Kalamazoo Artistic Development Initiative Grant Program administered by

2026 Grant Guidelines

DEADLINES: Apply when ready, available until funds are exhausted

The **Kalamazoo Artistic Development Initiative (KADI) Immediate Needs Grant**, funded by the **Irving S. Gilmore Foundation**, provides support for individual artists facing unexpected opportunities to showcase their work or unplanned expenses for near-complete projects with confirmed exhibition, performance, or deadline dates—when alternative funding sources are not feasible due to time constraints. This is an" apply when ready" grant and funding is awarded on a first-come, first-served basis until funding is exhausted for the year. **Applications are available starting March 20, 2026.**

FUNDING BASICS:

Grant Category	Description	Maximum Ask	Timeline
Immediate Needs	Unexpected opportunities or unforeseen challenges to completing a project	**$750 and cannot be more than 50% of the total budget**	Project/PDO must be completed within 3 months of contract.

APPLICANT ELIGIBILITY:

- Individual artists must be at least 18 years of age by the deadline date and live/work in Kalamazoo County.
- Only individual artists or groups without formal non-profit designations can apply.
- Projects/Professional Development Opportunities must not be complete before submission of request.
- Applicants with unmet obligations on prior grants, i.e., late/incomplete reports, are disqualified.
- Applicants who have received funding from an Arts Council grant program in the prior 12 months are also
- disqualified from applying.

RESTRICTIONS ON THE USE OF FUNDING:

- Activities that are required for academic credit toward a degree.
- Fundraisers
- Food/Beverages for receptions
- Capital Expenses Exceeding $500.00*

*Equipment/items having a useful life of more than one year. Equipment of up to $500 is acceptable, provided the equipment purchased is integral and used in the performance or creation of art.

2/27/25, kc, https://artscouncilazo.sharepoint.com/sites/ArtsCouncil2/Shared Documents/ACGK-Development/ACGK Regranting/KADI/!Immediate Needs Grant/2026 Immediate Needs/KADI Immediate Needs Guidelines 2026.docx

APPLICATION INSTRUCTIONS:

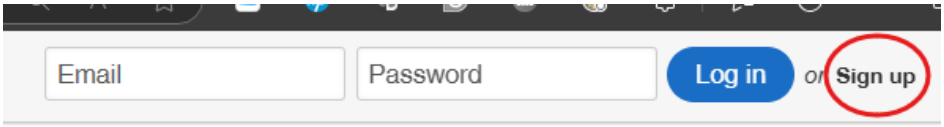
Applicants must apply using the e-grant system online at https://kalamazooarts.slideroom.com; no other application forms are accepted.

If you have any questions about this system or its parts, please contact the Arts Council at 269.342.5059 during business hours (9a-6p Tuesday-Friday).

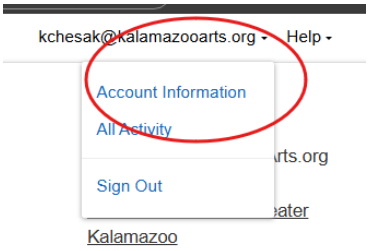
There are workshops to assist in the application process several times a year. Additionally, the Arts Council provides "office hours" on Friday mornings. You can sign up for either option here – https://www.kalamazooarts.org/grants/

ACGK Members can apply free of charge; non-members can apply for a $25 application fee (Memberships range from $20 - $419 for one year). https://www.kalamazooarts.org/membership/

CREATING AN ACCOUNT – https://kalamazooarts.slideroom.com. Use the sign-up button in the upper right corner.



Create a username and password. An activation email will be sent to the email that you used to register. Once you have activated the account, please finish adding your account information using the drop-down menu on your email address on the upper right of the home screen.



Email, phone, and address will all be used to communicate with you during the application and award process. If you are applying for the KADI Immediate Needs grant, please do not use an organization's account. Please create a new account with your personal information.

Updating your personal information in SlideRoom—If you already have an account and have applied for a grant before, please take the time to visit the account information screen mentioned above. Incorrect contact information may prevent us from reviewing or awarding your grant. If you are applying for an individual grant, please do not use an organization's account. Please create a new account with the appropriate information.

GRANT APPLICATION INSTRUCTIONS

Eligibility Form – The first page of the application is an eligibility form that will ask the following questions. If you are ineligible after any question and need clarification, please contact Arts Council staff at grants@kalamazooarts.org or 269-342-5059.

1. **Have you updated your contact information?** No = You must update information – please use the instructions above.

2. **Are you or will you be 18 on the submission date of the grant?** No = ineligible, do not complete application.

3. **Do you live/work in Kalamazoo County?** No = ineligible, do not complete application.

4. **Do you have an open grant award or a completed grant project without a final report?** Yes = ineligible, do not complete application.

5. **Have you received a grant award that is complete (final report submitted) within the last 12 months?** Yes = ineligible, do not complete application.

6. **Is your project already complete, or will it be complete within the next two weeks?** Yes = ineligible, do not complete application.

7. **Will your Professional Development Opportunity result in academic credit or certification toward a formal degree?** (PDOs only) Yes = ineligible, do not complete application.

Grant Proposal Intro Form – The following questions are an introduction to your application.

1. **Title of your project/professional development opportunity (PDO).** Please list the name of your project.

2. **When did/will this project/PDO start?** Please list a date.

3. **When is the expected completion of this project/PDO?** Please list a date. (cannot be later than three months from the application date)

4. **One sentence describing your project.** In one sentence, please tell us the 'who, what, where, and when' overview of your project/PDO.

5. **Please list your professional or group name, if applicable.** If you have a professional name or are working with a group of artists with a name (e.g., a band or troupe name), please list it here. (PROJECTS ONLY)

Immediate Needs Proposal Form - Please describe why you are requesting funds by answering the following:

1. **Project/Professional Development Opportunity Overview**
    a. What is the project or opportunity?
    b. What is the purpose of the project (educational, exploratory, cultural, community-based, etc.)?
    c. What are the expected outcomes? Specify deliverables such as performances, exhibitions, recordings, or publications and how audiences will experience them.
2. **Who is Involved?** - List all participating artists, organizations, or communities. Identify who is responsible for managing the project. For PDOs, please describe who is teaching or presenting.
3. **Location & Format** - Where will this occur (specific location or virtual)?
4. **Timeline & Schedule**—Describe what has already taken place (if applicable).
    a. What is yet to be accomplished?
    b. When will the project or opportunity be complete?
    c. How soon will the funds be needed?
5. **Immediate Need**
    a. Describe why your request is an immediate need as defined in the grant program description.
    b. What will happen if you don't receive funding?
    c. Where is the other funding of your project/opportunity coming from?
6. **Project/Opportunity Impact**
    a. How does this project/PDO contribute to your artistic growth?
    b. How does it contribute to Kalamazoo's artistic landscape (preserving traditions, exploring new techniques, or offering a unique perspective)?
    c. Who will benefit, and how will they engage?

Grant Budget Form –

1. **Amount Requested.** How much are you requesting from this grant? Your ask cannot exceed $750. This is a matching grant, so for every dollar requested, you must show an equal amount that comes from a different source. That source can be personal funds. Please only use whole numbers, no decimals.

2. **Please list sources of income for the overall project/PDO.** Other sources include applicant cash, art sales, donations, other grants, sponsorships, and in-kind support. If you will receive donated goods and services that have a monetary value, please include them in your income and use the in-kind column to report the amount. Example:

Item	Cash	In-kind	Total
Applicant Cash	2500		2500
In-kind Donatior		500	
Total	2500	500	3000

+ Add a row

3. **Please list your expenses.** Please itemize what you have already spent and will spend and include the grant request in the expenses. Also, please itemize your in-kind supplies and services. Your total expenses MUST equal the total of your grant request and matching funds added together. Include a line that is the total of all columns. Please look at the example here.

Item	Cash	Grant Request	In-Kind	Total
Artist Fees	1500			1500
Graphic De			500	1000
Space Rent	1000	750		1750
Total	2500	750	500	3750

4. **Any additional details?** Are there any details about your budget that you could not communicate in the tables that you need us to know? We have made an example based on the example answers to the other questions above.

> We have 3 artists being paid $500 each to perform. Our graphic design for posters social media and the programs are being donated, as well as the paper, and we almost have all the money for the space, we need $750 more to cover it.

Attachments – You can upload three documents in the attachment section.

1. **Personal Statement, Bio, CV, Resume** – This attachment is required. Please provide a personal statement, bio, curricular vitae, or a resume. This documentation should outline your past experiences and skills that relate to the project for which you are requesting funds. **Please make sure that this is uploaded as a PDF.**

2. This is an optional attachment. Materials, or other documents that support your application can be uploaded here.

3. This is also an optional attachment. Materials, or other documents that support your application can be uploaded here.

Portfolio – Please upload at least one example and a maximum of five examples of your work. The portfolio section on the application is an opportunity to show previous work that might relate to this future project or work that is in progress that will be used in the completion of the proposed project. Some examples of this are photos of previous exhibitions or artwork. Recordings of music or video clips from previous projects or initial work samples are to be included in the current proposed project. You also have an opportunity to link portfolios of your current work from a website. Currently, we can accept image, video, audio, PDF, and 3D models via Sketchfab uploads. **You may also allow access to your YouTube, Vimeo, or Soundcloud portals to view or listen to samples.** Please ensure that if you grant access to a portal or site, you provide a public link. Otherwise, panelists may not be able to access your materials.

Submission Fee – The fee to submit this application is $25. It is due before submission and is paid directly on the portal. If you are a member of the Arts Council or are re-submitting from a prior round and want to request that your fee be waived, it must be done before submission. Please email grants@kalamazooarts.org to make the request. Fees can be waived only after your application starts but before submission. Office hours to be able to waive fees are Tuesday – Friday, 9 am – 6 pm, so please plan accordingly.

REVIEW PROCESS AND CRITERIA

Reviewers are community peers with artistic and educational experience in the arts but may not have expertise in every area represented in a grant application round. So, your answers to each question should be as clear and concise as possible, including explaining specialized techniques or obscure art forms that not everyone is familiar with. Answers will be ranked numerically (the maximum points available for each section or question is in parentheses), adding up to 100 possible points. Grants are scored on their own merits, how well they fit the grant's funding priority, and the application's completeness.

A complete application for projects will include:

1. Complete and up-to-date contact information (not scored, but incomplete or incorrect contact information may result in disqualification of application)
2. Answers to all project introduction questions (10 pts.)
3. An accurate and detailed description of who, what, where, and when your project will occur:
    a. Project/Professional Development Opportunity Overview – includes purpose and outcome (10 pts)
    b. Participants, Leadership, and Instructors –(10 pts)
    c. Location & Format – (5 pts)
    d. Timeline & Schedule - (5 pts)
    e. Immediate Need – why is it an immediate need, what happens without the funding, and where is the other funding coming from? (30 pts)
    f. Project/Opportunity Impact – artistic growth, impact to community, who benefits? (10 pts)
4. A complete and balanced budget that includes income (including where the matching funds are coming from) and detailed expenses that include what expenses are covered by the grant request. (10 pts)
5. A Personal Statement, Bio, CV, or Resume in the attachments (10 pts)
6. Examples of current or past work relevant to the proposed project and your ability to complete it. (10 pts)

There are two to three reviewers for each application, and their scores are averaged for each application. Any average score below 80 will not be considered for funding in that round. Applications with a score of 80 or above will be moved to the funding phase of the application process. A funding rubric will be applied to each application that qualifies for funding based on their score and the total amount available in a given round.

The outcome of the panel review will be available two weeks after submission of your request. All applicants will be notified of the results via email. Panel scores and comments will be provided to all applicants upon request.

APPLICATION ASSISTANCE - Assistance with this application can be found through a variety of methods explained below.

Workshops – We have designed a series of workshops held periodically throughout the year to assist you with basic questions on the application process, budgeting, and how to navigate the application questions to provide clear, concise answers. All of the workshops below are virtual. You can register here.

Wednesday, April 16, 2025, 5 pm - Grants Overview
Thursday, April 17, 2025, 5 pm - Budgets
Friday, April 18, 2025, Noon - Grants Overview

Tuesday, July 15, 2025 - Noon - Grants Overview
Wednesday, July 16, 2025 - Noon - Grants Overview
Wednesday, July 16, 2025, 5 pm - Budgets

Wednesday, October 8, 2025, 5 pm - Budgets
Thursday, October 9, 2025, Noon - Grants Overview
Friday, October 10, 2025, 5 pm - Grants Overview

Weds., January 14, 2026, 5 pm -Grants Overview
Thursday, January 15, 2026, 5 pm - Budgets
Friday, January 16, 2026 - Noon - Grants Overview

Office Hours – New this year, we have created office hours on a first-come, first-served basis – either by Zoom or in person. Office hours can be scheduled here - Zoom Scheduler

One-on-One Assistance - Most days, we are available to answer questions via email or phone during business hours (Tuesday through Friday, 9 am-6 pm). Please call 269-342-5059 or email us at grants@kalamazooarts.org