



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: March 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 Sara Ross, to further develop a grant program for the Public Arts Commission. During the Public Arts Commission meeting on February 10th, the Commission reviewed and approved the draft grant program structure and guidelines with the understanding that minor changes would be made by staff.

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 Commission reviewed and approved an initial framework for a grant program which would offer grants in four categories, listed below. The Commission anticipated that additional changes would be made based on its discussion during the February 10th meeting, further review from different City departments, and discussions with the Urbana Business Association regarding the use of its Business Backs the Arts donation. The attached revised draft program guidelines are as follows:

1. Here and Now: Arts Grant Program for Artists Residing in Urbana (Exhibit A)
 - a. Open to artists residing in Urbana for projects in the arts to be completed within six months of notification
2. Envision 365: Arts Grants for Emerging & Professional Artists (Exhibit B)
 - a. Open to practicing artists for projects in the arts to be completed within twelve months of notification
3. Creative Mix: Art Grants for Groups, Troupes & Ensembles (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 festival presenters for festivals located in Urbana

Staff has prepared a draft application form for the Here and Now: Arts Grant Program. Application forms for the other grant categories will be similar to the attached draft form (Exhibit E) and will be developed by staff over the next week. Additionally, a template agreement between the City and the Grant Recipients as well as a final report form for recipients will be developed.

At the February Commission meeting, Commission members Michele Plante and Sara Ross volunteered to serve on a subcommittee to discuss the jury and selection process of the grant program. The subcommittee met with staff and recommends the following process for the jury and selection of grants program applicants.

Grants Program Jury and Selection Process Outline

The Commission Grants Subcommittee, in coordination with City staff, will create two jury panels to review applications and select recipients in this first year of the Arts Grant Program. One jury will review the applications submitted in the Here and Now, and Envision 365 grant categories. The other jury will review applications submitted in the Creative Mix and Urbana Festivals grant categories. Both juries will be comprised of five members of the public with knowledge and experience in the arts, and two Public Arts Commission members. One Commission member will serve as the facilitator for the jury, the other will be a voting member. City staff will also be present to assist in answering any questions. The jury members will represent the following areas: music, dance, visual art, theater/literature, and the community. A list of potential jury members has been created by the Subcommittee and will be invited to serve on the jury as soon as the grant applications are made available.

The jury members will be given one to two weeks to review and score the application packets, including the application form and additional materials such as the artist biography and work samples. A draft score sheet has been prepared by Ms. Ross and is attached for review (Exhibit F). Staff will receive any input from the Commission on the score sheet and finalize it for the Jury. Based upon the total number of applicants, the jury will return the score sheets, after reviewing the applications, to the Public Arts Coordinator who will select the applications scoring within the top third of the total possible scores.

The jury will convene to review the final applicants and make the final selections. These selections will be recommended to the Commission who will make the final approval of the selections.

A revised timeline for the Arts Grant Program implementation is below:

- March 20, 2009: Grant plan announced
- March 20, 2009: Call for Applications released
- April 22, 2009: Applications due
- April 27, 2009: Applications and Score Sheets distributed to Juries
- May 7, 2009: Score Sheets Returned
- May 9, 2009: Juries meet to select final recipients
- May 12, 2009: Public Arts Commission Announces the selection of recipients
- December 10, 2009: Deadline for exhibits / performances for 6-month award
- June 10, 2010: Deadline for exhibits / performances for 12-month awards

Recommendation

Staff recommends that the Commission review the attached documents and described jury process to prepare for a discussion on the implementation of such programs in the remainder of the fiscal year.

Attachments: Exhibit A: Here and Now: Arts Grant DRAFT Guidelines
Exhibit B: Envision 365: Arts Grant DRAFT Guidelines
Exhibit C: Creative Mix: Arts Grant DRAFT Guidelines
Exhibit D: Urbana Festivals Grant DRAFT Guidelines
Exhibit E: Here and Now: Arts Grant DRAFT Application Form
Exhibit F: Arts Grant Jury Panel Score Sheet Samples DRAFT



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Economic Development Division

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

The purpose of the Here and Now: Arts Grant is to provide short-term arts grants to artists residing in Urbana. 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 **Here and Now Arts Grant Program** 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. 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. Grant requests ranging between \$200 - \$1,500 will be considered. 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

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. 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 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 **April 22nd, 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

Envision 365: Grants for Emerging & Professional Artists - DRAFT -

The purpose of the Envision 365 Arts Grant is to provide grants to emerging and professional artists to produce projects in the arts in Urbana. 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 **Envision 365 Arts Grants** 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. 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. Grant requests ranging between \$1,000 - \$2,500 will be considered. 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

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 April 22nd, 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



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Economic Development Division
Urbana Public Arts Commission Grant Program

Creative Mix: Arts Grants for Groups, Troupes & Ensembles - DRAFT -

The purpose of the Creative Mix Arts Grant is to provide grants to groups, troupes, ensembles, and organizations to produce projects in the arts in Urbana. 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. Grant requests ranging between \$500-\$5,000 will be considered. 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 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

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 April 22nd, 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
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DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Economic Development Division

Urbana Festivals Grant Program - DRAFT -

The purpose of the Urbana Festivals Grant is to provide grants to festival producers for arts related festivals in Urbana. 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 Festival Grant program will consider requests ranging between \$500 - \$10,000 and is 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.

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
- 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 May, 2009 and May, 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

- **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 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:

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 April 22nd, 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



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
Phone: (217) 384-2311 Fax: (217) 384-0200

Applications must be received by April 22nd, 2009

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 (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 before December 31, 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
 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.): *List additional locations on separate page 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.

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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, please include the following information to further describe the proposed project.

- ◆ Proof of Urbana Residency: include ONE copy of ONE of the following:
 - photo ID with current address
 - a current utility bill
 - signed lease agreement

Include 8 COPIES of the following. All documents must be typed and on 8.5 x 11" paper.

- ◆ Artist Bio of Primary Applicant
- ◆ Description of Project Partners (if applicable)
- ◆ Resume or CV of Primary Applicant
- ◆ Letter of support from community partner(s) (if applicable)
- ◆ Work Samples (described on page 4)
- ◆ Work Samples Index (described on page 4)
- ◆ Promotions and Marketing plan

ADDITIONAL MATERIALS REQUIRED:

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

- ◆ 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.
 - A. Digital Images (8 maximum), must be in a JPEG 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 hard copies.
 - B. Recordings of video or audio works (3 maximum), must be on CD or DVD as MP3 files.
 - C. Manuscripts (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 submitted work samples in the order in which they are displayed. Be sure that each Work Sample is clearly labeled.
 - 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. Proof of Urbana Residency (described on page 3)—ONE copy
- 3. Artist Bio of Primary Applicant—EIGHT copies
- 4. Description of Project Partners (if applicable)—EIGHT copies
- 5. Resume or CV of Primary Applicant—EIGHT copies
- 6. Letter of support from community partner(s) (if applicable)—EIGHT copies
- 7. Work Samples (described on page 4)—EIGHT copies
- 8. Work Samples Index (described on page 4)—EIGHT copies
- 9. Promotions and Marketing plan—EIGHT copies

SUBMIT APPLICATION PACKETS TO:

Materials must be received by:
APRIL 22ND, 2009

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

**Urbana Public Arts Commission DRAFT 1
Jury Panel Score Sheet**

Jury Panelist _____ Jury Panelist Signature _____

Applicant Name _____ Applicant Number _____

Applicants will be evaluated in three areas-- Artistic Quality, Project Feasibility, and Community Integration. Please use the rating scale below. Make a preliminary score based on the written application and **a final score after review of support materials.** You may use this sheet to make comments or notes but please note that these worksheets will become part of the agency's public record.

1. Artistic Quality: In evaluating artistic quality the panel should determine whether the artist(s) proposal can address two or more of these program goals:

- Art that is integrated into the urban environment, creating a sense of place and purpose.
- Art that preserves and commemorates local and multicultural traditions and histories
- Art that enriches the lives of Urbana residents and visitors
- Art that increases opportunities to engage in the arts and its many forms
- Art that is representative of the community in all its diversity

5	4	3	2	1
(Excellent)	(Good)	(Adequate)	(Poor)	(Inadequate)

Comments:

(more space for comments will be provided in actual score sheet)

2. Project Feasibility The panel must determine whether the artist(s) proposal provides:

- A clear and appropriate budget
- Evidence of careful financial planning
- Submittal of realistic plan for implementation including promotions

5	4	3	2	1
(Excellent)	(Good)	(Adequate)	(Poor)	(Inadequate)

Comments:

(more space for comments will be provided in actual score sheet)

3. Community Integration In evaluating community integration the panel must determine whether the artist(s) proposal address:

- accessibility to public
- community engagement or community participation

5	4	3	2	1
(Excellent)	(Good)	(Adequate)	(Poor)	(Inadequate)

Comments:

**Urbana Public Arts Commission DRAFT 2
Jury Panel Score Sheet**

Jury Panelist _____ Jury Panelist Signature _____

Applicant Name _____ Applicant Number _____

Applicants will be evaluated in three areas-- Artistic Quality, Project Feasibility, and Community Integration. Please use the rating scale below. Make a preliminary score based on the written application and **a final score after review of support materials**. You may use this sheet to make comments or notes but please note that these worksheets will become part of the agency's public record.

1. Artistic Quality In evaluating artistic quality the panel must determine whether the artist(s):

- possess the skills, creativity and discipline demanded to successfully complete the proposed project
- proposal has creative merit

5	4	3	2	1
(Excellent)	(Good)	(Adequate)	(Poor)	(Inadequate)

Comments:

(more space for comments will be provided in actual score sheet)

2. Project Feasibility The panel must determine whether the artist(s) proposal provides:

- A clear and appropriate budget
- Evidence of careful financial planning
- Submittal of realistic plan for implementation including promotions

5	4	3	2	1
(Excellent)	(Good)	(Adequate)	(Poor)	(Inadequate)

Comments:

(more space for comments will be provided in actual score sheet)

3. Community Integration In evaluating community integration the panel must determine whether the artist(s) proposal address two or more of these criteria:

- Art that is integrated into the urban environment, creating a sense of place and purpose.
- Art that preserves and commemorates local and multicultural traditions and histories
- Art that enriches the lives of Urbana residents and visitors
- Art that increases opportunities to engage in the arts and its many forms
- Art that is representative of the community in all its diversity

5 (Excellent)	4 (Good)	3 (Adequate)	2 (Poor)	1 (Inadequate)
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Comments: