**Organizational / Project Grant Application**

Thank you for your interest in the BAC 2016 Grant Program! We are excited to partner with you to support and enrich Batavia’s artistic vitality and cultural vibrancy. This is your first step on the path to our mutual partnership.

**Individual Artists Program Overview**

The goal of the Organizational Grant / Project Program is to enhance the arts in our community via group projects that develop arts, art awareness, arts education in our community or result in a broader awareness of Batavia as a growing arts community.

Through this grant program, BAC will award project grants to Batavia-based organization or groups, and working across numerous disciplines.

Funding Categories:

1. Creative Projects – Provides project support for practicing artists and creative professionals to develop or create artistic work. Note that all projects must include a public component of some kind (e.g., performances, exhibitions, presentations, or publications that are open and accessible to Batavia residents in some way).

2. Professional Development - Supports professional development opportunities, projects, and programs related to the career or educational advancement of a practicing artists or creative professionals.

\*\*Please Note: Each group may only apply for ONE grant each year – selecting to apply within either Category 1 or Category 2.

**Eligibility Criteria and Application Deadline**

To be eligible to apply for the Organizational/Project Program grant, applicants within both Funding Categories must:

1. Be based in the city of Batavia, Illinois; and

2. Leaders of the organization must be at least 16 years old; and

3. Work within one or more of the following disciplines/areas: Visual Arts; Media Arts and Film, Music (vocal and instrumental), Dance, Theater, Performance Art, Interdisciplinary, Literary Arts, Design (includes Fashion, Industrial, and Costume), Culinary Arts, and Curatorial Arts.

4. Applications must be submitted 30 days prior to the award date published by the BAC.

5. Application must be filled out completely, including submission of all requested documentation and narratives.

6. If you are selected to receive a grant, the project must be completed with a 12 month period starting on the date of the award. Detailed follow up reports are required every three months (until completion) to verify the work is on track and/or completed. An additional report it required to verify how the granted funds were allocated on the project. You will receive forms for follow up upon issue of grant.

7. If you are selected to receive a grant, you are required to be available to publicize the award of grant, and publicize the project periodically, and upon completion. The BAC will create these photo and press opportunities.

8. Applications must be submitted by August 1, 2016 for consideration. Awards will be announced in September.

**Applicant Information**

|  |  |
| --- | --- |
| NAME OF ORGANIZATION: | YEARS Of OPERATION: |
| PRIMARY CONTACT: | DATE OF APPLICATION: / / |
| ADDRESS: |
| CITY: | STATE: | ZIP CODE: |
| PHONE: ( ) | ALT PHONE: ( ) |
| EMAIL: |
| WEBSITE (If Applicable):  |
| APPLICANT DISCIPLINE: | FUNDING CATEGORY REQUEST: CREATIVE PROJECT PROFFESSIONAL DEVELOPMENT  |
| GRANT AMOUNT REQUESTED: | TOTAL EXPECTEDPROJECT TOTAL: |
| PROJECT START DATE: / / | PROJECT END DATE: / / |
| PROJECT DISCIPLINE:  |

**Narrative *(please submit responses in typed form along with application)***

1. Describe the project (include goals, materials needed and intended audience).
2. Describe how the project will be accomplished.
3. Why does this project merit funding?
4. How will this project make a difference in our community? Describe the public benefits of this project.
5. What are the anticipated outcomes including the overall objectives? How will the success of the project be evaluated?

**Forms to be completed and submitted along with application:**

* Budget:
	1. Submit a complete project budget for the entire project (not just the amount of the grant requested) using the template attached to this application packet.
* Project Timeline
	1. List target dates and key events that support the project goals. This timeline should demonstrate an applicant’s ability to research, plan, and coordinate their project effectively.
* Curriculum Vitae/Artistic Experience
* Resumes
* Artistic work design concepts/samples
	1. Include a description of this work and how it relates to the proposed project.
	2. Work samples should be submitted via URL, images, videos, audio files, etc.
	3. The work sample plays a critical role in helping panelists to evaluate the artistic merit of your work and gain a better understanding of the proposed project. Applicants are encouraged to select their support materials carefully and submit items that are as current as possible and relevant to the proposed project.
	4. Work samples do not need to be professionally produced to demonstrate vibrant programming or artistic excellence.

PROPOSED PROJECT BUDGET

|  |  |
| --- | --- |
| PROJECT NAME:  | GRANTEE NAME: |
|  |
| BUDGET ITEMS | BAC SHARE | GRANTEE SHARE | OTHER FUNDING | TOTAL | NOTES/COMMENTS |
|  |
| PROJECT INCOME |
| EarnedIncome |  |  |  |  |  |
| Tickets/Admission |  |  |  |  |  |
| Sale of Art |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| TOTAL INCOME | $ | $ | $ | $ |  |
|  |
| BUDGET ITEMS | BAC SHARE | GRANTEE SHARE | OTHER FUNDING | TOTAL | NOTES/COMMENTS |
|  |
| PROJECT EXPENSES |
| Materials/Supplies |  |  |  |  |  |
| Space Rental  |  |  |  |  |  |
| Equipment Rental |  |  |  |  |  |
| Marketing/Advertising |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| TOTAL EXPENSES | $ | $ | $ | $ |  |