



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Economic Development Division

m e m o r a n d u m

TO: Laurel Lunt Prussing, Mayor

FROM: Elizabeth H. Tyler, FAICP, Director, Community Development Services

DATE: April 2, 2009

SUBJECT: **Public Arts Program Report and Annual Review**

Introduction and Background

The City of Urbana recognizes that the arts are essential to the vitality of the City, bolstering the quality of life, economic development, public safety, academic performance, and cultural awareness. With the establishment of the Urbana Public Arts Program, in April 2008, the City of Urbana became one of at least 34 municipalities in Illinois that support the arts through an Arts Commission and arts programming.

The arts industry has been recognized nationally as an important sector of the economy and was recently included in the American Recovery and Reinvestment Act of 2009. In the midst of national and local economic hardship, the Public Arts Program will assist in shaping neighborhoods, encouraging economic growth, and further vitalizing the city.

The mission of the Urbana Public Arts Program is to provide programming and services that create a city where artists thrive and are valued and where all residents engage with the arts in its many forms. The Arts, as used in this program, includes but is not limited to music, theatre, visual arts, dance, creative writing, film/video, crafts, performing arts, spoken word, environmental arts, multimedia arts, architectural arts, landscape architecture, and emerging media.

The development of the Public Arts Program began in September 2005, when the Urbana City Council included the creation of a Public Arts Program in its City Council Common Goals. In November 2006, the Urbana Public Arts Task Force was established to research the feasibility of a Public Arts Program for the City of Urbana. The Task Force, composed of 15 local artists, administrators, and teachers, worked with City staff to conduct research on public arts programs throughout the country, collect public input, and prepare recommendations on the structure of a

Public Arts Program for the City. As a result of these efforts, in April 2008, the Urbana City Council adopted an ordinance which established a Public Arts Commission and Permanent Public Arts Program for the City of Urbana. The ordinance, attached (Exhibit A), includes the composition and roles of the Public Arts Commission and establishes a Percent for Art on Municipal Building Projects Program and a Public Arts Fund.

The Commission convened for its first meeting in September 2008, as the arts advisory body for the City. The members of the Commission are listed below.

- Robin Hall, Chair, Director, Office of Recreation and Parks Resources, U of I
- Geoffrey Bant, Teaching assistant, Wiley Elementary School; Studio supervisor and teacher, Champaign Park District
- Barbara Hedlund, Musician, Teacher, Publisher
- Katherine Lamb, Freelance video editor
- Robert Lewis, Musician; Teacher; Urbana City Council member
- Michele Plante, Instructor and Coordinator of Career Services, College of Fine and Applied Arts, U of I
- Sarah Ross, Adjunct Professor (sculpture, art survey), Illinois State University
- Patricia Sammann, Writer, Developmental editor

Discussion

The Public Arts Commission has met monthly since September 2008, to develop public arts programming priorities, guidelines, and planning. Staff has facilitated additional programming, partnerships, and funding opportunities. The following report describes the activities of the Public Arts Program to date through the 08-09 fiscal year.

Public Arts Commission Meetings

One of the duties assigned to the Commission is the creation of an Annual Public Arts Program Plan to be presented to the Urbana City Council, Mayor and staff for consideration in the City budgeting process. The Annual Public Arts Program Plan for FY 09-10 will be finalized by the Public Arts Commission in April and presented to the City Council in May.

In November 2008, the Commission began inviting representatives from arts organizations as guest presenters to speak before the Commission during its meetings. Presentations to date have been given by representatives of the Urbana Free Library, Urbana Business Association, Urbana Park District, 40 North|88 West, Urbana-Champaign Independent Media Center, and the Urbana School District. This process provides an opportunity for the Commission to become better acquainted with the variety of arts organizations in the community and the programming that is currently provided by these organizations.

City Recognition

The City of Urbana was recognized an Arts Friendly Community by the Illinois Arts Alliance

and Illinois Municipal League in September 2008. Attached is the announcement of the City's designation (Exhibit B). The Gallery District Incentive Program is one reason for the City of Urbana's Arts Friendly Designation. The program has shown success in encouraging the inclusion of arts-related businesses in new businesses downtown Urbana.

Resource and Program Development

In August, the City submitted an application to the National Endowment for the Arts for the Access to Artistic Excellence Grant program in the Visual Arts Category. Recipients will be announced in April 2009. While recent stimulus funding was allocated to the National Endowment for the Arts through the Recovery Act, only entities which are previous NEA grant recipients are eligible for direct competitive grants.

Under the leadership of Councilperson Dennis Roberts and Mayor Prussing, the Urbana 175th Birthday Celebration, in 2008-2009, included a variety of programming to recognize the unique history of Urbana. One component of this effort included the creation and sale of calendars featuring historic photographs from Urbana. The sales of these calendars were donated to the Public Arts Fund.

The Urbana Business Association has also recognized the positive impact that supporting the arts has to Urbana business. In December 2008, the Urbana Business Association announced its Business Backs the Arts Initiative which dedicates \$15,000 to the Urbana Public Arts Program this fiscal year and commits an additional \$5,000 to be donated each year for the next three years.

Fluid Events, the presenters of the Blues Brews and BBQ festival, scheduled for June 28-29, 2009, in downtown Urbana, plan to incorporate an art fair into the festival this year. The presenters have offered the City the proceeds from the art fair component in exchange for assistance with the art fair registration.

The Public Arts Commission recently formed a Fundraising Subcommittee to discuss and evaluate fundraising strategies for the Program.

Partnerships

The Public Arts Coordinator has worked closely with 40 North |88 West, Champaign County's Arts, Culture, and Entertainment Council, by serving on its Board of Directors, Programs and Services Committee, and the Boneyard Arts Festival Committees. Staff has also collaborated with the development of the Krannert Center District, an arts and cultural district surrounding Krannert Center for Performing Arts. Staff continues to work closely with the Urbana Business Association on arts-related activities.

Program of Work for FY 08-09

The primary activities of staff and the Public Arts Commission have been to examine the background, goals, community input, and input provided by the City Council and Public Arts Task Force, to create feasible program priorities for the current and upcoming fiscal years, and to

begin developing policies and guidelines for such programs.

Program development has been initiated in a number of program areas. A Program of Work for FY 08-09 is attached (Exhibit C). The Program of Work provides an overview of each program, the anticipated timeline, and estimated expenditures for the following programs:

- a. Public Arts Grants Program
- b. Philo Road Beautification Plan Public Art
- c. Iron Post Sculpture Loan Project
- d. City Building Art Exhibit Space
- e. Arts at the Market Programming
- f. Downtown Newspaper Rack Project
- g. Unique Places Plaques and Markers Program
- h. Storefront Arts Series and Urbana Space Program
- i. Martin Luther King Project Planning Committee

In order to assist in development of these programs, the Commission has formed several subcommittees to work with staff to evaluate and implement each program. Subcommittees have been formed in the following areas: Corridor Beautification Projects, Arts Grants Program, Storefront Arts Series and Space, and the Martin Luther King Project Planning Committee. Additionally, a Marketing and Promotions Subcommittee and a Fundraising Subcommittee have been formed.

Marketing

In 2008 - 2009, the Public Arts Program has primarily used traditional marketing tools, such as radio and print interviews, website postings, and email announcements to inform the public about the activities of the Program. In March 2009, the Urbana Public Arts Program launched a page on Facebook, a social networking tool. As programming continues to develop, and calls for art are prepared, staff will actively pursue a variety of promotional outlets. This may include both local and national opportunities, such as announcements in the Americans for the Arts Public Arts Network listings, *Sculpture Magazine*, the *Public Art Review*, Illinois Arts Alliance, Illinois Arts Council, and 40 North | 88 West opportunities.

Fiscal Impact

The Public Arts Program of Work for FY 08-09 describes programmatic goals, timelines, and expenditures. Revenue available to support these programs comes from three sources. One source is the allocation in the FY 08-09 City Budget in the Public Arts Fund, under the "Public Arts Projects" item. Attached is an outline of the FY 08-09 Public Arts Fund Budget (Exhibit D). Another source is the allocation in the FY 08-09 City Budget in the Public Arts Fund for the Philo Road Beautification Project Public Art. Lastly, another revenue source is available through the Urbana Business Association's Business Backs the Arts donation of \$15,000, which will be used as part of the funding for the Arts Grants Program. Additional revenue has been sought through the National Endowment for the Arts, and award announcements will be made in April 2009.

Below is a list of the programs being pursued for FY 08-09 and the estimated expenditures, totaling to \$75,000.

Program	Estimated 08-09 Expenditure	Notes
Public Arts Grants Program	\$50,000	
Philo Road Public Art	\$15,000	
Iron Post Sculpture Project	\$3,000	
City Building Art Exhibit Space	\$1,000	
Arts at the Market Programming	\$800	
Downtown Newspaper Rack	NA	\$15,000 budgeted in FY07-08
Plaques and Markers Program	NA	To be considered for FY 09-10
Storefront Art Series Program	\$2,000	
Martin Luther King Jr. Planning	NA	To be considered at later date

Schedule

The programs described in the Public Arts Program FY 08-09 Program of Work are ready to be implemented. Note that the program plan for the next fiscal year (FY 09-10) will be prepared in April 2009 and presented to City Council in May 2009 to be considered in the FY 09-10 budgeting process.

There is desire to begin the Arts Grants Program as soon as possible, with grant applications accepted in April 2009, reviewed in May 2009, and awards announced in June 2009. Attached to the Program of Work for FY 08-09 (Exhibit C) are the guidelines and applications to be used in the Arts Grant Program.

Additional programs such as the Iron Post Sculpture Project, Philo Road Public Art Project, and the City Building Art Exhibit Space have intended installation dates of June 2009, with Calls for Art distributed in April 2009. The Arts at the Market programming is scheduled to begin at the Market on May 30th, 2009.

The Storefront Art Series Program will be further researched by staff and the Commission in April and May 2009, with intended program announcement in June 2009. The Downtown Newspaper Rack Project contracts are scheduled to be finalized in May 2009, with fabrication to begin upon signing of the contracts and installation in early Fall 2009.

The Plaques and Markers Program will be evaluated by staff and prepared for City Council in the upcoming months. Similarly, the Martin Luther King Jr. Planning Committee will continue to explore options related to an arts-related project to honor the life of Martin Luther King Jr. Further details will be determined in upcoming months.

Recommendations

Staff requests that the Mayor and Council review the attached Public Arts Program of Work for fiscal year 2008-09 (Exhibit C) with a motion for approval of the programs and expenditures, along with any suggested changes.

Conclusion

The Public Arts Program is off to a good start with state recognition as an Arts Friendly Community, and multiple programs planned and underway which address Council Goals and respond to the community input received to date. The Public Arts Commission has worked hard and provided a high level of support and guidance in the research and development of program priorities for the current fiscal year.

Prepared by:

Anna Hochhalter, Public Arts Coordinator

Attachments: Exhibit A: Ordinance to Establish a Public Arts Commission and Public Arts Program
 Exhibit B: Illinois Arts Friendly Community Announcement
 Exhibit C: Public Arts Program of Work FY 08-09
 Exhibit D: Public Arts Fund Budget Outline FY 08-09

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ORDINANCE NO. 2008-03-013

**AN ORDINANCE ESTABLISHING A PUBLIC ARTS COMMISSION
AND PERMANENT PUBLIC ARTS PROGRAM**

WHEREAS, art, in all its many forms, is essential to the vitality of our city, bolstering quality of life, economic development, public safety, academic performance, and social tolerance; and

WHEREAS, many cities throughout the United States have adopted public arts programs recognizing the need for public support and contribution to the arts; and

WHEREAS, the Urbana City Council adopted Common Goals on September 19, 2005 which included:

- the establishment of a dedicated revenue stream for public art;
- the preservation and commemoration of local and multicultural traditions and histories;
- the integration of art into every feasible public works project--to promote functional and streetscape art;
- to create a program that represents our community in all its diversity--in terms of race, geography, gender, class, sexual orientation, belief-system, etc.;
- to develop a strong public collection of artworks representing diverse communities, artistic styles, and disciplines;
- to provide opportunities for local and national, established and emerging artists in Champaign County; and
- the establishment of a public arts commission; and

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WHEREAS, the Urbana Mayor appointed and the City Council approved the Urbana Public Arts Task Force to study and make recommendations on the creation of a public arts commission and program; and

WHEREAS, the Urbana Public Arts Task Force has recommended the creation of a public arts commission and program which would create a dedicated revenue stream for the arts, foster an environment for established and emerging artists to thrive in Urbana, promote life-long participation and learning in the arts, and integrate art into the urban environment; and

WHEREAS, the Urbana City Council wishes to establish a Public Arts Commission and a Public Arts Program.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Urbana Public Arts Program; establishment.

The City Council hereby establishes the Urbana Public Arts Program as set forth herein.

Definitions.

As used in this ordinance:

The "Arts" and "Art" as used in this program description includes but is not limited to creative writing, dance, film/video, music, theatre, visual arts, crafts, performing arts, spoken word, environmental arts, multimedia arts, architectural arts, landscape architecture, and emerging media.

"Construction Cost" means original budgeted cost of construction or alteration of the structure or the project itself, excluding land, engineering and administrative costs, cost for fees and permits, fixtures, furnishings, streets, sewers, similar accessory construction, and indirect costs, such as interest during construction, advertising and legal fees.

"Construction or alteration" means construction, rehabilitation, renovation, remodeling or improvement.

"Municipal building" means all municipal buildings except service facilities not normally visited by the public.

"Municipal building project" means a construction project which involves the construction or alteration of a municipal building with an original budgeted construction cost of \$750,000 or more.

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Commission.

The Urbana Public Arts Commission is hereby established.

Mission.

The Urbana Public Arts Commission recognizes the arts as essential to the vitality of our city. The Commission fosters a dynamic, innovative Urbana, where all residents—emerging artists, established artists, and “non-artists” alike—may engage with the arts in its many forms and where artists thrive and are valued.

Composition, appointment.

The Urbana Public Arts Commission shall consist of nine (9) members appointed by the Mayor, and approved by the Council, from constituencies representing various segments of the community which have experience, expertise, or interest in the areas of the arts, arts education, planning, neighborhood organizing, event planning, business, or another related field. Members shall be chosen from a diverse range of backgrounds, occupations, and artistic venues, with the intention of reflecting the full diversity of the Urbana arts community. In the making of appointments hereunder, the Mayor may receive recommendations from civic groups.

All members shall be voting members.

Quorum.

Five (5) members shall constitute a quorum.

Terms of members; absence of member.

(a) The initial terms shall be as follows. There shall be four (4) members whose terms expire June 30, 2009, and five (5) members whose terms expire June 30, 2010. Subsequent appointments shall be made for terms of three (3) years, or until their successors are appointed and approved by the City Council. Within sixty (60) days following the expiration of the term of each of those commissioners, a successor shall be appointed by the Mayor with the approval of the Council, and the successor shall serve for a term of three (3) years.

(b) If a commissioner resigns or is removed from the commission, a successor shall be appointed by the Mayor with approval of the City Council and shall serve for the unexpired period of the vacated term.

(c) These members of the commission may be removed by the Mayor for good cause with the approval of a majority of Council present and voting. Absence from all meetings in three (3) consecutive months may be considered to be prima facie good cause.

Meetings.

(a) The Public Arts Commission shall meet at least quarterly, on call of the chairperson or of any five (5) members.

Chairperson.

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The Mayor shall designate the chairperson of the commission.

Functions and duties generally.

The functions and duties of the Urbana Public Arts Commission are limited to those set forth in this ordinance, and as specifically set forth in any other duly enacted ordinance. Nothing in this ordinance shall be construed as vesting legislative or budgetary discretion or power in the Commission.

Duties.

The Urbana Public Arts Commission shall adopt its rules of procedure for whatever regular and special meetings are deemed by the Commission to be advisable and necessary to the fulfillment of the duties of the commission.

The roles and responsibilities of the Commission may include, but not be limited to, the following:

(1) To explore and recommend to the Mayor, City Council, City staff, and other groups, ways to further the development of, and interest in, the arts and the local cultural heritage, as well as to offer advice on relevant city projects;

(2) To propose to the Mayor and City Council an Annual Public Arts Program Plan that identifies specific program goals for the year, means of achievement, proposed expenditures, sources of supplemental revenue, schedule of execution, necessary resources and responsibilities, and an implementation plan to address the goals;

(3) To propose to the Mayor and City Council policies regarding the selection of proposed public arts projects such as the involvement of artists in selected building projects, criteria for artist and site selection, evaluation criteria for all programs, and other policies relevant to the Public Arts Program. Such policies should reflect the following three priorities:

- a) Community accessibility to the arts;
- b) Artist accessibility to resources; and
- c) Opportunities for collaboration and partnerships

(4) To review relevant proposals and assist in the process by which artists, arts organizations, neighborhood organizations, businesses, developers, merchant associations, charitable foundations, or any other member of the general public proposes and creates projects in the arts which are located in public places owned and maintained by the City of Urbana;

(5) To convene temporary selection committees to review and recommend proposals to Urbana's Public Arts Program for approval by the commission.

(6) To approve proposals that are not permanently placed on municipal property.

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- (7) To submit, for confirmation, proposals to the Mayor and City Council confirming the receipt, purchase, maintenance, dispossession, and de-accession of works of art to be permanently placed on municipal property.
- (8) To oversee subject to provisions under the section on Administration, the receipt, purchase, maintenance, dispossession, and de-accession of works of art to be placed on municipal property;
- (9) To research and seek additional funding including donations, grants and other support to further expand public arts programs;
- (10) To encourage public participation in local artistic and cultural events and programs;
- (11) To cooperate with other entities on matters regarding the arts;
- (12) To offer educational programming to the public regarding the arts;
- (13) To coordinate events and outreach related to the arts;
- (14) To recommend updates to the public arts ordinance;
- (15) To take such other actions as the Mayor and City Council may direct from time to time.

Sub-committees, Selection Committees.

The Public Arts Commission shall appoint sub-committees as deemed necessary. Sub-committees and selection committees shall serve in an advisory capacity to the Public Arts Commission.

Compensation.

No member of the Public Arts Commission, or any appointed sub-committee, shall receive compensation for his or her services. Members of the committees who are city employees shall receive only such compensation as is set forth as salary and benefits in the annual appropriation ordinance.

Dedication.

Every budget for the construction or alteration of a municipal building, which involves the construction or alteration of a municipal building with an original budgeted cost of construction of \$750,000, or more, to which there is or will be public access built for or by the City of Urbana, shall provide that at least one percent of the original budgeted cost of construction, shall be appropriated and deposited in the Public Arts Fund for the purchase, or commission, of art to be located in a public area in, upon, or adjacent to such building, provided; except that if it would be inappropriate to display art at that location, said one percent shall be used for the acquisition or commission of art to be located in a public area in, upon, or adjacent to or in close proximity to other municipal buildings. This provision, however, shall not apply to any building or project constructed with funds which exclude public art as an eligible cost. At the time of project approval, adequate additional funds for the maintenance, and

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preservation of the subject art shall be put aside into the Public Arts fund.

Public Arts Fund.

A Public Arts Fund is hereby created to serve as an account through which funds from the city, outside grant monies, private and corporate donations for the arts, and other revenue sources can be received, collected, and distributed.

Administration.

The Urbana Public Arts Commission shall have the authority to select works of art, remove works of art previously displayed based on a de-accession policy, promulgate criteria for selection of works of art and artists and maintenance, and take any other action necessary to carry out its purposes for projects as described in the section on Duties, in accordance with the annual budget and subject to all ordinances of the City of Urbana.

The Community Development Services Department, in coordination with the Public Arts Commission, shall administer the Public Arts Program and all Public Arts Program projects, including artwork(s) received as gifts to the City of Urbana. The Community Development Services Department shall be the contracting officer for commission or purchase all works of art after consultation with the Public Arts Commission.

This Ordinance shall be in full force and effect from and after its passage and approval according to law.

PASSED by the City Council this 21st day of April, 2008.

AYES: Barnes, Bowersox, Chynoweth, Lewis, Roberts, Smyth, Stevenson

NAYS:

ABSTAINS:



[Signature]
Clerk

by *[Signature]*
Deputy Clerk

APPROVED by the Mayor this 30th day of April, 2008.

[Signature]
Laurel Lunt Prussing, Mayor



illinois arts alliance

FOR IMMEDIATE RELEASE:

September 23, 2008

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CITY OF URBANA NAMED AN ILLINOIS ARTS FRIENDLY COMMUNITY
Illinois Arts Alliance and Illinois Municipal League to Recognize the City of Urbana
on September 26, 2008 at IML Conference

Chicago and Springfield – The Illinois Arts Alliance (IAA) and the Illinois Municipal League (IML) selected 17 communities to receive the 2008 **Illinois Arts Friendly Community Awards**. The **City of Urbana** captured one of 15 **Honorable Mentions**. The Village of Arlington Heights received the coveted Presidents' Choice Award, and the City of Effingham received the Presidents' Choice Award for a small community.

The **City of Urbana** will be recognized as an Arts Friendly Community at the Illinois Municipal League's annual conference at the Chicago Hilton on **Friday, September 26, 2008** by IML President Gerald Bennet, Mayor of Palos Hills; Alderman Rich Walker of the City of Edwardsville; and Mayor Al Larson of the Village of Schaumburg.

The **Gallery District Incentive Program** is one reason for the City of Urbana's Arts Friendly Designation. The program provides rent subsidies to qualified art gallery businesses locating within a designated area of downtown Urbana. This program provides a 12-month subsidy of up to 50% of the monthly rent amount, up to a maximum of \$500 per month. Through this program, qualified art gallery businesses may also request a \$1,000 start-up grant to be used for costs associated with relocation, advertising, and tenant improvements. The purpose of this program is to promote and be a catalyst for private investment within an area that has seen a trend of disinvestment. To date, four businesses have been recipients of the Gallery District Incentive Program.

The 14 other communities receiving Honorable Mentions are Aurora, Bartlett, Belvidere, Carol Stream, Danville, Elmwood Park, Hickory Hills, Highland Park, Hoffman Estates, Lombard, Orland Park, Palatine, Princeton, Tinley Park, and Waukegan.

"As one of the state's leading industries, the arts enhance our quality of life, fuel creativity and innovation, and contribute to an overall culture of excellence in our neighborhoods and schools," said **Ra Joy, executive director of the Illinois Arts Alliance**. "It's a great honor to celebrate local communities that recognize the arts and creativity as central and indispensable to their residents. I hope the strong and consistent support for the arts demonstrated by our 2008 award winners will serve as an inspiration to other communities in Illinois."

"By investing in the arts, we can inspire and strengthen our communities," said **Al Larson, Village President of Schaumburg**. "Each of these communities provides a model for how mayors can collaborate with arts organizations and artists to improve the quality of life of all residents." Schaumburg received the inaugural Presidents' Award in 2003.

The **Illinois Arts Friendly Community Awards** serve to recognize municipalities that support the arts and to celebrate municipal leaders who use the arts to build healthy communities. Two Presidents' Awards are presented annually – one to a small community with a population less than 20,000 and one to a larger community. Previous recipients of the Presidents' Awards are Schaumburg, Rockford, Rock Island, Carbondale, and Evanston (large community), and Fairfield, Palos Park, Prophetstown, Marshall, and Lincolnwood (small community).

All nominations are judged on four criteria: Is the municipality's commitment to the arts ongoing; Do the municipality's arts activities meet a clearly defined community needs, and are the results tangible; Is broad and diverse support for the municipality's arts activities present in the community; Is the municipality creative and innovative in integrating the arts with its overall municipal strategies?

More information on the Arts Friendly Community Awards – including information on past winners – is available online at www.artsalliance.org/artsfriendly.

*The **Illinois Arts Alliance (IAA)** is the statewide arts advocacy and service organization promoting the value of the arts to all residents of Illinois. Through research, capacity building, and communication, IAA advances widespread support of all the arts, enhances the health of the arts and cultural sector, and fosters a climate in which the broadest spectrum of artistic expression can flourish. For more information about IAA, visit www.artsalliance.org.*

*The **Illinois Municipal League** is a statewide association representing over 1090 Illinois cities and villages. The League serves as the formal voice for Illinois municipalities in matters of common interest and on issues before the General Assembly, Congress, and state and federal agencies.*

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Urbana Public Arts Program of Work for FY 08-09

In the development of this Program of Work described below, the Public Arts Commission and City staff have considered public arts goals described in the City Council Common Goals, the City of Urbana Comprehensive Plan, City of Urbana Downtown Strategic Plan, and the Public Arts Task Force Recommendations Accepted by the City Council. Additionally, the following criteria were considered:

- Ability to achieve success in given time frame.
- Ability for the program to grow.
- Costs associated with each program idea.
- Public Arts Fund budget for the current fiscal year (FY 2008-09).
- Potential to leverage private dollars.

The development of policies and guidelines for such programs has begun and is described below. The described Program of Work for FY 08-09, below, provides an overview of recommended program priorities, anticipated timelines, and estimated expenditures.

Funding for the following programs will be provided through a combination of the funds from the Public Arts Fund items, and the Urbana Business Backs the Arts Initiative donation. Funds available for Public Arts Projects in FY 08-09 total to \$75,000.

Program of Work for FY 08-09

1.) Public Arts Grants Program

Urbana recognizes the arts as essential to the vitality of the city. The Public Arts Grants Program will make funding available to artists, artist teams, organizations, businesses, and festival presenters for eligible projects to take place in Urbana that enrich the lives of Urbana residents and visitors. The following four grant categories are proposed. Complete category guidelines and applications are attached.

- **Here and Now:** 6-month grants with awards up to \$1,500 for artists residing in Urbana (Exhibit A)
- **Envision 365:** 12-month grants for larger projects with awards up to \$2,500 open to all emerging and professional artists (Exhibit B)
- **Creative Mix:** 12-month grants with awards up to \$5,000 open to groups, ensembles and organizations (Exhibit C)
- **Festivals Grant:** 12-month grant with awards up to \$10,000 open to arts-related festival presenters (Exhibit D)

Selection Process: The Commission Arts Grants Subcommittee has identified 10 residents of the community representing one of the following categories to serve on jury panels: visual arts, dance, theater/literature, music, and community at large. Two members of the Public Arts Commission will also serve on the juries. Two jury panels will be formed. One will judge the first two categories listed above, and the other will judge the last two categories above.

Timeline: Upon City Council approval, the Public Arts Grants Program is ready to be launched. The guidelines and applications have been finalized. Promotional items such as a poster and UPTV slide have been created. Email announcements and a press release will be released upon approval in April 2009. Applications will be accepted for one month after the Arts Grants Program announcement. Juries can convene and select proposals in May 2009. Award announcements can be made in June.

Estimated Expenditures in FY 08-09: \$50,000. The budget for this program combines funds allocated to Public Arts Projects in the City Public Arts Fund and the Urbana Business Association Business Backs the Arts donation of \$15,000.

2.) Philo Road Beautification Project

The temporary installation and exhibition of two free-standing sculptural works of art for a period of two years, beginning in 2009, located on the Philo Road corridor at either end of the current beautification efforts. The sculpture will be leased from selected artists. The work will demonstrate high artistic quality, and be pedestrian-friendly with the surrounding streetscape.

Selection Process: A Call for Submissions will be distributed publicly and to artists which states that the City is seeking the submission of images of existing works of sculpture to be temporarily displayed according to the program details described above. A small panel of judges will be invited to select the piece which exhibits artistic excellence and site suitability.

Timeline: The Call for Art will be released in early April, with selection to take place in early May. The installation goal is June 2009.

Estimated Expenditures in FY 08-09: \$15,000. The budget for this project will not exceed \$15,000 (includes a \$2,000 24-month rental fee and up to \$1,000 for transportation, installation, decommissioning and removal, and commercial general liability insurance for each of the sculptural works). The rental fee may be put toward the purchase of the sculpture, should the City decide to purchase the sculpture at the conclusion of the 24 month installation period.

3.) Iron Post Sculpture Project

The temporary installation and exhibition of a free-standing sculptural work of art for a period of two years, beginning in June 2009 to June 2011, located in the Iron Post Courtyard, a highly visible outdoor plaza in the heart of downtown Urbana. The sculpture will be leased from a selected artist and may explore or express a theme of music (for example the experience of music, history of music, and musical instruments) in its design. The work will demonstrate high artistic quality, and be pedestrian-friendly with the surrounding streetscape

Selection Process: A Call for Submissions will be distributed publicly to artists which states that the City is seeking the submission of images of existing works of sculpture to be temporarily displayed according to the program details described above. A small panel of judges will be invited to select the piece which exhibits artistic excellence and site suitability.

Timeline: The Call for Art will be released in early April, with selection to take place in early May. The installation goal is June 2009.

Estimated Expenditures in FY 08-09: \$3,000. The budget for this project is expected to be approximately \$3,000 (includes a \$2,000 24-month rental fee and up to \$1,000 for transportation, installation, decommissioning and removal). The 24-month rental will commence when the artist installs the sculptural work. The \$2,000 rental fee may be put toward the purchase of the sculpture, should the City decide to purchase the sculpture at the conclusion of the 24 month installation period.

4.) City Building Art Exhibit Space

The City Building Art Exhibit Space will serve as a free exhibition space for local artists to display their work. Display space will be available for two-dimensional and small three-dimensional work. Large three-dimensional work will be considered in the future. The artwork will be displayed for no less than two months with display dates established in advance. A hanging system will be provided in the North/South hallway and in the West hallway of the City Building in coordination with the City Facilities Manager. The hanging system will accommodate two-dimensional work not to exceed 8' x 5'. Dimensions for the small three-dimensional work will be determined.

Selection Process: A Call for Art will be distributed publicly and to artists. Applications with samples

of work will be used by the Public Arts Coordinator to curate the exhibits. Work exhibiting profanity will not be displayed. City personnel reserve the right to reject any exhibition in full, or in part.

Timeline: Purchase of materials may take place in May with the first exhibit in June.

Estimated Expenditures in FY 08-09: \$1,000

The budget for this program in its first year includes the purchase and installation of a hanging system to display works of art, lighting, and signage.

5.) Arts at the Market

The Arts at the Market Program will provide monthly workshops and informational opportunities free of charge and open to the public at the City of Urbana Market at the Square on Saturday, May through November, 2009. Creative and educational programs will be offered at the City tent between 8:00 AM and Noon, during the following dates in 2009: May 30th, June 13th, July 11th, August 15th, September 12th, and October 10th.

Programming will include opportunities to explore a variety of media and themes. The program will provide opportunities for all residents to engage with the arts in its many forms. City staff will provide oversight of the events and tent. When possible, artists will be contracted to provide workshops.

Selection Process: City staff will invite artists and facilitators to provide workshops based on experiences and available services.

Timeline: The first Arts programming at the Market will be on May 30th and will continue monthly through October. Program dates are listed above.

Estimated Expenditures in FY 08-09: \$800. The FY 08-09 expenditures include the cost of programming for two arts workshops, \$400 each, totaling to \$800.

6.) Downtown Newspaper Rack Project

In 2007, the City began pursuing the integration of art in the public infrastructure through the Downtown Newspaper Rack Project. In collaboration with representatives from the Champaign County, the City distributed a Request for Proposals for the design of a newspaper rack system that addressed the infrastructure concerns of the current racks, located at Elm and Broadway, and provide an artistic design solution. The design of a resident artist was selected by a Selection Committee and the City continues to work with the County on finalizing an intergovernmental agreement for the location of the rack.

Timeline: The intergovernmental agreement should be finalized in May, at which point the City will enter into agreement with the artist and fabrication of the newsrack will begin. Installation is expected to take place no earlier than August 2009, in coordination with the completion of the County Clock Tower project.

Estimated Expenditures: \$15,000. Funding for the fabrication of this design was allocated in 2007-08. Exact costs will be determined upon completion of the competitive purchase process for materials and services.

7.) Plaques and Markers Program Recommendation

The City Council identified a need to formalize the process by which residents recognize unique places or features in Urbana through plaques or markers. The Commission discussed options for design standards or templates that could be used in this process and approved a design. Staff will prepare a report describing the proposed design for City Council review.

In the meanwhile, staff has assisted with two plaques and markers projects. The first, a plaque commemorating the Chinese Goose that lived in Crystal Lake Park, is an effort being led by a community group in coordination with staff. The plaque is expected to be installed on the Broadway Avenue bridge crossing the Saline in May 2009. The second project is a sidewalk plaque honoring Roger Ebert and recognizing his contributions to Urbana and to the area of Film. The plaque will be

installed in front of his childhood home on E. Washington Avenue.

Timeline: Additional research and program development is needed to provide information regarding approximate costs associated with the implementation of such a project. Staff will provide this information to Council in an upcoming report.

Estimated Expenditures: To Be Determined. Fiscal Impact will be evaluated upon further research.

8.) Storefront Art Series and Urbana Space Program

The Storefront Art Series would pair owners of temporarily vacant spaces with artists interested in displaying their art. The Urbana Space Program (“a launch pad for creativity”) provides a framework for owners of underutilized space to partner with individual artists and organizations seeking performance, event, and rehearsal space. Further research and development is underway by the Storefront Art Series and Space Subcommittee and City staff.

Timeline: The Commission’s Subcommittee and staff will continue to research and develop appropriate guidelines and procedures for these programs in April and May 2009. The programs should be ready to be announced in June 2009.

Estimated Expenditures in FY 08-09: \$2,000

This includes stipends to artists to cover the cost of installation.

9.) Martin Luther King Jr. Project Planning Committee

Community interest has been expressed in the creation of an arts-related project which will honor the life of Martin Luther King Jr. The Public Arts Commission has formed a Subcommittee to explore options for this project. The project is a collaboration of a number of community organizations, including the Urbana Park District and citizen groups. Private partners and community-wide involvement will be key in the implementation of such a project once it is further defined. The project is currently in the exploratory stage, with timelines and expenditures to be determined.

Attachments: Exhibit A: Here and Now: Arts Grants Proposed Guidelines and Application
 Exhibit B: Envision 365: Arts Grants Proposed Guidelines and Application
 Exhibit C: Creative Mix: Arts Grants Proposed Guidelines and Application
 Exhibit D: Urbana Festivals Grant: Proposed Guidelines and Application



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Economic Development Division

Here and Now: Short-term Arts Grants for Urbana Residents

The purpose of the Here and Now: Arts Grant is to provide 6-month arts grants to artists residing in Urbana. Grant requests ranging between \$200 - \$1,500 will be considered. The Urbana Public Arts Commission is committed to supporting the arts in the Urbana community through funding opportunities unique to Urbana residents. Through the grant program, Urbana will foster an environment for established and emerging artists to thrive in Urbana, promote life-long participation and learning in the arts, and integrate art into the urban environment. Awards are subject to availability of funds.

Urbana supports opportunities for all residents to engage with the arts in its many forms. The arts are essential to the vitality of the city and enhance the quality of life while encouraging economic development, public safety, academic performance, and social tolerance. The Urbana Public Arts Grant Program will support projects in the arts that are accessible to the public.

In this program, "the arts" includes but is not limited to creative writing, dance, film, video, music, theatre, visual arts, crafts, performing arts, spoken word, environmental arts, multimedia arts, architectural arts, landscape architecture, and emerging media on public display within spaces open to the public.

Program Goals:

- Integrate the arts into the urban environment, creating a sense of place and purpose, and promoting tourism and commerce
- Increase availability of publicly accessible projects in the arts
- Encourage emerging artists and art forms
- Preserve and commemorate local and multicultural traditions and histories
- Enrich the lives of Urbana residents and visitors
- Increase opportunities for residents to engage in the arts in its many forms
- Represent the diversity of the community

Eligibility:

- Artists who live within the city limits of Urbana are eligible to apply.
- Projects must be exhibited or performed within a Tax Increment Financing District (TIF) in Urbana. See attached map for location boundaries.
- Projects must be completed within six (6) months of notification of award
- Permanent installations are not eligible at this time
- Projects must be open and accessible to the public
- Projects which charge admission are required to provide at least one event or showing free of charge to the public
- Grant funds must be used to support project-based efforts. Requests for operating costs will not be considered
- Grant funds may not be used for the purchase of non-consumable materials (e.g. computers, software, cameras, power tools, instruments)
- Grant funds may not be used for the completion of degree work
- Grant requests for up to \$1,500 will be considered

Evaluation Criteria:

The Selection Panel will consider how effectively each application appears to address the following evaluation criteria. They will apply the criteria in the context of the purpose of Resident Quick Arts Grant and the Program Goals described above.

- Project addresses at least two Urbana values listed above
- Feasibility of the proposed project (based on applicant's experience, proposal, and work samples)
- Evidence of careful financial planning
- Submittal of realistic plan for implementation, including a promotions and marketing plan
- Proposals that partner with businesses, organizations or municipal agencies are encouraged. These proposals must include a letter of support for the project from the partner organization.

Selection Procedure:

The Urbana Public Arts Commission will form a temporary Selection Panel composed of professionals with experience and knowledge of the City of Urbana and the arts. The Selection Panel will review eligible applications and recommend select applications as recipients of the grant award to the Public Arts Commission. The Public Arts Commission will review the recommended select applications and approve the final grant awards.

Required Submission Materials:

- One completed **Here and Now Arts Grant Application**, including specified Additional Materials. See Application for details.

Timeline and Disbursal of Funds:

Work must be displayed or performed within 6 months from the notification of award. 50% of the grant will be distributed upon notification of award. The following 50% will be distributed after the work is exhibited or performed, and a Final Report Form is submitted to the Public Arts Coordinator. The Final Report Form will be provided by the City and will include the following requirements:

- One paragraph description of final project, including a description of the process used, results of the project, and additional comments
- Number of participants from the public, and participating artists, performers, collaborators
- Locations and dates of public components of project and any other key project milestones
- Receipts and invoices showing evidence of the use of funds
- Description of experience working with collaborating partners
- Digital documentation of project, including 2 digital images and an optional 1-2 forms of additional digital documentation

Acknowledging City Support

Grant recipients are expected to acknowledge the City's financial support in all appropriate materials and media. The acknowledgement should read, "Supported in part by an Arts Grant from the City of Urbana" or similar language, unless the City is a part of a list of supporters. In the latter case, the acknowledgement may say simply City of Urbana. Grantees must display the City's logo whenever other sponsor logos are displayed.

All materials must be received by May XX, 2009. Send submissions to the Public Arts Coordinator using the information below.

For further information, contact: Anna Hochhalter, Public Arts Coordinator

City of Urbana Community Development Services 400 S. Vine St. Urbana, IL 61801
Phone: (217) 384-2311 Fax: (217) 384-0200 Email: alhochhalter@city.urbana.il.us



City of Urbana

Here and Now: Arts Grant Program

Application for Artists Residing in Urbana

Read Program Guidelines BEFORE Completing this application form.

Complete and return this application, including 8 copies of the Additional Materials to:

Public Arts Program, Community Development Services
City of Urbana, 400 S. Vine Street, Urbana, IL 61801

Applications must be received by MAY XX, 2009

Late applications will NOT be considered

Check the one arts area which best describes this application:

- | | | | |
|---|-------------------------------------|----------------------------------|--------------------------------------|
| <input type="checkbox"/> Literature/Writing | <input type="checkbox"/> Dance | <input type="checkbox"/> Music | <input type="checkbox"/> Visual Arts |
| <input type="checkbox"/> Architecture / Landscape | <input type="checkbox"/> Film/Video | <input type="checkbox"/> Theatre | <input type="checkbox"/> Multimedia |

APPLICANT INFORMATION

Name of Applicant (or Primary Contact if applying as Artist Team)

_____ Website Address

_____ Daytime Telephone

PROJECT INFORMATION

Title of Project: _____

Brief Description of Project (*Detailed Description to follow*): _____

Amount Requested to Support Project: _____

Date of Project Completion (*must be completed before December 15, 2009. For longer projects, complete the Envision 365 Arts Grant Application*): _____

From the list below, check which Arts Grants Program Goals this project will address:

- Integrate the arts into the urban environment, creating a sense of place and purpose, and promoting tourism and commerce
- Encourage emerging artists and art forms
- Increase availability of publicly accessible projects in the arts
- Preserve and commemorate local and multicultural traditions and histories
- Enrich the lives of Urbana residents and visitors
- Increase opportunities for residents to engage in the arts in its many forms
- Represent the community in its diversity

List the locations and addresses involved in public components of project (i.e., location of displays, workshops, performances, installations, etc.): Must include locations within designated locations within the City of Urbana. See Grant Guidelines for details. *(List additional locations on separate page clearly labeled with applicant Name and Title of Project.)*

Location and address	Proposed Use
Location and address	Proposed Use
Location and address	Proposed Use
Location and address	Proposed Use

Provide a full Project Description below, including a description of how the Arts Grant Program Goals selected on Page 1 are addressed:

Schedule of Key Project Activity Dates, including set-up, installation, or performance dates:

Activity	Date
Activity	Date
Activity	Date
Activity	Date
Activity	Date

Project Expenditures. Complete the following table to provide a list of project costs. *(Operating costs and the purchase of non-consumable materials, such as computers, software, cameras, power tools, instruments, etc. will not be considered as an eligible City expense)*

<u>Personnel</u> <u>(Project Related)</u>		<u>Cash</u>	<u>Indirect</u> <u>Costs</u>	<u>In-Kind</u> <u>Donations</u>	<u>Total</u>	<u>Expenditure</u> <u>Description</u>
1	Artistic					
2	Administration					
3	Technical					
4	Other					
	Total Personnel Expenditures					
<u>Implementation</u> <u>(Cost of Project)</u>						
1	Supplies/Materials					
2	Promotion/Printing					
3	Postage					
4	Artistic Services					
5	Other Professional Services					
6	Space/Equipment Rental					
7	Travel/Transportation					
8	Other					
	Total Implementation Expenditures					
C	Total Expenditures (A+B)					

ADDITIONAL MATERIALS REQUIRED:

To complete this application, please include the following information:

- ◆ Proof of Urbana Residency: include ONE copy of ONE of the following:
 - A) photo ID with current address, B) a current utility bill, or C) signed lease agreement

Include 8 COPIES of a typed 8.5 x 11" document describing the following, not to exceed 2 pages in 12 point size font:

- ◆ Artist Bio of Primary Applicant
- ◆ Description of Project Partners (if applicable)
- ◆ Projected Attendance and Methodology:
 - Describe your projected attendance and methodology used to calculate
- ◆ Promotions and Marketing plan:
 - Describe the promotions and marketing plan. Include how you will encourage awareness of the event by all Urbana residents and by regional and/or national visitors.

ENCLOSURES. Enclose the following additional items in the application:

- ◆ Work Samples *(described on page 4)*
- ◆ Work Samples Index *(described on page 4)*
- ◆ Resume or CV of Primary Applicant
- ◆ Letter of support from Project partner(s) (if applicable)

ENCLOSURES DESCRIPTION:

To complete this application, please include 8 COPIES of the following enclosures in the application in addition to the required application information described on page 3:

- ◆ Work Samples. Select the media that best demonstrates the applicant’s experience and qualifications relevant to the success of the proposed project. All work samples must follow the specifications below and be clearly labeled.

A. Digital Images (8 maximum), submitted on a DVD in JPEG file format. Each file should not exceed 300K and should have a maximum height x width of 1000 pixels x 1000 pixels. Images may also be submitted as hard copies, not to exceed 8.5 x 11”. Do not send original artwork.

B. Recordings of video or audio works (3 maximum), must be on a playable CD or DVD.

C. Manuscript Samples (5 pages maximum), for scripts, poetry, prose, etc. Must be typed on 8.5 x 11 inch white paper.

- ◆ Work Samples Index. List the following information for each of the work samples in the order in which they are displayed.

- Artist’s name
- Title of Work
- Medium
- Date of work/activity
- Dimensions of artwork (for visual art)

CERTIFICATION

I, the undersigned, certify that all information provided herein is true and accurate to the best of my knowledge. I further certify that I have completed and attached to this application all documentation required as part of this application.

Applicant name (print or type)

Date

Applicant Signature

APPLICATION SUBMISSION CHECKLIST: Include the following in the application submission:

- 1. Completed Application Form—EIGHT copies
- 2. Typed Document —EIGHT copies— describing the following:
 - Artist Bio of Primary Applicant
 - Description of Project Partners (if applicable)
 - Projected Attendance and Methodology
 - Promotions and Marketing plan
- 3. Work Samples—EIGHT copies
- 4. Work Sample Index—EIGHT copies
- 5. Resume or CV of primary applicant—EIGHT copies
- 6. Letter of support from Project Partner(s) (if applicable)—EIGHT copies
- 7. Proof of Urbana Residency

SUBMIT APPLICATION PACKETS TO: Public Arts Program, Community Development Services
Materials must be received by: City of Urbana, 400 S. Vine Street, Urbana, IL 61801
MAY XX, 2009



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Economic Development Division

Envision 365: Grants for Emerging & Professional Artists

The purpose of the **Envision 365 Arts Grant** is to provide 12-month grants to emerging and professional artists to produce projects in the arts occurring in Urbana. Grant requests ranging between **\$1,000 - \$2,500** will be considered. The **Envision 365 Arts Grants** will encourage individual or artist teams that are local or visiting to produce projects of artistic excellence to be presented, performed, or displayed within the City of Urbana. Through the grant program, the Public Arts Commission will foster an environment for established and emerging artists to thrive in Urbana, promote life-long participation and learning in the arts, and integrate art into the urban environment. Awards are subject to availability of funds.

Urbana supports opportunities for all residents to engage with the arts in its many forms. The arts are essential to the vitality of the city and enhance the quality of life while encouraging economic development, public safety, academic performance, and social tolerance. The Urbana Public Arts Grant Program will support projects in the arts that are accessible to the public.

In this program, "the arts" includes but is not limited to creative writing, dance, film, video, music, theatre, visual arts, crafts, performing arts, spoken word, environmental arts, multimedia arts, architectural arts, landscape architecture, and emerging media on public display within spaces open to the public.

Program Goals:

- Integrate the arts into the urban environment, creating a sense of place and purpose, and promoting tourism and commerce
- Encourage emerging artists and art forms
- Preserve and commemorate local and multicultural traditions and histories
- Enrich the lives of Urbana residents and visitors
- Increase opportunities for residents to engage in the arts in its many forms
- Represent the diversity of the community

Eligibility:

- Application is open to practicing artists. Individuals and teams are welcome to apply
- Projects must be exhibited or performed within a Tax Increment Financing District (TIF) in Urbana. See attached map for location boundaries.
- Projects must be completed within twelve (12) months of notification of award
- Permanent installations are not eligible at this time
- Projects must be open and accessible to the public
- Projects which charge admission are required to provide at least one event or showing free of charge to the public
- Grant funds must be used to support project-based efforts. Requests for operating costs will not be considered
- Grant funds may not be used for the purchase of non-consumable materials (e.g. computers, software, cameras, power tools, instruments)
- Grant funds may not be used for the completion of degree work
- Grant requests for up to \$2,500 will be considered

Evaluation Criteria:

The Selection Panel will consider how effectively each application appears to address the following evaluation criteria. They will apply the criteria in the context of the purpose of Emerging & Professional Artists Grant and the Program Goals described above.

- Project addresses at least two Urbana values listed above
- Work samples demonstrate artistic and creative merit
- Project shows clear and specific objectives through a well conceived and realistic plan for implementation
- Feasibility of the proposed project (based on applicant's experience, proposal, and work samples)
- Evidence of careful financial planning
- Submittal of realistic plan for implementation, including a promotions and marketing plan
- Proposals that partner with businesses, organizations or municipal agencies are encouraged. These proposals must include a letter of support for the project from the partner organization must include a letter of support for the project from the partner organization.

Selection Procedure:

The Urbana Public Arts Commission will form a temporary Selection Panel composed of professionals with experience and knowledge of the City of Urbana and the arts. The Selection Panel will review eligible applications and recommend select applications as recipients of the grant award to the Public Arts Commission. The Public Arts Commission will review the recommended select applications and approve the final grant awards.

Required Submission Materials:

One completed **Envision 365 Arts Grant Application**, including the specified Additional Materials. See Application for details.

Timeline and Disbursal of Funds:

Work must be displayed or performed within twelve (12) months from the notification of award. 50% of the grant will be distributed upon notification of award. The following 50% will be distributed after the work is exhibited or performed. Upon completion of the project, grant recipient must complete the provided Final Report Form, including 2 digital images and an optional 1-2 forms of additional digital documentation (recording, image, etc.) before final payment is rendered. The Final Report Form must include the following information:

- One paragraph description of final project, including a description of the process used and results of the project
- Number of participants from the public, and participating artists, performers, collaborators
- Locations and dates of public components of project and any other key project milestones
- Receipts and invoices showing evidence of the use of funds
- Description of experience working with collaborating partners
- Digital documentation of project, including 2 digital images and an optional 1-2 forms of additional digital documentation
- Additional Comments

Acknowledging City Support

Grant recipients must acknowledge the City's financial support in all appropriate materials and media. The acknowledgement should read, "Supported in part by an Urbana Public Arts Grant from the City of Urbana" or similar language, unless the City is a part of a list of supporters. In the latter case, the acknowledgement may say simply City of Urbana. Grantees must display the City's logo whenever other sponsor logos are displayed.

All materials must be received by May XX, 2009. Send submissions and/or questions to:

Anna Hochhalter, Public Arts Coordinator

City of Urbana Community Development Services 400 S. Vine St. Urbana, IL 61801
Phone: (217) 384-2311 Fax: (217) 384-0200 Email: alhochhalter@city.urbana.il.us



City of Urbana Envision 365 : Arts Grant Program

Application for Emerging & Professional Artists

Read Program Guidelines BEFORE Completing this application form.

Complete and return this application, including 8 copies of the Additional Materials to:

Public Arts Program, Community Development Services
City of Urbana, 400 S. Vine Street, Urbana, IL 61801

Applications must be received by MAY XX, 2009

Late applications will NOT be considered

Check the one arts area which best describes this application:

- | | | | |
|---|-------------------------------------|----------------------------------|--------------------------------------|
| <input type="checkbox"/> Literature/Writing | <input type="checkbox"/> Dance | <input type="checkbox"/> Music | <input type="checkbox"/> Visual Arts |
| <input type="checkbox"/> Architecture / Landscape | <input type="checkbox"/> Film/Video | <input type="checkbox"/> Theatre | <input type="checkbox"/> Multimedia |

APPLICANT INFORMATION

Name of Applicant (or Primary Contact if applying as Artist Team)

Address

Website Address

Email address

Daytime Telephone

PROJECT INFORMATION

Title of Project: _____

Brief Description of Project (*Detailed Description to follow*): _____

Amount Requested to Support Project: _____

Date of Project Completion (*must be completed before December 15, 2009. For longer projects, complete the Envision 365 Arts Grant Application*): _____

From the list below, check which Arts Grants Program Goals this project will address:

- Integrate the arts into the urban environment, creating a sense of place and purpose, and promoting tourism and commerce
- Encourage emerging artists and art forms
- Increase availability of publicly accessible projects in the arts
- Preserve and commemorate local and multicultural traditions and histories
- Enrich the lives of Urbana residents and visitors
- Increase opportunities for residents to engage in the arts in its many forms
- Represent the community in its diversity

List the locations and addresses involved in public components of project (i.e, location of displays, workshops, performances, installations, etc.): Must include locations within designated areas of the City of Urbana. See Grant Guidelines for details. *(List additional locations on separate page clearly labeled with applicant Name and Title of Project.)*

Location and address	Proposed Use
Location and address	Proposed Use
Location and address	Proposed Use
Location and address	Proposed Use

Provide a full Project Description below, including a description of how the Arts Grant Program Goals selected on Page 1 are addressed:

Schedule of Key Project Activity Dates, including set-up, installation, or performance dates:

Activity	Date
Activity	Date
Activity	Date
Activity	Date
Activity	Date

Project Expenditures. Complete the following table to provide a list of project costs. *(Operating costs and the purchase of non-consumable materials, such as computers, software, cameras, power tools, instruments, etc. will not be considered as an eligible City expense)*

A		Cash	Indirect Costs	In-Kind Donations	Total	Expenditure Description
Personnel (Project Related)						
1	Artistic					
2	Administration					
3	Technical					
4	Other					
	Total Personnel Expenditures					
B						
Implementation (Cost of Project)						
1	Supplies/Materials					
2	Promotion/Printing					
3	Postage					
4	Artistic Services					
5	Other Professional Services					
6	Space/Equipment Rental					
7	Travel/Transportation					
8	Other					
	Total Implementation Expenditures					
C	Total Expenditures (A+B)					

ADDITIONAL MATERIALS REQUIRED:

To complete this application, please include 8 COPIES of the following:

- ◆ Typed document on 8.5 x 11" paper describing the following, not to exceed 2 pages in 12 point size font:
 - Artist Bio of Primary Applicant
 - Description of Project Partners (if applicable)
 - Projected Attendance and Methodology:
 - Describe your projected attendance and methodology used to calculate
 - Promotions and Marketing plan:
 - Describe the promotions and marketing plan. Include how you will encourage awareness of the event by all Urbana residents and by regional and/or national visitors.

ENCLOSURES. Enclose the following additional items in the application:

- ◆ Work Samples (*described on page 4*)
- ◆ Work Samples Index (*described on page 4*)
- ◆ Resume or CV of Primary Applicant
- ◆ Letter of support from Project partner(s) (if applicable)

ENCLOSURES DESCRIPTION:

To complete this application, please include 8 COPIES of the following enclosures in the application in addition to the required application information described on page 3:

- ◆ Work Samples. Select the media that best demonstrates the applicant’s experience and qualifications relevant to the success of the proposed project. All work samples must follow the specifications below and be clearly labeled.

A. Digital Images (8 maximum), submitted on a DVD in JPEG file format. Each file should not exceed 300K and should have a maximum height x width of 1000 pixels x 1000 pixels. Images may also be submitted as hard copies, not to exceed 8.5 x 11”. Do not send original artwork.

B. Recordings of video or audio works (3 maximum), must be on a playable CD or DVD.

C. Manuscript Samples (5 pages maximum), for scripts, poetry, prose, etc. Must be typed on 8.5 x 11 inch white paper.

- ◆ Work Samples Index. List the following information for each of the work samples in the order in which they are displayed.

- Artist’s name
- Title of Work
- Medium
- Date of work/activity
- Dimensions of artwork (for visual art)

CERTIFICATION

I, the undersigned, certify that all information provided herein is true and accurate to the best of my knowledge. I further certify that I have completed and attached to this application all documentation required as part of this application.

Applicant name (print or type)

Date

Applicant Signature

APPLICATION SUBMISSION CHECKLIST: Include the following in the application submission:

- 1. Completed Application Form—EIGHT copies
- 2. Typed Document —EIGHT copies— describing the following:
 - Artist Bio of Primary Applicant
 - Description of Project Partners (if applicable)
 - Projected Attendance and Methodology
 - Promotions and Marketing plan
- 3. Work Samples—EIGHT copies
- 4. Work Sample Index—EIGHT copies
- 5. Resume or CV of primary applicant—EIGHT copies
- 6. Letter of support from Project Partner(s) (if applicable)—EIGHT copies

SUBMIT APPLICATION PACKETS TO: Public Arts Program, Community Development Services
Materials must be received by: City of Urbana, 400 S. Vine Street, Urbana, IL 61801
MAY XX, 2009



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Economic Development Division
Urbana Public Arts Commission Grant Program

Creative Mix: Arts Grants for Groups, Troupes & Ensembles

The purpose of the Creative Mix Arts Grant is to provide 12-month grants to groups, troupes, ensembles, and organizations to produce projects in the arts in Urbana. Grant requests ranging between \$500-\$5,000 will be considered. The Urbana Public Arts Commission is committed to supporting organizations, collaborative groups, after-school or neighborhood initiatives, and curatorial projects in the Urbana community through funding opportunities that foster projects in the arts for diverse audiences. Through the Creative Mix Arts Grant program, Urbana will foster an environment for established and emerging artists to thrive in Urbana, promote life-long participation and learning in the arts, and integrate the arts into the urban environment. Awards are subject to availability of funds.

Urbana supports opportunities for all residents to engage with the arts in its many forms. The arts are essential to the vitality of the city and enhance the quality of life while encouraging economic development, public safety, academic performance, and social tolerance. The Urbana Public Arts Grant Program will support projects in the arts that are accessible to the public.

In this program, "the arts" includes but is not limited to creative writing, dance, film, video, music, theatre, visual arts, crafts, performing arts, spoken word, environmental arts, multimedia arts, architectural arts, landscape architecture, and emerging media on public display within spaces open to the public.

Program Goals:

- Integrate the arts into the urban environment, creating a sense of place and purpose, and promoting tourism and commerce
- Encourage emerging artists and art forms
- Preserve and commemorate local and multicultural traditions and histories
- Enrich the lives of Urbana residents and visitors
- Increase opportunities for residents to engage in the arts in its many forms
- Represent the community in its diversity
- Encourage partnerships with artists, performers, businesses, organizations, and municipal agencies

Eligibility:

- Application is open to groups, ensembles, collaborations, classes, non-profit organizations, neighborhood initiatives, and curatorial projects directly related to the arts. Individual artists are not eligible for this grant. Individuals interested in Arts Grants should consult the listing of additional grants available posted on the Urbana Public Arts webpage: www.city.urbana.il.us/arts
- Projects must be exhibited or performed within the City of Urbana.
- Projects must be completed within twelve (12) months of notification of award
- Permanent installations are not eligible at this time
- Projects must be open and accessible to the public
- Projects which charge admission are required to provide at least one event or showing free of charge to the public
- Grant funds must be used to support project-based efforts. Requests for operating costs will not be considered
- Grant funds may not be used for the purchase of non-consumable materials (e.g. computers, software, cameras, power tools, instruments)
- Grant funds may not be used for the completion of degree work
- Grant requests for up to \$5,000 will be considered

Evaluation Criteria:

The Selection Panel will consider how effectively each application appears to address the following evaluation criteria. They will apply the criteria in the context of the purpose of Groups, Troupes & Ensembles Grant and the Program Goals described above.

- Work samples demonstrate artistic and creative merit
- Project addresses at least two Urbana values listed above
- Project shows clear and specific objectives through a well conceived and realistic plan for implementation
- Feasibility of the proposed project (based on applicant's experience, proposal, and work samples)
- Evidence of careful financial planning
- Ability to show matching funds or in-kind support for project
- Submittal of realistic plan for implementation, including a promotions and marketing plan
- Proposals that partner with businesses, organizations or municipal agencies are encouraged. These applicants must include a letter of support for the project from the partner organization.

Selection Procedure:

The Urbana Public Arts Commission will form a temporary Selection Panel composed of professionals with experience and knowledge of the City of Urbana and the arts. The Selection Panel will review eligible applications and recommend select applications as recipients of the grant award to the Public Arts Commission. The Public Arts Commission will review the recommended select applications and approve the final grant awards.

Required Submission Materials:

One completed **Creative Mix Arts Grants Application**, including specified Additional Materials. See Application for details.

Timeline and Disbursal of Funds:

Work must be displayed or performed within twelve (12) months from the notification of award. 50% of the grant will be distributed upon notification of award. The following 50% will be distributed after the work is exhibited or performed. Upon completion of the project, grant recipient must complete the provided Final Report Form, including 2 digital images and an optional 1-2 forms of additional digital documentation (recording, image, etc.) before final payment is rendered. The Final Report Form must include the following information:

- One paragraph description of final project, including a description of the process used and results of the project
- Number of participants from the public, and participating artists, performers, collaborators
- Locations and dates of public components of project and any other key project milestones
- Receipts and invoices showing evidence of the use of funds
- Description of experience working with collaborating partners
- Digital documentation of project, including 2 digital images and an optional 1-2 forms of additional digital documentation
- Additional Comments

Acknowledging City Support

Grant recipients are expected to acknowledge the City's financial support in all appropriate materials and media. The acknowledgement should read, "Supported in part by an Arts Grant from the City of Urbana" or similar language, unless the City is a part of a list of supporters. In the latter case, the acknowledgement may say simply City of Urbana. Grantees must display the City's logo whenever other sponsor logos are displayed.

All materials must be received by May XX, 2009. Send submissions and/or questions to:

Anna Hochhalter, Public Arts Coordinator
City of Urbana Community Development Services 400 S. Vine St. Urbana, IL 61801
Phone: (217) 384-2311 Fax: (217) 384-0200 Email: alhochhalter@city.urbana.il.us



City of Urbana

Creative Mix: Arts Grant Program for Groups, Organizations, and Ensembles

Read Program Guidelines BEFORE Completing this application form.

Complete and return this application, including 8 copies of the Additional Materials to:

Public Arts Program, Community Development Services
City of Urbana, 400 S. Vine Street, Urbana, IL 61801
Phone: (217) 384-2311 Fax: (217) 384-0200

Applications must be received by May XX, 2009

Late applications will NOT be considered

Check the one arts area which best describes this application:

Literature/Writing Dance Music Visual Arts
 Architecture / Landscape Film/Video Theatre Multimedia

APPLICANT INFORMATION

Name of Applicant Group, Organization, or Ensemble

Primary Contact and Title

PROJECT INFORMATION

Title of Project: _____

Brief Description of Project (*Detailed Description to follow*): _____

Amount Requested to Support Project: (*Requests for up to \$5,000 will be considered*)

Date of Project Completion (*must be before June 15, 2010*). _____

From the list below, check which Arts Grants Program Goals this project will address:

- Integrate the arts into the urban environment, creating a sense of place and purpose, and promoting tourism and commerce
- Increase the availability of publicly accessible projects in the arts
- Encourage emerging artists and art forms
- Preserve and commemorate local and multicultural traditions and histories
- Enrich the lives of Urbana residents and visitors
- Increase opportunities for residents to engage in the arts in its many forms
- Represent the community in its diversity
- Encourage partnerships with artists, performers, businesses, organizations, and agencies

List the locations and addresses involved in public components of project (i.e., location of displays, workshops, performances, installations, etc.) Must include locations within the City of Urbana: *(List additional locations on separate page clearly labeled with applicant Name and Title of Project.)*

Location and address	Proposed Use
Location and address	Proposed Use
Location and address	Proposed Use
Location and address	Proposed Use

Provide a full Project Description below, including a description of how the Arts Grant Program Goals selected on Page 1 are addressed:

Schedule of Key Project Activity Dates, including set-up, installation, or performance dates:

Activity	Date
Activity	Date
Activity	Date
Activity	Date
Activity	Date

Project Expenditures. Complete the following table to provide a list of costs involved in the project. (*Operating costs and the purchase of non-consumable materials, such as computers, software, cameras, power tools, instruments, etc. will not be considered as an eligible City expense*)

A	<u>Personnel</u> (Project Related)	<u>Cash</u>	<u>Indirect Costs</u>	<u>In-Kind Donations</u>	<u>Total</u>	<u>Expenditure Description</u>
1	Artistic					
2	Administration					
3	Technical					
4	Other					
	Total Personnel Expenditures					
B	Implementation (Cost of Project)					
1	Supplies/Materials					
2	Promotion/Printing					
3	Postage					
4	Artistic Services					
5	Other Professional Services					
6	Space/Equipment Rental					
7	Travel/Transportation					
8	Other					
	Total Implementation Expenditures					
C	Total Expenditures (A+B)					

ADDITIONAL MATERIALS REQUIRED:

To complete this application, include 8 COPIES of a typed 8.5 x 11" document including the following information, not to exceed 2 pages in 12 point font size:

- ◆ Overview of Applicant Group, Organization, or Ensemble
Describe your mission and history
- ◆ Description of Project Partners (if applicable)
- ◆ Projected Attendance and Methodology:
Describe your projected attendance and methodology used to calculate
- ◆ Promotions and Marketing plan:
Describe the promotions and marketing plan. Include how you will encourage awareness of the event by all Urbana residents and by regional and/or national visitors.

ENCLOSURES. Enclose the following additional items in the application:

- ◆ Work Samples (described on page 4)
- ◆ Index of Work Samples (described on page 4)
- ◆ Letter of support from community partners (if applicable)

ENCLOSURES DESCRIPTION:

To complete this application, please include 8 COPIES of the following enclosures in the application in addition to the required application information described on page 3:

- ◆ Work Samples. Select the media that best demonstrates the applicant’s experience and qualifications relevant to the success of the proposed project. All work samples must follow the specifications below and be clearly labeled.

A. Digital Images (8 maximum), submitted on a DVD in JPEG file format. Each file should not exceed 300K and should have a maximum height x width of 1000 pixels x 1000 pixels. Images may also be submitted as hard copies, not to exceed 8.5 x 11”. Do not send original artwork.

B. Recordings of video or audio works (3 maximum), must be on a playable CD or DVD.

C. Manuscript Samples (5 pages maximum), for scripts, poetry, prose, etc. Must be typed on 8.5 x 11 inch white paper.

- ◆ Work Samples Index. List the following information for each of the work samples in the order in which they are displayed.

- Artist’s name
- Title of Work
- Medium
- Date of work/activity
- Dimensions of artwork (for visual art)

CERTIFICATION

I, the undersigned, certify that all information provided herein is true and accurate to the best of my knowledge. I further certify that I have completed and attached to this application all documentation required as part of this application.

Applicant name (print or type)

Date

Applicant Signature

- APPLICATION SUBMISSION CHECKLIST: Include the following in the application submission:**
- 1. Completed Application Form—EIGHT copies
 - 2. Typed Document —EIGHT copies— describing the following:
 - Overview of Applicant Group, Organization, or Ensemble
 - Description of Project Partners (if applicable)
 - Projected Attendance and Methodology
 - Promotions and Marketing plan:
 - 3. Work Samples—EIGHT copies
 - 4. Work Sample Index—EIGHT copies
 - 5. Letter of support from Project Partner(s) (if applicable)

SUBMIT APPLICATION PACKETS TO: Public Arts Program, Community Development Services
Materials must be received by: City of Urbana, 400 S. Vine Street, Urbana, IL 61801
MAY XX, 2009



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Economic Development Division

Urbana Festivals Grant Program

The purpose of the Urbana Festivals Grant is to provide grants to festival producers for arts related festivals in Urbana. Requests ranging between \$500 - \$10,000 will be considered. The Urbana Public Arts Commission is committed to supporting a diverse range of art forms to city residents through public festivals and street fairs that attract community members and visitors to Urbana. The Urbana Public Arts Commission reserves the right to award grant proposals for less than the amount requested. 100% of the grant will be distributed upon confirmation that applicable event permits have been obtained. Awards are subject to availability of funds.

Urbana supports opportunities for all residents to engage with the arts in its many forms. The arts are essential to the vitality of the city and enhance the quality of life while encouraging economic development, public safety, academic performance, and social tolerance. The Urbana Public Arts Grant Program will support projects in the arts that are accessible to the public. Through the grant program, Urbana will foster an environment for established and emerging artists to thrive in Urbana, promote life-long participation and learning in the arts, and integrate art into the urban environment.

In this program, "the arts" includes but is not limited to creative writing, dance, film, video, music, theatre, visual arts, crafts, performing arts, spoken word, environmental arts, multimedia arts, architectural arts, landscape architecture, and emerging media on public display within spaces open to the public.

Program Goals:

- Integrate the arts into the urban environment, creating a sense of place and purpose, and promoting tourism and commerce
- Increase availability of publicly accessible projects in the arts
- Encourage emerging artists and art forms
- Preserve and commemorate local and multicultural traditions and histories
- Enrich the lives of Urbana residents and visitors
- Increase opportunities for residents to engage in the arts in its many forms
- Represent the community in its diversity
- Encourage partnerships with artists, performers, businesses, organizations, and municipal agencies

Eligibility:

- Festivals conducted solely or primarily as fund-raisers will not be eligible for funding
- Festivals must take place within the City of Urbana
- Festivals must be open and accessible to the public
- All activities funded by the Urbana Public Arts Commission Grant Program must take place between June, 2009 and June, 2010, and grant funds must be spent WITHIN this designated funding period.

Evaluation Criteria:

The Selection Panel's task is to consider how effectively each application appears to address the following evaluation criteria. They will apply the criteria in the context of the purpose of the Urbana Festival Grant and the Program Goals described above.

- Feasibility of the proposed project
- Matching monetary or in-kind contributions: fifty percent of matching funds must be from non-City sources
- Evidence of careful financial planning
- Projected attendance and methodology used to calculate.
- Ability to produce a well-planned, safe event

Additional Grantee Requirements

- **Event Permits**
Festival grantees must obtain all required permits, clearances, insurance and event authorization before Grant program dispersal of funds. Permit information and applications are located on the Special Event Permit link on-line at http://www.city.urbana.il.us/urbana/public_works/operations. Permits should be obtained in coordination with the City of Urbana Public Works Department.
- **Final Report**
Urbana Festivals grantees are asked to submit a Final Report for the event on a City-provided form (to include a post-event evaluation, receipts and invoices showing evidence of funds spent, attendance figures and final budget) before future grant applications will be considered.
- **Acknowledging City Support**
Grant recipients are expected to acknowledge the City's financial support in all appropriate materials and media. The acknowledgement should read, "Supported in part by an Urbana Festivals Grant from the City of Urbana" or similar language, unless the City is a part of a list of supporters. In the latter case, the acknowledgement may say simply City of Urbana. Grantees must display the City's logo whenever other sponsor logos are displayed.
- **Copyright Law**
No copyrighted musical or visual arts composition shall be performed or played, whether amplified, televised, in the form of a mechanical recording or personal rendition, or otherwise, in connection with any use of City property by a grantee, unless the grantee has first obtained all approvals and paid any license fee or other fee required by the copyright owner. When entering into a Grant Agreement, a grantee indemnifies the City and its officers and employees and agrees to keep them free and harmless from and against any and all liability and responsibility whatsoever for any infringement of and/or other violation of the right of any such copyright owner under any copyright law.

Selection Procedure:

The Urbana Public Arts Commission will form a temporary Selection Panel composed of professionals with experience and knowledge of the City of Urbana, festival production, and the arts. The Selection Panel will review eligible applications and recommend select applications as recipients of the grant award to the Public Arts Commission. The Public Arts Commission will review the recommended select applications and approve the final grant awards.

Required Submission Materials:

- Completed Festival Grant Application and Required Additional Materials, including:
 - Overview of Presenting organization: mission, history, and board members
 - Description of Project Partners (if applicable)
 - Letter of support from community partner(s) (if applicable)
 - Overview of Past Event Coordination
 - Promotions and Marketing plan
 - Copies of Special Event or Parade Permit Applications submitted to Urbana Public Works Department (*permit applications and information found on-line at:* http://www.city.urbana.il.us/urbana/public_works/operations)

All materials must be received by XXXXX, 2009. Late applications will not be accepted. Send submissions to the Public Arts Coordinator using the information below.

For further information, contact: Anna Hochhalter, Public Arts Coordinator
City of Urbana Community Development Services 400 S. Vine St. Urbana, IL 61801
Phone: (217) 384-2311 Fax: (217) 384-0200 Email: alhochhalter@city.urbana.il.us



City of Urbana

Urbana Festivals Grant

for Arts-related Festival Presenters

Read Program Guidelines BEFORE Completing this application form.

Complete and return this application, including 8 copies of the Additional Materials to:

Public Arts Program, Community Development Services
 City of Urbana, 400 S. Vine Street, Urbana, IL 61801
 Phone: (217) 384-2311 Fax: (217) 384-0200

Applications must be received by MAY XX, 2009

Late applications will NOT be considered

Check the one arts area which best describes this application:

- | | | | |
|---|-------------------------------------|----------------------------------|--------------------------------------|
| <input type="checkbox"/> Literature/Writing | <input type="checkbox"/> Dance | <input type="checkbox"/> Music | <input type="checkbox"/> Visual Arts |
| <input type="checkbox"/> Architecture / Landscape | <input type="checkbox"/> Film/Video | <input type="checkbox"/> Theatre | <input type="checkbox"/> Multimedia |

APPLICANT INFORMATION

Name of Presenter: _____

Primary Contact and Title: _____

Address	City, State	Website Address
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Email address	Daytime Telephone
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PROJECT INFORMATION

Name of Festival: _____

Brief Description of Festival (*Detailed Description to follow*): _____

Amount Requested to Support Project: _____

Festival Dates (*must be completed before June 15, 2010*): _____

From the list below, check which Arts Grants Program Goals this project will address:

- Integrate the arts into the urban environment, creating a sense of place and purpose, and promoting tourism and commerce
- Increase the availability of publicly accessible projects in the arts
- Encourage emerging artists and art forms
- Preserve and commemorate local and multicultural traditions and histories
- Enrich the lives of Urbana residents and visitors
- Increase opportunities for residents to engage in the arts in its many forms
- Represent the community in its diversity
- Encourage partnerships with artists, performers, businesses, organizations, and agencies

Describe the locations of the festival. Must include locations within the City of Urbana. *(Additional locations may be described and attached on another page clearly labeled with applicant name and festival name).*

Location and address	Proposed Use
Location and address	Proposed Use
Location and address	Proposed Use
Location and address	Proposed Use

Provide a full Festival Description below, including a description of how the Arts Grant Program Goals selected on Page 1 are addressed:

Schedule of Key Project Activity Dates, including set-up, installation, and performance dates:

Activity	Date
Activity	Date
Activity	Date
Activity	Date
Activity	Date

Festival Expenditures. Complete the following table to provide a list of costs involved in the project. *(Operating costs and the purchase of non-consumable materials, such as computers, software, cameras, power tools, instruments, etc. will not be considered as an eligible City expense)*

A		Cash	Indirect Costs	In-Kind Donations	Total	Expenditure Description
1	Artistic					
2	Administration					
3	Technical					
4	Other					
	Total Personnel Expenditures					
B						
Implementation (Cost of Project)						
1	Supplies/Materials					
2	Promotion/Printing					
3	Postage					
4	Artistic Services					
5	Other Professional Services					
6	Space/Equipment Rental					
7	Travel/Transportation					
8	Other					
	Total Implementation Expenditures					
C	Total Expenditures (A+B)					

ADDITIONAL MATERIALS REQUIRED:

To complete this application, include 8 COPIES of a typed 8.5 x 11" document including the following information:

- ◆ Overview of Presenting organization: mission, history, and board members
- ◆ Description of Project Partners (if applicable)
- ◆ Overview of Past Event Coordination:
 - Describe previous events presented by applicant. Include evidence of applicant's operational experience, managerial abilities and experience in creating, producing, and promoting well-planned, successful events
- ◆ Projected Attendance and Methodology:
 - Describe your projected attendance and methodology used to calculate
- ◆ Promotions and Marketing plan:
 - Describe the promotions and marketing plan. Include how you will encourage awareness of the event by all Urbana residents and by regional and/or national visitors.

Additional Materials Required Listed on page 4

ADDITIONAL MATERIALS REQUIRED CONTINUED:

Also include 8 COPIES of the following documents:

- ◆ Special Event or Parade Permit Applications submitted to Public Works Department: Permit applications must be submitted to the Public Works Department. Copies included in this packet do not qualify as a permit application. Additional information found on-line at: http://www.city.urbana.il.us/urbana/public_works/operations)
- ◆ Letter of support from Project Partner(s) (if applicable)

CERTIFICATION

I, the undersigned, certify that all information provided herein is true and accurate to the best of my knowledge. I further certify that I have read the grant application guidelines and have completed and included in this application all documentation required as part of this application.

Applicant name (print or type)

Date

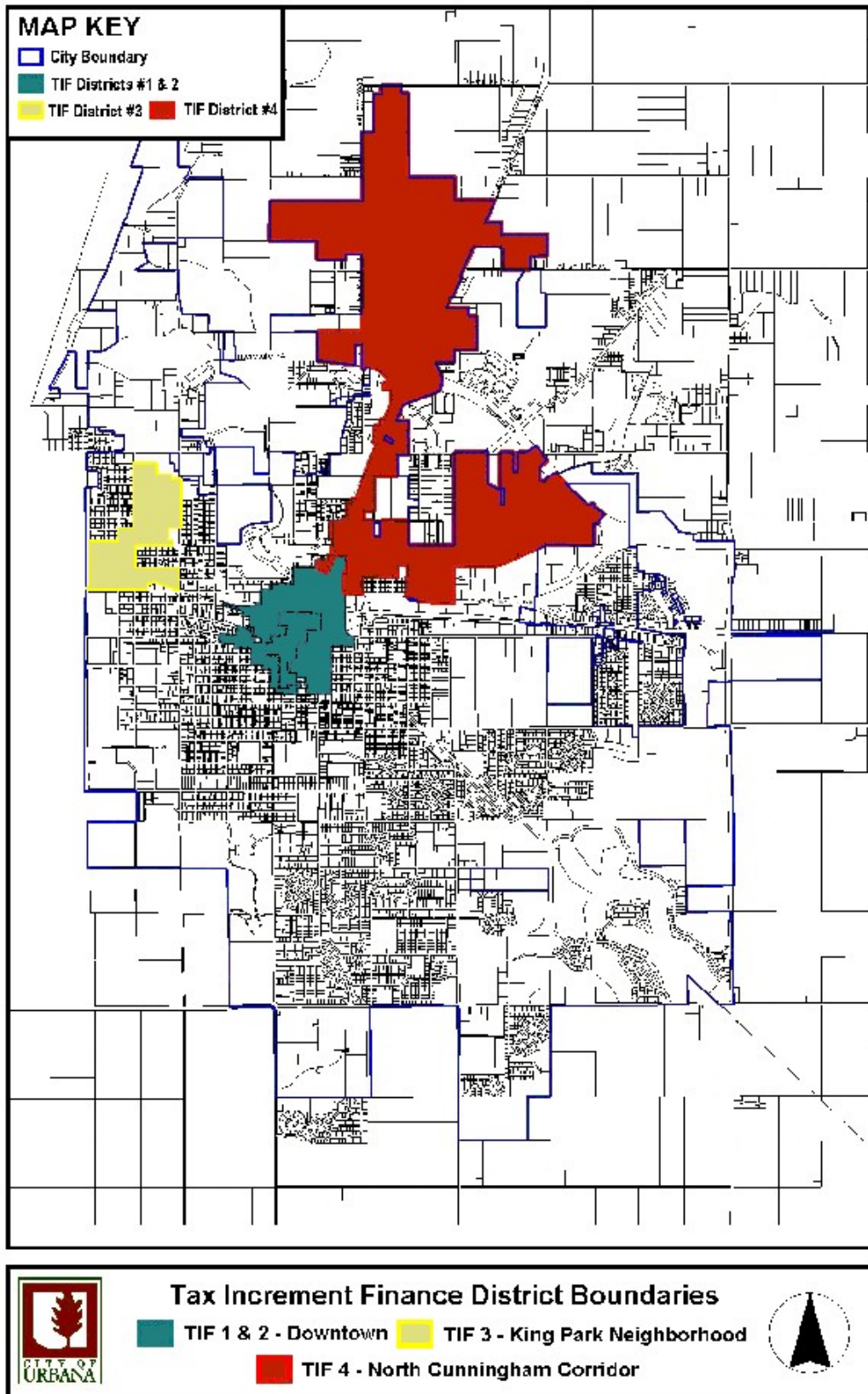
Applicant Signature

APPLICATION SUBMISSION CHECKLIST: Include the following in the application submission:

- 1. Completed Application Form—EIGHT copies
- 2. Typed Document —EIGHT copies— describing the following:
 - Overview of Presenting organization: mission, history, and board members
 - Description of Project Partners (if applicable)
 - Overview of Past Event Coordination
 - Projected Attendance and Methodology
 - Promotions and Marketing plan:
- 3. Copy of Submitted Special Event or Parade Permit Application—EIGHT copies
- 4. Letter of support from Project Partner(s) (if applicable)

SUBMIT APPLICATION PACKETS TO: Public Arts Program, Community Development Services
Materials must be received by: City of Urbana, 400 S. Vine Street, Urbana, IL 61801
MAY XX, 2009 Phone: (217) 384-2311 Fax: (217) 384-0200

LATE APPLICATIONS WILL NOT BE ACCEPTED



Enlarged maps of each district are located at:

http://www.city.urbana.il.us/urbana/community_development/economic_development/tif_districts/TIFMap.html

With questions, contact Anna Hochhalter, Public Arts Coordinator, at 217-384-2311, or alhochhalter@city.urbana.il.us

City of Urbana FY 2008-2009			
Budget Allocations for Public Arts Fund Projects			
Public Arts Program Fund			
Item	Budget Allocation	Anticipated Additional Revenue	YTD External Revenue
Arts Postage/Printing	1,500	0	0
Public Arts Projects	49,000	50,000*	16,136*
Public Arts Downtown ED Projects	15,000	0	0
Philo Road Public Art	15,000	0	0
TOTAL	80,500	50,000	16,136
Other Program Funds			
Item	Budget Allocation	Anticipated Additional Revenue	YTD External Revenue
Gallery District Incentives	24,000	0	0
UBA Arts Promotion	5,000	0	0
Art in the Park Project	NA	0	0
Arts Training/ED	NA	0	0
TOTAL	29,000	0	0
* Anticipated Additional External Revenue Details:			
Source	Amount		
Private Donations	30,000		
Other Revenue Sources	20,000		
* Additional External Revenue Dedicated/Received:			
UBA "Business Backs the Arts"	15,000		
175th Birthday Calendar Sales	1,136		