



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Economic Development Division

Urbana Arts and Culture Program

Urbana Arts Grants Program 2021 Tiers I, II, and III Application Guidelines

All materials must be submitted online or received by 5:00 pm on Friday, Nov. 6th, 2020 for Tier III grants and 5:00PM on Wednesday, Jan. 13th, 2021 for Tiers I, II, and Arts in the Schools Award.

Late applications will not be accepted.

The City of Urbana Arts and Culture Commission supports opportunities for all residents to engage with the arts in its many forms. The arts are essential to the vitality and development of the city and enhance the quality of life while encouraging economic development, academic performance, and social tolerance.

The Urbana Arts Grants Program supports projects in the arts that are accessible to the public. This program fosters an environment for established and emerging artists to thrive in Urbana, promotes life-long participation and learning in the arts, and integrates art into the urban environment.

This program is open to all disciplines in the arts on public display within spaces open to the public, including but 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.

Urbana Arts Grants 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; and
- Encourage partnerships among artists, performers, businesses, and organizations.

Eligibility

- Projects must be exhibited or performed within the City of Urbana. Please note that the cities of Champaign and Urbana are separate entities. Preference may be given to projects that take place within a Tax Increment Financing District (TIF).
- Projects must be open and accessible to the public. Projects that charge admission are required to provide at least one event or showing free of charge to the public.
- Permanent installations are not eligible at this time. Consideration will be given to murals with a detailed partnership/tenant relationship, installation, maintenance, and de-installation time line.
- Applicants do not need to live in the City of Urbana. However, Urbana residency may be taken into consideration.
- Previous recipients of Urbana Arts Grants **ARE** eligible to apply for the 2021 cycle of Urbana Arts Grants. Grant applications requesting funding for new projects or new additions to ongoing projects may be given priority.

Funding Restrictions

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 following purposes:**

- For the purchase of non-consumable materials (e.g., computers, software, cameras, power tools, instruments)
- For the completion of degree work
- For any event conducted solely or primarily as a fundraiser

Grant Categories

Please choose one of the three categories below.

1. Tier I

Purpose	Amounts Awarded	Eligibility
To provide grants to artists to produce art projects in Urbana	\$500 - \$1,500 awards <i>(Minimum total project budget: \$500)</i>	<ul style="list-style-type: none">• No in-kind and matching funds are required• Ideal for individual, emerging, practicing and professional artists or first-time applicants.

2. Tier II

Purpose	Amounts Awarded	Eligibility
To provide mid-sized grants to individuals, groups, and nonprofits organizing arts projects and events in Urbana	\$2,000 - \$4,500 awards <i>(Minimum total project budget: \$3,000)</i>	<ul style="list-style-type: none">• 50% match required (grant can only fund up to 50% of the total project budget)• In-kind support can count towards match requirement• Ideal for ensembles, collaborations, groups, troupes, festivals, or community initiatives

3. Tier III

Purpose	Amounts Awarded	Eligibility
To provide larger financial awards to organizations producing special events/festivals	\$5,000 - \$10,000 awards <i>(Minimum total project budget: \$16,700)</i>	<ul style="list-style-type: none">• 70% match required (grant can only fund up to 30% of total project budget)• In-kind support is ineligible towards match requirement• Ideal for large-scale special events and festivals

Grant Awards

Awards are subject to availability of funds. A total of \$90,000 is available for the 2021 Program. The Urbana Arts and Culture Program reserves the right to award grant proposals for less than the amount requested.

Application Submission

For the 2021 cycle of the Urbana Arts Grants Program, applications will be accepted electronically.

- **How to Submit**

E-mail your application materials to ArtsGrant@urbanaininois.us by **5:00 PM CST on Friday, Nov. 6th, 2020 for Tier III grants and 5:00PM on Wednesday, Jan. 13th, 2021 for Tiers I, II, and Arts in the Schools Award.**

URBANA ARTS GRANT'S 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:

- 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.*
- 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.

Required Application Materials Checklist:

To complete the application, complete the application form and prepare the additional materials described below. You may attach these materials as PDF files in an email. Do not exceed word limits.

APPLICATION MATERIALS CHECKLIST (for Tier I, II, and III)

Project Introduction

Applicant Information

- Artist Bios (200 words)
- Organization/Group Overview (500 words; mission and history)

Project Feasibility

- 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)
- 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)

Community Integration

- Description of Project Partners (if applicable): Describe your history and relationship with any additional organizations or individuals involved with your project. (300 words)
- Letters of Support (if applicable) from partnering organizations/collaborators

Artistic Quality

- Work Samples (see work samples description)
- Index of Work Samples (see work samples description)

Category Specific

Tier I Grant

- Project Expenditure does not require matching funds or in-kind support
- Include letters of support from any collaborators

Tier II Grant

- Project Expenditure must show 50% matching funds or in-kind support for the project
- Evidence of current 501(c)(3) status

Tier III Grant

- Project Expenditure must show matching funds or in-kind support of at least seventy percent (70%)
- Evidence of communications with Urbana Public Works regarding a Special Event or Parade Permit Application for your project, if applicable. Additional information can be found on line at <http://urbanaininois.us/departments/public-works/special-events>
 - At the time of this application, City Special Event Permits are suspended due to COVID-19. Please work with the Arts and Culture Coordinator and City of Urbana to inquire about Special Events Permit Applications for your project, if applicable.

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, and 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)

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 and/or other violation of the right of any such copyright owner under any copyright law.

Selection Procedure

Each year the Urbana Arts and Culture Commission will form two temporary Selection Panels composed of professionals with experience and knowledge of the City of Urbana and the arts. The Selection Panels will review eligible applications and recommend select applicants as recipients of the grant award. The Urbana Arts and Culture Commission will review all recommendations and approve the final grant awards.

Timeline and Disbursement of Funds

All projects must be completed within **12 months from the notification of award**. For all grants *except* Urbana Tier III Grants, half (50%) of the grant will be distributed upon notification of award and entering into agreement with the City. The following half (50%) will be distributed only after (1) the work is exhibited or performed, (2) a Final Report Form is submitted to the Arts and Culture Coordinator, and (3) a brief presentation about the project is given to the Urbana Arts and Culture Commission, either in person, conference call or online video conference call. For Tier III, the full grant amount (100%) will be distributed only after (1) the work is completed, (2) a Final Report Form is submitted to the Arts and Culture Coordinator, and (3) a brief presentation about the project is given to the Urbana Arts and Culture Commission, either in person, conference call or online video conference call. (**Note:** If arranged and approved by Arts and Culture Coordinator, an alternative reimbursement schedule may be arranged.)

Final Report Form

The Final Report Form will be provided by the City and will be required for all Grantees.

Acknowledgment of City Support

Grant recipients are expected to acknowledge the City's financial support in all marketing materials. The acknowledgement should read, "Supported in part by a City of Urbana Arts Grant," unless the City is part of a list of supporters. In the latter case, the acknowledgement may say simply City of Urbana Arts and Culture Program. Grantees must display the Urbana Arts and Culture Program and City logos whenever other sponsor logos are displayed. In this case, whenever sponsor logos are displayed, the Urbana Arts and Culture Program and City of Urbana logos must be displayed. Failure to acknowledge sponsorship will impact future award eligibility.

For questions, contact:

Rachel Lauren Storm
Arts and Culture Coordinator
City of Urbana Community Development Services Office
400 South Vine Street
Urbana, IL 61801
Phone: (217) 328-8265
Email: rlstorm@urbanaininois.us

Grants Workshops:

To ask your questions in person or learn more about the Urbana Arts Grants Program, attend a community grant workshops. At this workshop, the Arts and Culture Coordinator will discuss the selection process, highlight past grant recipients, and go over the fundamentals of grant writing. This workshop will be repeated on the following dates and is free and open to the public.

- **Online Webinar via ZOOM (Web ID: 930 8271 1606) for Tier III Grant Guidance, Thursday October 15th at 1p.m**
- **Pre-Registered, In-Person Workshop for Tiers I & II Grant Guidance, Salt & Light 1819 Philo Rd, Urbana, IL 61802, Thursday November 12th at 12p.m** (*you must pre-register to attend this event, visit the Urbana Arts Grant website to register: <https://www.urbanaininois.us/artsgrants>*)
- **A recorded version of the workshop presented by Arts and Culture Coordinator Rachel Storm, will be available on the Urbana Arts Grant website after November 12th.**