



**City of Lansing Arts & Culture Grants  
ART PROJECT GRANTS  
FY2020**

The Arts Council of Greater Lansing is pleased to announce the City of Lansing's Art Project Grants.

**Purpose and Goals:**

Arts Project Grants will be awarded to programs that reflect innovation, art and our diverse culture and communities. We are interested in receiving applications for community-driven arts projects and programs that increase access to arts and culture for residents, businesses and visitors to the City of Lansing.

Participation from year to year is not guaranteed, nor is there a commitment to fund this program, or participating organizations, at current levels if general fund appropriations do not allow.

**The goals of the Art Project Grants are to support innovative, creative and artistic projects in the City of Lansing that are of high artistic and cultural merit, and:**

1. engage those who live, work and play in the City of Lansing throughout the planning, design and programming process
2. highlight and promote the City of Lansing's physical attributes, experiences, values and/or relevant social issues
3. focus on creating destinations, building and connecting clusters of cultural attractions and creative activity
4. provide free, open and accessible projects to the public, including people with disabilities

**Examples of appropriate proposals might include:**

Public art; festivals; projects themed around diversity, the environment, education, technology, transportation or art-as-healing; historical, cultural celebrations; Lansing School District student trips to arts and cultural events and activities; arts incubators; art classes, exhibits, performances.

**Eligibility Criteria:**

This program provides specific project support to arts and cultural organizations and other non-profits in partnership with artists. For the purposes of this program, we define arts and cultural organizations and individual artists as those who provide an experience that is based in a specific arts or cultural discipline. Organizations must meet the following criteria:

- Projects must take place in the City of Lansing or specifically provide access to arts and culture for City of Lansing residents
- Applicants will be given priority if they are headquartered in Lansing, and will also be given strong consideration if they are headquartered in the Greater Lansing Region (Clinton, Eaton and Ingham counties)
- Applicants must have non-profit status as evidenced through IRS tax determination letter (501(c)3) or proof of Michigan non-profit incorporation
- Applicants must comply with the requirements of the American with Disabilities Act of 1990 and Section 504 of Rehabilitation Act of 1973

- Applicants must not be delinquent on any debt owed to the city including, individual and/or business income tax, individual and/or property tax, assessments or fees and utility obligations

**Total Available for Art Project Grants for FY2020:** \$82,500

**Grant Request Amount for FY2020:** \$1,000 - \$20,000

NOTE: A match to grant funds, while not required, is strongly suggested to strengthen the application.

**Grant Period for FY2020:**

The grant period for the Art Project Grants will be from October 1, 2019 to September 30, 2020.

**Funding under the Project Grant MAY BE used for:**

Funding may be used for program costs, including but not limited to: artist fees, travel costs, program supplies and materials. Overhead (salaries or wages, space, utilities, marketing or promotional expenses) may not exceed 10 percent of the request.

**Funding under the Project Grant may NOT be used for:**

Costs incurred prior to the grant starting date; fundraising events; food or beverages; projects that take place outside the City of Lansing, which are not being provided to City of Lansing residents, specifically; consultants who are members of an applicant's staff or board; payments to students, endowments, existing deficits, penalties, interest or litigation costs; scholarly or academic research, tuition, and activities which generate academic credit or formal study toward an academic or professional degree; projects funded with other City of Lansing grants outside of the arts and cultural program grants.

**Grant Review Process:**

Applications will be reviewed by designees of the Mayor's Arts and Culture Commission. They will recommend awards based on review and scoring of applications. Decisions of the panel may not be appealed.

**Criteria for Scoring:**

- Artistic and Cultural Merit -- 40 points
- Project Description, Management and Feasibility -- 30 points
- Project Budget, Organizational Capacity and Fiscal Competence -- 20 points
- Project Evaluation --10 points

*NOTE: If this is a repeat request or event, please show evidence of success from previous funding in the supplied narrative.*

**Application Process:**

Guidelines are available electronically at the Arts Council's website on the funding page at [www.lansingarts.org](http://www.lansingarts.org). The application is available online at [lansingarts.slideroom.com](http://lansingarts.slideroom.com). A free applicant account is required to apply. All applications must be submitted by **11:59 p.m., September 14, 2019**.

**Technical Assistance:**

Technical assistance regarding the grant application is available by contacting Arts Council staff at (517) 372-4636.

**Application:**

All attachments should be uploaded electronically with your application at [lansingarts.slideroom.com](http://lansingarts.slideroom.com). All files should be uploaded as a PDF.

**I. COL – Applicant Information****II. COL – Project Information****III. COL – Budget Information****IV. COL – Required Attachments**

- a. Proposal Narrative** - Narrative must be no more than 4 pages, typed single spaced, letter size. Do not use point type size smaller than 12 point, be sure to leave a minimum margin of 1" on all sides. Failure to adhere to formatting criteria may result in a loss of points.

**Narrative is to include:**

- Organization mission and identity
  - Defined service area, headquarters, impact upon Lansing residents and visitors
  - Define the project and how it meets the purpose and goals for the Art Project Grant
  - Details on the artistic and cultural merit of the proposed project including committed partners
  - Explain how your project or program encourages diversity and inclusion
  - An overview and timeline for your proposed FY2020 project(s)
  - Evaluation plan including how placemaking goals will be met through attendance and engagement figures, as well as behavioral changes of participants and the community-at-large
- b. Proof of Non-Profit Status** - Non-profit tax exempt organizations must submit a copy of their IRS tax determination letter or proof of Michigan non-profit incorporation.
- c. Board of Directors and Key Personnel** - Provide a list of current Board of Director's and key personnel for your project, including, but not limited to, program directors, managers, participating artists, curators, cultural professionals, etc. Include a list of your organization's governing board members and their professional affiliations.
- d. Project Budget Itemization** - In your own format, itemize (explain) each line from the Project Budget page of the application form. Round numbers to whole dollars (do not include cents). Provide a detailed explanation showing where an income item came from and how an expense item would be used. Please note all sources of income with a "p" for "proposed" or a "c" for "confirmed." A template is provided on [Lansingarts.org](http://Lansingarts.org), if you would like to utilize this format.
- e. City of Lansing Treasury Form** - Please complete the form at the bottom of these guidelines, listing information for the executive director, president or authorized agent for your organization, along with the business data for your organization. This form will be reviewed by the City's Treasury Department prior to panel review and awards notification to ensure there is no debt owed to the City when applying for public funds. You may fill this in by hand, scan and attach.

- f. **Organizational Operating Budget** - Provide a detailed operating budget showing estimated expenses and income for the organization's most recent fiscal year.
- g. **Letter(s) of Support** - Provide at least one (1) letter and no more than three (3) letters of support from committed partners.

#### V. COL – Certification and Assurances

##### **Notification/Payment/Contracting:**

The Arts Council of Greater Lansing will notify applicants of the outcome in late September to early October. Upon notification, grantees will be required to:

- sign a grant agreement detailing terms for the use of funds (Grantees will be awarded 75% of total funds upon receipt and approval of contract and the remaining 25% upon completion and approval of the final report)
- promote the City of Lansing and the Arts Council of Greater Lansing through all publicity and promotional materials regarding the grant-funded activity
- submit a final report due to the Arts Council of Greater Lansing **on or before October 31, 2020** including: a narrative summary of the project(s), community engagement initiatives and outcomes; a budget and budget itemization outlining project revenues and expenditures, grant funds matched; and publicity and promotional materials from funded activities

##### **GRANT APPLICATION MUST BE SUBMITTED BY 11:59PM, September 14, 2019.**

*The Slideroom system will not accept applications after this time. Incomplete applications will not be accepted by the e-grant system.*



## **LANSING TREASURY INFORMATION REQUEST**

### **Executive Director / President / Authorized Agent:**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Since \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Drivers License #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Have you resided in Lansing at any time during the last 7 years? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please list locations and dates: \_\_\_\_\_

Have you worked inside the City at any time during the last 7 years? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list locations and dates: \_\_\_\_\_

If you have lived or worked in the City of Lansing, did you file City of Lansing Income Tax?

Yes \_\_\_\_\_ No \_\_\_\_\_

### **Business Data:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Business Phone #: \_\_\_\_\_

Federal Employer Identification #: \_\_\_\_\_

Contact person other than authorized agent: \_\_\_\_\_

Do you, or any of these businesses, owe the City money for any reason? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, for what reason? \_\_\_\_\_

Name of any other Lansing area business in which your ownership participation exceeds 25%:

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date