters of financial/in-kind commitment from co-sponsoring organizations.
- Grant funds cannot be used for support of an individual's academic study, fundraising events, capital improvements, construction, or the purchase of permanent equipment.
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TRAC is especially interested in supporting requests for up to \$350 to assist in developing a web presence for arts or arts related organizations or individual artists or groups. To request funds for website development, please request website application.

*** All publicity must include the following statement: "This program (project or website) is partially sponsored by a grant from the Illinois Arts Council, a state agency, and Two River Arts Council, a regional arts organization." Failure to credit TRAC and IAC will jeopardize funding status.**



**Two Rivers Arts Council
FY2012 Website Application**

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

Name of Applicant: _____

Federal Employer Identification Number: _____
(Social Security Number for Individual artist. Organizations include copy most current not-for-profit document)

Contact Person/Project Director: _____

Address: _____ City/Zip: _____

County: _____ Telephone: _____ E-mail _____

Have you applied to the Illinois Arts Council or other re-granting agency(ies) for funding of this project?
Yes _____ No _____

Based on address of applicant, enter district number for each government branch:

IL House # _____ IL Senate # _____ US Representative # _____

Project Description: (In 30 words or less, describe project/activity and the breakdown of costs for which grant funds are requested. Please include name of website developer and costs related to project.)

Grant Summary: projected outcomes.

- | | |
|---|----------|
| 1. Grant request | \$ _____ |
| (If approved funding will be available on presentation of invoice from website developer and/or invoices/bills and proof of payment for any software purchases. Website must include credit to TRAC and TRAC must have permission to link the grantee's website on the TRAC website.) | |
| 2. Total cost of website development project | \$ _____ |
| 3. Total \$ value of any in-kind contributions | \$ _____ |
| 4. Estimated # of artists participating | _____ |

Project Director's Signature _____ Date _____

Once completed, please notify TRAC so we can link your site on our website: www.tworiversartscouncil.com
Also please credit the Illinois Arts Council and TRAC on your website. Thank you.

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