Ignite Arts

2020 Guidelines & Application Packet

Erie Arts & Culture requests proposals for our 2020 Ignite Arts grants. Ignite Arts grants are designed to provide up to $2,500 in financial support to a variety of arts, cultural and heritage activities to help strengthen the vibrancy and vitality of the Erie Region and enrich the lives of our residents.

Proposals for Erie Arts & Culture Grants are accepted once per year. Complete proposals are evaluated by a volunteer panel based on the following criteria: Project Quality, Community Engagement and Impact, and Management. Final funding decisions are made by the Erie Arts & Culture Board of Trustees.

To support an enriched life for all, Erie Arts & Culture commits to championing policies and practices of cultural equity that empower a just, inclusive, and equitable region. We believe that equity is crucial to the long-term viability of both the arts and culture sector and communities-at-large. In support of this commitment, our grant categories have been aligned to reflect the values and strategic priorities of Erie Arts & Culture.

Grants are made possible by contributions made to the Erie Arts Endowment, Arts and Culture Campaign and special events like Erie Gives Day. Projects which involve music performance and arts education have an enhanced pool of funds available thanks to donors who wished to ensure that these specific activities thrive in Erie County.

What types of projects are eligible for funding in 2020-2021?

1.

Bold and Innovative:

Ignite Arts grants provide funding for innovative and experimental projects. Awards may support big ideas that push boundaries, engage participants in unexpected ways, pilot new solutions to challenging problems, or improve program design with calculated risk-taking.

2.

Preserve or Promote Cultural Diversity:

Erie Arts & Culture Ignite Arts grants may be used to support new, existing, and emerging organizations whose mission, staff, programs, and board represent culturally diverse communities. Awards may fund projects that celebrate communities' unique arts and culture or preserve culturally significant artistic traditions or practices.

3.

Building Relationships with New or Under-Resourced Communities:

Organizations may use Erie Arts & Culture project funding to make accommodations for patrons and artists with disabilities. Awards may support one-time accommodations such as American Sign Language interpretation, audio description, captioning, or materials in alternative formats; or the purchase of durable equipment. This funding is not intended for physical space accessibility improvements.

ELIGIBILITY REQUIREMENTS

Applicants must be a registered tax exempt organization under Section 501(c) 3 of the IRS Tax Code, as demonstrated by a copy of the applicant's IRS Determination Letter.

- The applicant's principal office/activities must be located in Erie County, PA.

- The project must occur in Erie County, PA and be accessible by the general public

- Applicants must not discriminate on the basis of age, race, color, religion, national origin, handicap, sexual orientation, marital status, gender or gender identity in any program or activities receiving grant funds.

- Applicants must be in good standing in accordance with Erie Arts & Culture's grant requirements and must have provided all contract reporting required to date.

   The project must occur between **January 1, 2021 and December 31, 2021.**

MATCHING REQUIREMENTS

Erie Arts & Culture awards must have a 10% cash match. In-kind goods and services may not be used to match Erie Arts Endowment funds. This may include projected or estimated earned income.

TIMELINE

Deadline for proposals is Friday, November 6, 2020. Funding announcements will be made by December 2020 following approval by the Erie Arts & Culture Board of Directors.

FUNDING RESTRICTIONS

In general, the Erie Arts & Culture does not fund the following nor may these expenses be used as a match for Erie Arts Endowment funds:

- Capital expenditures over $500.
- Activities for which academic credit is given.
- Activities that have already been completed.
- Activities that have a religious or political purpose.
- Performances and exhibitions not available to the general public.
- Performances and exhibitions outside Erie County, Pennsylvania.
- Cash prizes and awards.
- Benefit activities.
- Hospitality expenses, i.e. receptions, parties, gallery openings.
- Lobbyists' payments.
- Competitions.

The Erie Arts & Culture DOES support campus projects that involve the local community in their planning, execution, and participation. Activities that primarily serve the student body and faculty of a campus are supported by Erie Arts & Culture only in exceptional cases. Colleges and universities must demonstrate that their programming reaches the general public in addition to an academic audience. This can be shown by financial support from outside the school from local corporations, businesses, individuals, and foundations.

National service organizations that are headquartered in Erie County may be supported for programs and services they offer to Erie County artists and/or arts organizations.

Generally, Erie Arts & Culture does not provide organizations with start-up money.

APPLICATION GUIDELINES

1. Applicants must identify the type of project (Bold and Innovative, Preserving or Promoting Cultural Diversity, or Building Relationships with New or Under-Resourced Communities) for which they seek funding. Erie Arts & Culture defines a project as an initiative with a clear start and stop date that is implemented to achieve specific goals and objectives. Annual programs, which are ongoing parts of an organization's mission, are not eligible for funding.

2. Applicants may submit up to two applications, and separate applications are required for each project. Similar projects are ineligible for funding. Colleges and universities may submit multiple applications as long as they are from different departments. No more than one application will be accepted per department.

3. These funds cannot be used for an Arts in Education (AIE) Teaching Artist Residency host site match. Additional project costs associated with a residency can be covered through this grant program. Allowable expenses include supplies, public art installations, mileage, meals & lodging if applicable. Host sites cannot use grant dollars as relief for the obligation of providing matching dollars.

4. All applicants must demonstrate what Diversity, Equity, and Inclusion (DEI) looks like when applied to their organization. Applicants will be asked to demonstrate how they have advanced DEI within their organization over the past 12 months, and what the plans are to advance DEI over the next 12 months.

5. Applicants may request up to $2,500 per project. Partial support may be provided. Applicants must have at least 10% of the project budget from other sources. This may include projected or estimated earned income.

6. Full project budgets should be included using the Budget Worksheet provided in the online application.

7. Final reports from organizations who have received funding in the past may be considered in the assessment of new grant applications.

8. Individual artists or artist teams can be identified as an applicant, and they must have a 501c3 fiscal agent. Fiscal agents must provide a letter, on letterhead, stating that they agree to be included in an application as a fiscal agent. As such, they understand their fiduciary responsibilities.

9. Organizations that are not independently incorporated as tax-exempt nonprofit may apply through a qualified fiscal agent. Fiscal agents must provide proof of eligible tax status and submit a letter of commitment acknowledging the role of the organization, level of involvement in the project and obligation to adhere to all funding requirements, project administration and reporting procedures.

10. Capital expenditures over $500 and costs associated with benefits and/or fundraisers are not allowable.

11. All proposals must be completed and submitted using Erie Arts & Culture's online grant application. Paper applications will not be accepted.

HOW DO I APPLY?

1. Create a new application online. All applications and support materials must be uploaded and submitted via the online application at www.erieartsandculture.org. Erie Arts & Culture will not accept paper applications. (Applicants are required to create an account on the website in order to access the application and upload support materials.)

2. Begin the online application.

3. Complete the online application and upload support materials. Resumes for key artists and/or arts professionals and management staff and volunteers, as well as a copy of your IRS letter of determination, are required. Applicants applying through a fiscal agent are also required to upload a letter of commitment from the organization serving as the fiscal agent. Although it is optional, applicants are strongly encouraged to submit work samples representative of the level of artistic quality. Applicants may submit one, two-minute audio or video file, up to four promotional pieces and/or press clippings, and a maximum of eight photographs.

4. Submit the application. When the application is complete and all required support materials have been attached, click the Submit button on the bottom of the application form to submit an application.

For more information regarding Erie Arts & Culture Grants contact Chanel Cook, Director of Programs and Community Relationships at (814) 452-3427 x102 or by email at Chanel@erieartsandculture.org.

2020 Ignite Arts Grants Application
(Online Application)

SUBMISSION DEADLINE:

The deadline to apply is Friday, November 6, 2020 at 11:30 pm. No applications will be accepted after the deadline, and only online applications will be accepted. Do not submit a paper copy of the application. You may apply online at **www.erieartsandculture.org.**

APPLICANT DATA

Organization Name: _____

Is the organization a college or university?   Yes/No   If yes please list department applying: _____

Contact Person: _____

Address: _____

City: _____   State:_____   Zip: _____

Phone: _____   Fax: _____

Web Address: _____

Email Address: _____

If not a 501(c) 3, Name and Address of Fiscal Agent: _____

Organization Annual Budget: _____

Number of full-time employees: _____ Number of part-time employees: _____

How many consistent volunteers does the organization utilize annually?

This does not include one time volunteers. _____

CULTURAL EQUITY

To support an enriched life for all, Erie Arts & Culture commits to championing policies and practices of cultural equity that empower a just, inclusive, and equitable region. We believe that equity is crucial to the long-term viability of both the arts and culture sector and communities-at-large.

1.   Our grant categories have been aligned to reflect the values and strategic priorities of Erie Arts & Culture, including Diversity, Equity and Inclusion (DEI). What does DEI mean when applied to the organization's mission, vision, and values?

_____
_____
_____

2.   What work has the organization done to advance DEI over the past 12 months?

_____
_____
_____

3. What plans does the organization have to advance DEI over the next 12 months?

_____
_____
_____

PROJECT TYPE
Please identify the type of project for which you seek funding. For definitions, see page one of the guidelines.

☐ **Bold and Innovative**
☐ **Preserve or Promote Cultural Diversity**
☐ **Building Relationships with New or Under-Resourced Communities**

PROJECT INFORMATION

Project Name: _____

Start Date: _____

Completion Date: _____

Project Location: _____

How many people do you expect to attend? _____

Has this project been conducted before? _____ No   _____ Yes   (Check one)

If yes, when? _____

How many people attended in the most recent year? _____

Amount Requested: $ _____

Total Project Cost: $ _____

VERIFICATION OF ELIGIBILITY
Applicants requesting a Project Grant must answer 'Yes' to ALL of the following criteria:

Applicant's principal office/activities are located in Erie County, PA.	☐ Yes	☐ No
This project occurs in Erie County, PA.	☐ Yes	☐ No
The applicant is tax exempt under Section 501(c) 3 of the IRS Tax Code OR applicant is applying through a fiscal agent which is tax exempt under Section 501 (c) 3 of the IRS Tax Code.	☐ Yes	☐ No
Applicant will not discriminate on the basis of age, race, color, religion, national origin, ability, sexual orientation, marital status, gender or gender identity in any program or activities receiving public funds.	☐ Yes	☐ No
Applicant is in good standing in accordance with Erie Arts & Culture grant requirements (has provided all contract reporting required to date).	☐ Yes	☐ No
This project is accessible by the general public.	☐ Yes	☐ No
This project occurs between January 1, 2021 and December 31, 2021.	☐ Yes	☐ No

NARRATIVE QUESTIONS
Please provide narrative responses to the prompts below.

1. Project Quality (35 points) – 1,500 word limit

1a. Provide background on your organization. Please state your mission, summarize your organization's history, outline current programs and activities, and highlight your most recent accomplishments.

1b. Identify the opportunity to be addressed and the needs to be met by the project. What unique service(s) would not be provided to the community if this project was not pursued? Provide supporting data.

1c. Describe the project in detail including when and where it will take place, objectives, the sequence of activities, key partners and staff or contracted professionals. Outline the goals of the project. Identify the project as a new or continuing effort.

2. Community Engagement and Impact (40 points) – 1,500 word limit

2a. Erie Arts & Culture's current priorities are to grow access, participation and inclusion in arts and cultural activities in Erie County by a) building diversity in programs and projects, organizations, and community, b) engaging more residents in schools and in their neighborhoods through arts and cultural education programs and public art, and c) increasing the number of tourists or non-county residents visiting our area. Please explain how your project aligns with one of these three priorities.

2b. Define the target audience and provide evidence of existing interest and/or support from the community for the project, or describe your plan to engage a new, non-traditional or underserved audience.

2c. Describe the strategies for reaching the target audience. This may include marketing and promotional activities, and/or collaborating with other organizations.

2d. Outline the plan to document progress and results. How will expected outcomes and the effectiveness of the activities be measured? What are the criteria for success for this project? What tools will be used to evaluate the project. This may include surveys, interviews, pre- and post-tests, and community feedback.

3. Management (25 points) – 1,000 word limit

3a. Provide evidence of the organization's stability and sound administrative practices.

3b. Discuss the project budget, noting the required 10% cash match. What other sources of income have been acquired for the project? Please identify in-kind donations benefiting the project.

3c. Describe the qualifications of the key staff or contracted professionals to implement this project.

SUPPORTING MATERIALS

Applicants are required to upload resumes for key staff, volunteers or contracted professionals involved in the proposal and a copy of their IRS letter of determination to the application. If using a fiscal agent, applicants are also required to upload a letter of commitment from the fiscal agent explaining their role and level of involvement in the project. All other supporting documentation is optional, and applicants are encouraged to upload additional support materials.

BUDGET WORKSHEET

Please provide a complete budget for your project. Add lines as necessary.

INCOME: **Please list each source of cash income for this project and dollar amount requested/committed.**

Source   **Amount**
Amount Requested from Erie Arts & Culture

_____   _____

_____   _____

_____   _____

_____   _____

TOTAL INCOME $ _____
(Including grant request)

EXPENSES: **Please list each major cash expense for this project and projected cost.**

Expense   **Cost**

_____   _____

_____   _____

_____   _____

TOTAL EXPENSES $ _____

*Total Income should be equivalent to Total Expenses

Non-Cash / In-Kind Contributions: Please list the source of any non-cash/in-kind contributions and value.