



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

## Urbana Arts Grants Program 2023 Tiers I, II, and III Application Guidelines

Materials for all grant categories must be submitted online  
by **11:59 pm on Friday, March 1st, 2024.**  
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.
- 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 2024 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	\$1,000 - \$2,999 awards <i>(Minimum total project budget: \$1000)</i>	<ul style="list-style-type: none"> <li>• No in-kind and matching funds are required</li> <li>• Ideal for individual, emerging, practicing and professional artists or first-time applicants.</li> </ul>

#### 2. Tier II

Purpose	Amounts Awarded	Eligibility
To provide mid-sized grants to individuals, groups, and nonprofits organizing arts projects and events in Urbana	\$3,000 - \$4,999 awards <i>(Minimum total project budget: \$6,000)</i>	<ul style="list-style-type: none"> <li>• 50% match required (grant can <b>only</b> fund up to 50% of the total project budget)</li> <li>• In-kind support can count towards match requirement</li> <li>• Ideal for ensembles, collaborations, groups, troupes, festivals, or community initiatives</li> </ul>

#### 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: \$16,667)</i>	<ul style="list-style-type: none"> <li>• 70% match required (grant can <b>only</b> fund up to 30% of total project budget)</li> <li>• In-kind support is ineligible towards match requirement</li> <li>• Ideal for large-scale special events and festivals</li> </ul>

### Grant Awards

Awards are subject to availability of funds. A total of \$90,000 is available for the 2024 Program. The Urbana Arts and Culture Program reserves the right to award grant proposals for less than the amount requested.

### **Application Submission**

For the 2024 cycle of the Urbana Arts Grants Program, applications will be accepted online only.

- **Neighborly**

Register and apply for the 2024 Urbana Arts Grant by visiting:

<https://portal.neighborlysoftware.com/URBANAIL/Participant>. Your application and all supporting documents must be submitted by **11:59 PM CST on Friday, March 1<sup>st</sup>, 2024**.

If you are not able to submit your application by Neighborly, please contact the Economic Development Supervisor for other possible options. It is strongly requested that you make every effort to submit your application via the Neighborly portal. You can reach the Economic Development Supervisor via email or phone:

Economic Development Supervisor  
Stepheny McMahon  
[slmcmahon@urbanaininois.us](mailto:slmcmahon@urbanaininois.us)  
(217) 328-8274

### **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 moving forward with 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.
- 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 online application form and prepare the additional materials described below. It is recommended you save each of these files as either a word document or a PDF.

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

### Project Introduction

**Applicant Information**

- Biography (1,500 characters) – OR – Organization/Group Overview (1,500 characters; mission and history)
- Artist Bio(s): (4,000 characters; biographies for collaborating artists or organizations)
- Headshot of artist/applicant

### Project Feasibility

- Project Narrative: (4,000 characters; full description, including how the project addresses the Arts Grant Program Goals you identified in the application.)
- Promotions and Marketing Plan: (2,000 characters; describe how you will promote the event to Urbana residents, regional and/or national visitors. Include the estimated attendance.)

### Artistic Quality

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

### Community Integration

- Description of Project Partners (if applicable): (2,000 characters; describe your history and relationship with any additional organizations or individuals involved with your project.)
- Letters of Support (if applicable) from partnering organizations/collaborators
  - Arts in the Schools applications should include at least one (1) letter of support from the collaborating school Administrator, Principal, or Teacher.
  - Letters of support for all other grant categories are not required, but are encouraged.

### 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
- 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 online at <http://urbanaindinois.us/departments/public-works/special-events>
  - Evidence of communication with Urbana Deputy Liquor Commissioner regarding alcohol being sold and served at a special event 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. Upload all work samples to Neighborly, step F. 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.

**NO MORE THAN 8 WORK SAMPLES TOTAL IN ANY COMBINATION (IMAGE, AUDIO, VIDEO, and MANUSCRIPT) WILL BE REVIEWED.**

File specifications:

- Digital images: Each file(s) should be no larger than dpi150 dpi; 3MB, and should be submitted as JPG, PNG, or PDF.
- Audio works: Each submitted work should be no longer than 1-2 minutes in duration. Audio files should be submitted in MP3 file format or as a direct link in your Work Sample Index.
- Video works: Each submitted work should be no longer than 1-2 minutes in duration. Video files should be submitted in MP4; 1080p OR direct link provided in your Work Sample Index.
- 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 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)
- Direct Link (if using a site such as Youtube, Vimeo, Dropbox, or Google Drive 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.

## **Disbursement of Funds**

All projects must be completed by June 30<sup>th</sup>, 2025. 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 in person. 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 online via the Neighborly portal to the Arts and Culture Coordinator, and (3) a brief presentation about the project is given to the Urbana Arts and Culture Commission in person. (**Note:** If arranged and approved by Arts and Culture Coordinator, an alternative reimbursement schedule may be arranged.)

### **Final Report Form**

The Final Report submission is located within Neighborly and is required for all Grantees. Final Report Guidelines are available on the Arts and Culture webpage: <https://urbanaillinois.us/artsgrants>

### **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:**

Vivian Krishnan  
Urbana Arts & Culture Program Specialist  
City of Urbana Community Development Services Office  
400 South Vine Street  
Urbana, IL 61801  
Phone: (217) 328-8265  
Email: [vlkrishnan@urbanaillinois.us](mailto:vlkrishnan@urbanaillinois.us)

### **Grants Workshops:**

A recording of how to apply for the Urbana Arts Grants via the Neighborly Software is available for viewing at: [www.urbanaillinois.us/artsgrants](http://www.urbanaillinois.us/artsgrants).

<b>Arts Grants FY 2024</b>	
Applications Open	2/1/2024
Applications Close	3/1/2024
TIER 1 and II Grants Juried	March 2024
TIER III Grants Juried by commission	April 2024
TIERs I and II Awards presented to Commission at public meeting	4/9/2024
TIER III awards voted on by commission at public meeting	4/9/2024
Sneak Peak Event	May 2024
Deadline for Contracts	6/1/2024
Grant Period begins	7/1/2024
Grant period ends	6/30/2025