



**City of Lansing Arts & Culture Grants
MINI POCKET GRANTS FOR ART GUIDELINES
FY2020**

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

Purpose and Goals:

The purpose of these \$500 pocket-sized grants is to encourage all those with creative and innovative ideas to embrace #LoveLansing and add to the first impression of the City. Anyone interested in producing arts-based projects, events or installations in neighborhoods within the City of Lansing can submit brief proposals for a monthly review and quick turnaround.

The Mini Pocket Grants for Art are awarded to motivate creative people to do creative projects. If you have a small project that just needs a small amount of funding to do something creative in your neighborhood or district, apply to receive one of the Mini Pocket Grants for Arts.

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. You may only receive one Mini Pocket Grant for Art per grant cycle: October 1, 2019 – September 30, 2020.

The goals of the Mini Pocket Grants for Art are to support innovative, creative and artistic projects in the City of Lansing that are of high arts and cultural merit, and provide free, open and accessible projects to the public, including people with disabilities

Examples of appropriate proposals might include:

Hiring a musician for your event; hiring a muralist to paint a wall in your neighborhood; teaching a poetry class; inviting cultural dance troupes to your event; doing a community paint project.

Eligibility Criteria:

This program provides specific support for visual, literary or performing arts projects. Applicants 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 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 First Impressions Art Project Grants for FY2020: \$5,000

Grant Request Amount for FY2020: \$500

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 Mini Pocket Grants for Art will be from October 1, 2019 to September 30, 2020.

Funding under the Mini Pocket Grants for Art MAY BE used for:

Funding may be used for program costs, including but not limited to: artist fees, travel expenses, program supplies and materials.

Funding under the Mini Pocket Grants for Art 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; 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 and processed by Arts Council of Greater Lansing program staff. Decisions may not be appealed.

Application Process:

Guidelines are available electronically at the Arts Council's website on the funding page at www.lansingarts.org. The application is available online at lansingarts.slideroom.com. A free applicant account is required to apply.

Technical Assistance:

Technical assistance regarding the grant application is available by contacting Meghan Martin, at meghan@lansingarts.org.

Application:

All attachments should be uploaded electronically with your application at lansingarts.slideroom.com. All files should be uploaded as a PDF.

- I. COLm – Applicant Information
- II. COLm – Project Information
- III. COLm – Budget Information
- IV. COLm – Optional Attachments
- V. COLm – Certification and Assurances

Notification/Payment/Contracting:

The Arts Council of Greater Lansing will notify applicants of the outcome within thirty (30) days of application submission. 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 and publicity and promotional materials from funded activities



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