



CO-SPONSORSHIP GRANT PROGRAM Highland Park Cultural Arts Commission

GRANT GUIDELINES & REVIEW CRITERIA

I. PURPOSE AND DEFINITION

The City of Highland Park annually funds the Co-Sponsorship Program in order to provide grants to support arts activities that serve Highland Park residents. Co-Sponsorship Grants provide partial funding in the form of small grant awards to organizations for arts-related activities. Typically, the City Council budgets \$5,000 annually for this program. These funds are available year round and can be used to sponsor a one-time arts-related event, such as an art exhibition or performance.

II. ELIGIBILITY

- A Not-for-profit organizations, institutions or associations that serve Highland Park residents may apply. The applicant need not be an arts organization.
- B Individual schools and parent/teacher organizations are not eligible for direct grants. However, pre-schools and school districts may seek funding for arts related projects that will benefit the community.
- C Individuals are not eligible for direct grants. Artist's fees, however, should be included in projects for which grants are requested. Individual artists seeking funding for projects that will benefit the community should approach local not-for-profit organizations willing to sponsor the project and apply for funding.

III. DEADLINE AND CALENDAR

- A Grant applications are reviewed on a year-round basis. The Cultural Arts Commission meets quarterly and can meet for Special Meetings on an as-needed basis. Applications should be submitted at least one month prior to the desired meeting date.
- B Applications should be submitted to the Cultural Arts Commission Staff Liaison in the Highland Park City Manager's Office at 1707 St. Johns Ave., Highland Park, IL 60035.

- C The meeting date at which applications will be considered will be confirmed with applicants prior to the meeting. Applicants should be present to answer questions pertaining to the application.

IV. APPLICATION AND FUNDING

Applicants to this program must contact the staff liaison to the Cultural Arts Commission to determine eligibility and review the application process.

- A Applicants must provide thirteen (13) copies of the following information and attachments with their applications. Failure to adhere to these Grant Guidelines or to provide the required attachments may result in the rejection of the application.
1. Completed Grant Application Form (one original and twelve (12) copies).
 2. Financial statements of applicant's most recent complete fiscal year including balance sheet and income statement, and interim financial statements.
 3. Complete budget for applicant's current fiscal year (total organization budget).
 4. Current list of applicant's officers and board.
 5. Proof of applicant's not-for-profit incorporation status, or an indication that applicant is applying for such status.
 6. Copy of applicant's Internal Revenue Service determination letter (IRS tax exempt).
 7. Copy of applicant's approved bylaws (non-profit association).
 8. Copy of applicant's ordinance/legislation (government unit).

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- B. Organizations may submit only one application for this grant per calendar year.
 - C. The applicant shall include in-kind goods and services in the project budget. For the purposes of this application, only those goods and services donated by outside individuals or businesses may be considered as in-kind. These may be defined as any part of a project (professional services, equipment, printing, materials, postage, etc.) that are donated.
 - D. Some matching contributions (either in-kind or cash) are expected and will be considered as part of the review process.
 - E. From time to time, questions regarding an application and the relevant supporting documents may arise before the application is considered by the Commission at a meeting. Timely responses addressing these questions are an important component of the application and should be provided to the Commission prior to its deliberations on funding.

V. SPECIAL CONSIDERATIONS

A Generally, the Commission will give priority to programs and projects that:

1. Are undertaken by organizations which have demonstrated a history of sound fiscal management practice.
2. Encourage new works or innovative projects.
3. Introduce the arts to new audiences.
4. Serve the needs of the elderly, persons with disabilities, lower income groups, institutionalized persons, and other populations that historically have been under-served by or had limited access to the arts community.
5. Promote multi-cultural events and programming.
6. Provide increased opportunities for minority involvement in the arts.

7. Affect more artists and larger audiences within the community.
 8. Strengthen the arts community by encouraging organizations whose programs/activities are mutually beneficial to work together.
- B. The activity should not duplicate any existing program (in context and stated objectives) serving the same population.

VI. SUPPORT RESTRICTIONS

- A. The Co-Sponsorship Grant Program will not fund:
1. Ongoing costs of operation.
 2. Permanent additions or improvements to property.
 3. Construction.
 4. Purchase of permanent equipment.
 5. An existing deficit from a previous year or previous project.
 6. Primarily credit-producing, curriculum-oriented activities. (Exceptions are college and university projects that involve widespread direct involvement by the community and general public.)
 7. Projects with no public and community service emphasis.

VII. GRANTEE CONTRACT

- A. Grantees are required to:
1. Credit the Highland Park Cultural Arts Commission in all media materials used in connection with the funded project. (Example: "This program is partially funded by the Highland Park Cultural Arts Commission.")

2. Submit to the Cultural Arts Commission, on appropriate forms, final financial and programmatic evaluation reports and photos following the completion of the project. Evaluations should be submitted within 30 days of the completion of the project.
- B. The Cultural Arts Commission must be made aware of outstanding grant applications currently under consideration or recent awards in connection with the same or similar project.

VIII. REVIEW PROCESS

Applications are subject to the following levels of review and review criteria:

- A. The staff representative of the Cultural Arts Commission has the responsibility for initial analysis of the grant application for:
1. Clarity and completeness of application
 2. Compliance with program guidelines
 3. Fiscal accuracy
- B. The Cultural Arts Commission will review applications based on the following criteria:
1. Does the proposed program meet the stated purposes of the Co-Sponsorship program?
 2. Would the program occur without Cultural Arts Commission funding?
 3. Will matching funds be provided for the program by other services?
 4. Does this project qualify for special consideration under Section V of these guidelines?

CO-SPONSORSHIP APPLICATION

Highland Park
Cultural Arts Commission



Co-Sponsorship Grant Fund Application

Highland Park Cultural Arts Commission Request for Co-Sponsorship Funding

Date: _____

Organization Name: _____

Address: _____

Contact Person: _____ Telephone Number: _____

Email: _____ Web Address: _____

Date(s) of Event: _____

Amount Requested: _____ Total Project Budget: _____

- Project description (describe project goal, principal artistic personnel, etc.)

- Describe any planned publicity

- List all other funding sources or sponsors who are supporting this project:

- What are your contingency plans for this need if the funding assistance is less than anticipated?

Complete the next page and return complete application to:
City of Highland Park Cultural Arts Commission
1+St'Gt'xc\bg5j Y' - Highland Park, IL 60035
847/926-1S(' fax 847/432-0964

CITY OF HIGHLAND PARK: CO-SPONSORSHIP GRANT PROGRAM BUDGET FORM							
EXPENDITURES							
A	Personnel (program related)	Cash	Indirect Costs	In-Kind Donations	Total	Budget Notes	
1	Administration						
2	Artistic						
3	Technical						
4	Other						
	Total Personnel						
B	Implementation (Cost of Program)						
1	Space/Equipment Rental						
2	Travel/Transportation						
3	Promotion/Printing						
4	Postage						
5	Telephone						
6	Supplies/Materials						
7	Artistic Service						
8	Other Professional Services						
9	Other						
	Total Implementation (A + B)						
INCOME							
1	Admissions						
2a	Corporate Contributions						
2b	Foundation Support/Grants						
2c	Individual Contributions						
2d	Government Support/Grants						
3	Applicant Cash						
4	Other						
5	CAC Grant Request						
6	Projected Total Income						
Program Net Cost							
	Total Income - Total Implementation						

Budget Notes

Please refer to the following when completing the Project Budget:

I. Expenditures

A. Personnel Expenses are typically "Indirect Costs" with regard to a project. Indirect costs represent the value of overhead costs that are proportionally allocated to a project from an already budgeted expenditure. Indirect costs cannot be specifically charged to any one project and as such are split between projects and general operating expenses. For instance, administrative expenses toward the program applied for may represent 10% of a salaried employee's time. That 10% of the employee's cost should be allocated to the project being applied for and included in the indirect column.

Identify all organizational staff that will be working on the program and establish the percentage of their annual time that is devoted to the program. Calculate on a per staff person basis by staff category – administration, artistic, technical, or other – the specific personnel costs. These expenditures are indirect project costs.

B. Implementation (Cost of Program)

Implementation costs are program specific costs not related to organizational personnel. These most likely will be cash expenses. Types of expenses include space rental charges; equipment rental such as microphones, speakers, etc.; transportation costs to bring in out-of-town artists; newspaper advertisements, poster design and printing; printing performance programs; costs for artistic talent; and other outside personnel costs.

Provide additional notes with project budget explaining in detail the implementation costs. These might include specifics set forth like the examples below:

Travel (cost of performer travel)
(1 airline ticket @ \$____ + cab fare of \$____ = Total Travel)

Promotion/Printing
(100 posters @ \$____ + 2 newspaper ads @ \$____ + 50 program brochures @ \$____ = Total Promotion/Printing)

II. Income

For the most part, income will be reported in the cash column.

Income may also be set forth in the In-Kind Donations column. In-Kind Donations are contributions made by companies, charitable organizations or individuals. The donation can be a monetary contribution, or a donation of services (such as a contribution of photographic services), or goods (such as chairs, tables, and tablecloths for an event). The value of the donation (time and materials) can be included in the donations column.

Applicant cash is budgeted operating funds directly from applicant organization ascribed to the program.