



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES  
Economic Development Division  
Urbana Arts and Culture Commission

## Urbana Arts Grants Program 2021

### Tiers I, II, and Arts in the Schools Award Application Form

All materials must be submitted online or received by 5:00 pm on Wed., January 13<sup>th</sup>, 2021.  
Late applications will not be accepted.

Read the grant guidelines BEFORE completing this application form.  
You can find the guidelines online at  
<http://urbanaininois.us/artsgrants>

**Which grant category are you applying for?**

\_\_\_ Tier I (\$500-\$1,500)                      \_\_\_ Tier II (\$2,000-\$4,500)

**Are you eligible for our Arts in the Schools Award?** Requirements include:

- (1) All or part of the project takes place within Urbana School District #116 school during school hours.
- (2) Project budget is between \$500-\$1,500 (applying in Tier I category).
- (3) Primary participants are students of Urbana School District #116.
- (4) Project is a collaboration with USD #116 teacher/admin and letter of support attached to application.

**Meets eligibility requirements for Arts in the Schools\* and should be considered for the award.**

**If applying on behalf of an organization, please check the box that describes the annual operating budget for your organization. Round to the nearest \$100:**

\_\_\_ \$0 - \$9,900    \_\_\_ \$10,000 - \$49,900    \_\_\_ \$50,000 - \$99,900    \_\_\_ \$100,000 - \$499,900    \_\_\_ \$500,000 or above

**Have you applied for an Urbana Arts Grant in the past?**

\_\_\_ Yes \_\_\_ No

**Have you received an Urbana arts grant award or funding support from the City of Urbana for a special event previously? If you have, please list the year(s) and category/project:**

\_\_\_ Yes (Year/Category/Project: \_\_\_\_\_)  
\_\_\_ No

**Check the one arts discipline that best describes your proposed project:**

\_\_\_ Literature/Writing    \_\_\_ Dance    \_\_\_ Music    \_\_\_ Visual Arts  
\_\_\_ Film/Video    \_\_\_ Theatre    \_\_\_ Multidisciplinary    \_\_\_ Other (specify: \_\_\_\_\_)

**APPLICANT INFORMATION**

\_\_\_\_\_  
Name of Applicant Group, Organization, or Ensemble

\_\_\_\_\_  
Primary Contact and Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Email

\_\_\_\_\_  
Daytime Telephone

**PROJECT INFORMATION**

Project Title : \_\_\_\_\_

Brief Description of Project (25 words max): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount Requested to Support Project: \_\_\_\_\_

Date of Project Completion (*between April 1, 2021 – April 1, 2022 for ALL applicants*):

\_\_\_\_\_

**Urbana Arts Grant Program Goals:**

- 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 among artists, performers, businesses, organizations, and agencies

The Urbana Arts and Culture Program is committed to broadening the scope of arts programming and connecting with underserved populations in the City of Urbana and broader community. Please detail what concrete steps you will take to connect with underserved populations in the community. (100 words)

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List the locations and addresses involved in public components of the project (e.g., location of displays, workshops, performances, installations, etc.). Must include locations within the City of Urbana. *Please note that Champaign and Urbana are separate cities:*

Location and Address	Proposed Use

**Schedule of Key Project Activity Dates (including set-up and installation or performance dates):**

Activity	Date
Activity	Date
Activity	Date

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Activity Date

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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 to be eligible City expenses. These costs can, however, be considered as matching funds or in-kind donations.)*

<b>A: Personnel (Project Related)</b>	<b><u>Amount Requested from City</u></b>	<b><u>Matching Funds</u></b>	<b><u>In-Kind Donations</u></b>	<b>Total</b>	<b><u>Expenditure Notes</u> <i>Give details here.</i></b>
Artistic					
Administration					
Technical					
Other					
<b>Total Personnel Expenditures</b>					
<b><u>B: Implementation (Cost of Project)</u></b>					
Supplies/Materials					
Promotion/Printing					
Postage					
Artistic Services					
Other Professional Services					
Space/Equipment Rental					
Travel/Transportation					
Other					
<b>Total Implementation Expenditures</b>					
<b>Total Expenditures (A+B)</b>					

**Tier III applicants are invited to supply a more detailed budget if desirable.**

**ADDITIONAL SPONSORSHIP INCOME**

Please list all other cosponsors or grantors who have been asked or will be asked to give financial sponsorship:

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<b>Total Amount of Additional Funding Committed (to date):</b>	
<b>Total Amount of Additional Funding Requested:</b>	

**URBANA ARTS GRANTS ARE COMMITTED TO HELPING STOP THE SPREAD OF COVID-19**

In light of the COVID-19 pandemic, the Urbana Arts Grants program requires all grant recipients to the following:

- Significant effort must be made to collaborate with and promote venues within the City of Urbana in recognition of the intention of these grants to support and grow diverse and cultural opportunities for Urbana residents.
- If proposing any adapted in-person events, grantees are expected to work closely with the City of Urbana and Champaign-Urbana Public Health Department to ensure COVID-19 health and safety compliance and thoughtful planning in accordance with approved special event permitting and Governor Pritzker’s Restore Illinois phased reopening plan. *This may include contact tracing, limited gathering size, sanitization planning, etc.*

## ADDITIONAL MATERIALS CHECKLIST

To complete this application, return one electronic copy of each of the required additional materials for the category for which you are applying, as well as one copy of the application form and work samples. Do not exceed word limits.

APPLICATION MATERIALS CHECKLIST (for Tier I and II inclusive of Arts in the Schools)
<p><b>Project Introduction</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Applicant Information</b><ul style="list-style-type: none"><li>○ Artist Bios (200 words)</li><li>○ Organization/Group Overview (500 words; mission and history)</li></ul></li></ul>
<p><b>Project Feasibility</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Description of Proposed Project: Provide a full description, including how the project addresses the Arts Grant Program Goals you identified in the application. (500 words)</li><li><input type="checkbox"/> Promotions and Marketing Plan: Describe how you will promote the event to Urbana residents, regional and/or national visitors. Include the estimated attendance. (300 words)</li></ul>
<p><b>Community Integration</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Description of Project Partners (if applicable): Describe your history and relationship with any additional organizations or individuals involved with your project. (300 words)</li><li><input type="checkbox"/> Letters of Support (if applicable) from partnering organizations/collaborators</li></ul>
<p><b>Artistic Quality</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Work Samples (see work samples description)</li><li><input type="checkbox"/> Index of Work Samples (see work samples description)</li></ul>
<p><b>Category Specific</b></p> <hr/> <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Tier I Grant</b><ul style="list-style-type: none"><li>○ Project Expenditure does not require matching funds or in-kind support</li><li>○ Include letters of support from any collaborators</li></ul></li><li><input type="checkbox"/> <b>Tier II Grant</b><ul style="list-style-type: none"><li>○ Project Expenditure must show 50% matching funds or in-kind support for the project</li><li>○ Evidence of current 501(c)(3) status if non-profit</li></ul></li></ul>

## WORK SAMPLES

### Description

Select the medium that best displays you or your organization's experience and qualifications relevant to the success of the proposed project. Send work samples by e-mail (with the exception of video work). Clearly label all work samples in the following way: "lastname\_firstname\_01.jpg", with the last number corresponding to the image number listed on the index of work samples.

**DO NOT SEND ORIGINAL ARTWORK. NO MORE THAN 8 WORK SAMPLES TOTAL IN ANY COMBINATION (IMAGE, AUDIO, VIDEO, MANUSCRIPT) WILL BE REVIEWED.**

File specifications:

- A.** Digital images: Each JPEG file should be no larger than 1920 x 1920 pixels at 72 dpi. Do not send original artwork.
- B.** Audio works: Each submitted work should be no longer than 5 minutes in duration. Audio files should be submitted in MP3 file format or uploaded to a site such as SoundCloud or Dropbox.
- C.** Video works: Each submitted work should be no longer than 5 minutes in duration. Upload video work samples to a site such as YouTube or Vimeo, and include links in the Index of Work Samples.
- D.** Manuscript Samples: Only one 5-page maximum sample will be reviewed for scripts, poetry, prose, etc. Sample must be in PDF format.

### Index of Work Samples

Attach a PDF document to your e-mail application as a guide to the work samples submitted.

- Artist name or organization name
- Title of work or event
- Medium
- Date of work/activity
- Dimensions or duration (if applicable)
- Site (if applicable)
- Link (if using a site such as Youtube or Vimeo to present audio or video sample)

### HOW TO SUBMIT

All application materials must be received by 5:00 PM CST on Wednesday, January 13<sup>th</sup>, 2021. Send the completed application form and all of the required additional materials to [artsgrant@urbanaininois.us](mailto:artsgrant@urbanaininois.us).

**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