



Arts Fund of Kalamazoo County – Grant Guidelines

DEADLINE: September 1, 2016

The Arts Fund was established in 1986 through a Kalamazoo Community Foundation Initiative Grant from the National Endowment for the Arts.

Funding Basics

Grant Category	Description	Maximum Ask	Timeline
Individual Artists	To support artists, with special emphasis to be placed on work that engages culturally diverse and/or underserved communities.	\$2,000 Request must be 50% or less of total budget	Between: 10/01/2016 & 09/30/2017
Project Support 501(c)3 Arts Organizations	To provide project support to organizations with an annual budget less than \$500,000. Project must engage culturally diverse and/or underserved communities	\$5,000 Request must be 50% or less of total budget	

Eligibility

- Individual artists must be at least 18 years-of-age by the deadline date, and reside in Kalamazoo County.
- Organizations must be a 501(c) 3 and operate in Kalamazoo County.
- Exceptions may be made for artist residence and organizational address if the project occurs solely within and is specifically designed to enrich the citizens of Kalamazoo County.
- Must be an active, paid member in good standing of the Arts Council of Greater Kalamazoo.
- Applicants with unmet obligations on prior grants i.e. late/incomplete reports may not apply.
- Applicants may not receive funding for the same project through KADI and Arts Fund.
- However, applicants may apply for different projects through KADI and Arts Fund in the same year.

Restrictions

The Arts Fund of Kalamazoo County grant program does not fund the following:

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| <ul style="list-style-type: none"> • Activities for Academic Credit Toward a Degree • Consultant Fees • Existing Debt • Publication costs, except as related to an original manuscript | <ul style="list-style-type: none"> • Capital Expenses Exceeding \$250.00* • Creation of an Endowment • Fundraisers • Retroactive/Reimbursement Funding |
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*Equipment/items having a useful life of more than one year. Equipment of up to \$250 is acceptable provided the equipment purchased is integral and used in the performance or creation of art.

Review Criteria

Applications are worth a total of 100 points, divided up and reviewed upon the following criteria:

- How does project support artists, with special emphasis on culturally diverse and or underserved communities in Kalamazoo County (40 points)?
- Artistic Merit / Artist Impact: What are your goals, how will you achieve them, and how will you determine what was accomplished? / The impact this project will have upon individual artist's career or organizational development? (40 points)
- Budget. **Your funding request must be under 50% of the total proposal budget.** (20 points)

Proposal & Budget:

PROPOSAL: Maximum of three (3) pages, double spaced. Expand on the who, what, where, when, why, how long and how much. Be as specific as possible, including dates, amounts and community partners, etc. Answer the points below:

- Project description (75 words or less)
- What are the goals for this project and how will they be achieved?
- What is the timeline for the project?
- How will the project's success be determined?
- How does project support artists, with special emphasis to be placed on culturally diverse and/or underserved communities in Kalamazoo County?
- How will this project impact you career or organizational development?
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BUDGET:

- In one page, provide a line item budget. Revenues must equal Expenses.
Your request for funding must be 50% or less of the total proposal budget.

Attachments:

- All attachments (narrative, budget and additional attachments) must be in a PDF format.
- Additional attachments are not required. However, work samples or letters of support are welcome. A maximum of three attachments will be accepted.

E-Grant Application Instructions

Applicants must apply using the e-grant system online at <https://kalamazooarts.slideroom.com>; no other forms of application will be accepted, and no additional copies need to be provided. If you have any questions on this system, or any of its parts, please contact the Arts Council at 269.342.5059 during business hours, 9:00 a.m. to 5:00 p.m. Monday-Friday.

All applicants will be charged a non-refundable \$5 processing and submission fee.

Deadline

Applications are to be submitted on-line by 11:59pm **September 1, 2016**. The e-grant system will not accept applications after this time. Incomplete applications will not be accepted by the e-grant system.

Questions? Please contact the Arts Council of Greater Kalamazoo

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