



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Economic Development Division

m e m o r a n d u m

TO: Urbana Public Arts Commission

FROM: Anna Hochhalter, Public Arts Coordinator

DATE: February 3, 2009

SUBJECT: **Urbana Public Arts Commission Grants Program**

Background

On January 5, 2009, the Urbana Public Arts Commission held a special meeting to develop program priorities for the remainder of the current fiscal year (July 1, 2008 - June 30, 2009) and the upcoming fiscal year (July 1, 2009 – June 30, 2010). Upon completion of a prioritization exercise, several program concepts were identified as the top priorities for the remainder of the fiscal year (January – June 30, 2009). The first priority was the Urbana Arts Grant Program. At the following Public Arts Commission meeting, on January 13, 2009, the Commission created a Grant Subcommittee, composed of Commission members Michele Plante and Sarah Ross, to further develop a grant program for the Public Arts Commission.

Discussion

Municipal grant programs are fairly common and a great variety of programs exist. The Urbana Public Arts Commission discussion on grants has included numerous ideas of various types of grant programs that the City could potentially offer. The Grant Subcommittee recently developed an initial framework for a grant program which would offer grants in four categories. The subcommittee worked with city staff to develop the following draft program guidelines, attached as follows:

1. Resident Quick Arts Grant (Exhibit A)
 - a. Open to artists who are Urbana residents or students in Urbana for projects in the arts to be completed within six months of notification
2. Emerging & Professional Artist Grant (Exhibit B)
 - a. Open to practicing artists for projects in the arts to be completed within twelve months of notification
3. Groups, Troupes & Ensembles Grant (Exhibit C)
 - a. Open to schools, arts organizations, collaborative groups, and curatorial initiatives for projects in the arts to be completed within twelve months of notification
4. Urbana Festivals Grant (Exhibit D)
 - a. Open to festivals located in Urbana

Further discussion is necessary before the grant programs can be implemented. Commission member Michele Plante prepared the following questions and issues for the Commission to consider:

- The creation of a subcommittee to appoint the selection panel to jury the applications and recommend projects for approval by the Commission
- Can artists apply to more than one category? If so, Ms. Plante recommends that individual artists are only allowed to receive one grant.
- How long will grant recipients be required to wait before being eligible to apply again? Should they be required to wait one or two years?
- How will the projects and events be publicized? Ms. Plante poses the following:
Do we want to have two “Art Walk” days per year (e.g. mid-April and mid-October) and publicize those events or have an online or printed calendar with 6 months of events OR do we leave artists on their own for publicizing exhibits and performances?

Additional questions to consider are below:

- How many grants will be distributed in this first granting cycle?
- What is the total budget allotment for the grant program as a whole and for each category?

Review of the grant program guidelines is necessary by the City Legal Division and Department of Public Works to ensure that the guidelines adhere to all legal and safety requirements. Staff will also prepare the application forms and final report forms referenced in the grant guidelines.

The Grants Subcommittee, composed of Ms. Plante and Ms. Ross, proposes the following implementation timeline as an “overly ambitious timeline”:

- Feb 16, 2009: Grant plan announced
- March 1, 2009: RFPs released
- March 30, 2009: RFPs due
- April 10, 2009: Award winners announced
- October 10, 2009: Deadline for exhibits / performances for 6-month award
- April 10, 2010: Deadline for exhibits / performances for 12-month awards

Recommendation

Staff recommends that the Commission review the attached draft guidelines and questions listed above to prepare for a discussion on the implementation of such programs in the remainder of the fiscal year.

Attachments: Exhibit A: Resident Quick Arts Grant DRAFT Guidelines
Exhibit B: Emerging & Professional Artist Grant DRAFT Guidelines
Exhibit C: Groups, Troupes & Ensembles Grant DRAFT Guidelines
Exhibit D: Urbana Festivals Grant DRAFT Guidelines



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Economic Development Division

Residents Quick Arts Grant Program - DRAFT -

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.

The Urbana Public Arts Commission is committed to supporting the arts in the Urbana community through funding opportunities unique to Urbana residents. The goal of the **Resident Quick Arts Grant** is to foster public projects in the arts designed to enrich the lives of Urbana residents produced by emerging and professional Urbana artists living in Urbana. Grant requests ranging between \$200 - \$1,500 will be considered. Awards are subject to availability of funds.

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 all its diversity

Eligibility:

- Applicants must be a resident of Urbana (students living in Urbana qualify)
- 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
- Applicants cannot receive more than one (1) City Arts Grant in a one (1) year period.

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 Resident Quick Arts Grant Application, including the following information:

- Narrative describing project proposal, including a description of how it will serve or enhance the Urbana community. This should include location of performance or display, timeline, and a plan for installation (visual arts) or set-up (performing arts).
- Applicant's artist bio and description of project partners, if applicable. Must not exceed 250 words.
- Resume or CV of primary applicant
- Work Samples:
 - Recordings (3 max): audiotapes, CDs, DVDs, of work or work in progress
 - Manuscripts (5 pages max): scripts, poetry, prose; typewritten, double-spaced on 8 ½ x 11" white paper
 - Images (8 max): printed reproductions, CDs. Printed images should be no larger than 8 1/2" x 11". Digital images must be in a JPEG, GIF, or TIFF file format. Each file should not exceed 300K and should have a maximum height x width of 1000 pixels x 1000 pixels. Please do not send original artwork.
- Letter of support from community partner(s) if applicable
- Project budget
- Promotions and Marketing Plan
- Self Addressed Stamped Envelope for return of application if desired

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. 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, 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 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 XXXX, 2009. Send submissions to Anna Hochhalter 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

DRAFT



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Economic Development Division

Emerging & Professional Artists Grant Program - DRAFT -

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.

The Urbana Public Arts Commission is committed to supporting the arts in Urbana through funding opportunities for artists to produce projects in the arts in Urbana. The goal of the **Emerging & Professional Artists Grant** is to 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. Grant requests ranging between \$1,000 - \$2,500 will be considered. Awards are subject to availability of funds.

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 all its diversity

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
- Applicants cannot receive more than one (1) Urbana Arts Grant in a one (1) year period.

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 **Resident Quick Arts Grant Application**, including the following information:

- Narrative describing project proposal, including a description of how it will serve or enhance the Urbana community. This should include location of performance or display, timeline, and a plan for installation (visual arts) or set-up (performing arts).
- Applicant's artist bio and description of project partners, if applicable. Must not exceed 250 words.
- Resume or CV of primary applicant
- Work Samples:
 - Recordings (3 max): audiotapes, CDs, DVDs, of work or work in progress
 - Manuscripts (5 pages max): scripts, poetry, prose; typewritten, double-spaced on 8 ½ x 11" white paper
 - Images (8 max): printed reproductions, CDs. Printed images should be no larger than 8 1/2" x 11". Digital images must be in a JPEG, GIF, or TIFF file format. Each file should not exceed 300K and should have a maximum height x width of 1000 pixels x 1000 pixels. Please do not send original artwork.
- Letter of support from community partner(s) if applicable
- Project budget
- Promotions and Marketing Plan
- Self Addressed Stamped Envelope for return of application if desired

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 XXXX, 2009. Send submissions to Anna Hochhalter 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



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Economic Development Division
Urbana Public Arts Commission Grant Program

Groups, Troupes & Ensembles Grant Program - DRAFT -

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 the arts into the urban environment.

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. Grant requests ranging between \$500-\$5,000 will be considered. Awards are subject to availability of funds.

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 all 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 the Groups, Troupes & Ensembles 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 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 \$5,000 will be considered
- Applicants cannot receive more than one (1) Urbana Arts Grant in a one (1) year period.

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 **Groups, Troupes & Ensembles Grant Application**, including the following information:

- Narrative describing project proposal, including a description of how it will serve or enhance the Urbana community. This should include location of performance or display, timeline, and a plan for installation (visual arts) or set-up (performing arts).
- Applicant's artist bio and description of project partners, if applicable. Must not exceed 250 words.
- Resume or CV of primary applicant
- Work Samples:
 - Recordings (3 max): audiotapes, CDs, DVDs, of work or work in progress
 - Manuscripts (5 pages max): scripts, poetry, prose; typewritten, double-spaced on 8 ½ x 11" white paper
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- Letter of support from community partner(s) if applicable
- Project budget
- Promotions and Marketing Plan
- Self Addressed Stamped Envelope for return of application if desired

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 XXXX, 2009. Send submissions to Anna Hochhalter 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



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Economic Development Division

Urbana Festivals Grant Program - DRAFT -

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.

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. This grant, available in part by a generous contribution from the Urbana Business Association, will support festivals which contribute to the economic enhancement and cultural opportunities of Urbana.

Grant requests ranging between \$500 - \$10,000 will be considered and are subject to availability of funds. 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 notification of award.

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 all 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 XXX and XXX, 2009, and grant funds must be spent WITHIN this designated funding period.
- Festival producers cannot receive more than 1 City Festivals grant in a one year 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 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

- **Revised Projected Event Budget**
In order to receive payment of a grant award, grantee must have on file a projected event budget showing a break-even or profitable event, when calculated using the actual grant award.
- **Event Permit**
For outdoor events, grantees must obtain all required permits, clearances, insurance and event authorization in a timely manner, in coordination with the City of Urbana Public Works Department, in order to carry out their event.
- **Final Report**
Urbana Festivals grantees must 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 must 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:

One completed **Festival Grant Application**, including the following information:

- Contact information for primary applicant: Name, mailing address, telephone, e-mail
- Narrative describing proposed event along with a description of how it will serve or enhance the Urbana community.
- Overview of organization: mission, history, and board members
- Overview of evidence of applicant's operational experience, managerial abilities and experience in creating, producing, and promoting well-planned, safe events
- Letter of support from community partner(s) if applicable
- Project budget
- Location of festival and a plan for installation (visual arts) or set-up (performing arts.)
- Self Address Stamped Envelope for return of application if desired

All materials must be received by XXXX, 2009. Send submissions to Anna Hochhalter 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