



City of East Lansing Arts Commission FY22 Cultural Arts Grant Application Round 2

The City of East Lansing through the Arts Commission, promotes art in the community; encourages cooperation with local arts agencies; develops and recommends proposals for activities related to exhibition, performance and instruction in the arts; we are committed to promoting and uplifting artists, artistic expressions and organizations specifically related to black, indigenous and people of color (BIPOC) and lesbian, gay, bisexual, transgender, queer, intersexual and asexual (LGBTQIA) identities; further we will collaborate with other boards and commissions to strengthen the aesthetics and appeal of projects that affect public places to reflect a diversity of artistic expressions and artists.

The Arts Commission offers Cultural Arts Grants annually to support high quality public art experiences. The funds that are available vary annually and allocations are based upon the following criteria and guidelines.

GRANT DESCRIPTION

The East Lansing **Cultural Arts Grant** Program supports public art programs and projects that provide high quality art experiences, encourage artistic expression and public participation, with an emphasis on promoting cultural appreciation for BIPOC communities and LGBTQIA experiences and understanding through art.

FUNDING

\$17,500 for the Cultural Arts Grants in Fiscal Year 2022. There are \$3,551 remaining to allocate for Round 2.

There is no minimum or maximum grant amount; however, applicants are advised that the Commission is interested in supporting as many programs as possible over a wide range of genres. The Arts Commission is also interested in encouraging applicants to pursue a variety of funding sources and to work toward financial sustainability. Applicants are discouraged from relying on the Cultural Arts Grant program for ongoing expenses. Applications that request **no more than \$500** or **15%** of the total project cost, whichever is more, will be viewed favorably. Preference will be given to applicants who show multiple sources of funding. Ongoing or repeat events should demonstrate an ability to continue into the future, independent of these funds.

CRITERIA

- Projects must take place within the City of East Lansing.
- The project must primarily benefit City of East Lansing residents.
- The project must encourage artistic awareness, public participation and/or cultural arts appreciation.
- The project must provide evidence of artistic merit.
- The project must take place between October 1, 2021 and June 30, 2022.
- The Artist or Project Coordinator is not required to be a resident of the City of East Lansing.

APPLICATION INFORMATION

- All submissions must be received by the application deadline **November 1, 2021**.
- Incomplete applications or those that do not meet the eligibility requirements will be placed on a hold status until technical support can be offered to the applicant.
- Funds will be released in February 2022.
- Late applications will not be accepted. Contact Heather Majano at hmajano@cityofeastlansing.com to be notified of the next grant cycle.

PROGRAM SCHEDULE

November 1, 2021	Call for applications
December 22	Application deadline, 5:00 p.m.
January 3 - 10	Administrative review of applications
January 20	Arts Commission meeting to review applications, 5:30 PM
January 24	Notification of grant awards
February	Funds released to grantee agencies
June 30, 2022	Program reports due

HOW TO APPLY

1. Submit one set of the grant application, narrative, budget and support material.
2. All application materials must be submitted on 8 ½ X 11 paper, one-sided, unbound or as a single .pdf via email.
3. Grant applications can be mailed, hand-delivered or e-mailed to the City of East Lansing Arts Commission, Attn: Heather Majano, 410 Abbot Road, East Lansing, MI 48823 or hmajano@cityofeastlansing.com. Faxed submissions will not be accepted.

APPLICATION GUIDELINES

- This is a competitive process and projects or events are recommended based on the applicant's ability to meet the eligibility requirements and review criteria.
- Projects that speak to the national conversation around race, equity, gender and disability and highlight BIPOC, LGBTQIA artists, and art performances will be given additional consideration.
- Applications will be reviewed by the East Lansing Arts Commission on January 20, at 5:30 p.m. Applicants will be given the opportunity to provide a **5-minute** description of their project and to address any questions the Commission may have.
- The Arts Commission reserves the right to allocate funds to a specified portion of a project and/or event.
- If the project/event is canceled or cannot be completed by its intended due date, unused funds must be returned for redistribution.
- If applicant has unused funds from 2021 grant cycle and written permission from staff to carry those funds through December 2021 or for their 2022 event, funds for the same program cannot be applied for in this 2022 grant cycle.
- If applicant received funds in Round 1 of the FY22 grant cycle, funds can not be applied for in Round 2.
- The grant cannot be used to pay salaries or benefits; however, a stipend is acceptable.
- Funds will be released upon acceptance of the grant by the applicant, as demonstrated by the execution of a Grant Agreement.

- If the intent is for the funds to create and/or install something not on the applicant's own property (ex. little art gallery, art exhibit, etc.) permission from the land or gallery owner must be included with the application.
- Program reports will be due within 30 days of activity or by June 30, 2022 and can be found here: <https://www.cityofeastlansing.com/FormCenter/Arts-Commission-7/Arts-Commission-FY14-Cultural-Arts-Grant-48>
- The Arts Commission requires that the Commission be acknowledged in all publications related to the funded activity. High-resolution logos are available by emailing Heather Majano, hmajano@cityofeastlansing.com.

“We categorically and unequivocally denounce racism, injustice and discrimination in all forms. We are committed to dismantling the systemic inequalities in City government and working with staff and the community to make East Lansing an inclusive, welcoming and affirming place to live, work, visit and do business.” -East Lansing City Manager George Lahanas

APPLICATION

Please provide the following:

- A) **Application:** Please complete the application included in back of the packet.
- B) **Narrative:** The narrative can be **no longer** than two single-sided pages and must include:
 - 1. **Background:** Provide a brief overview of your organization and/or self.
 - 2. **Descriptive Narrative:** Provide a clear, detailed description of the proposed project or event. Describe what the proposed project or event is, when and where it will take place, and how the requested funds will be used.
 - 3. **Target Audience:** Describe the target audience(s), how the proposed project or event will benefit that audience, and how it will benefit the residents of East Lansing.
 - 4. **Artistic/Cultural Merit:** Describe evidence that the project or event will provide high artistic quality, merit or community value.
 - 5. **Project Management:** Describe your organization's project management history and fiscal competence or describe your plan for ensuring appropriate financial accountability.
- C) **Budget:** Please attach the project budget, including anticipated expenses, income and funding sources. The budget must also clearly state how the Arts Commission funds will be used. Please be very specific. A sample budget will be presented at the webinar on August 11.
- D) **Letters of Support and Support Materials:** Please attach any **current** letters of support and/or other support materials (no more than five pages total). Support material may include, but are not limited to: photos of past events, images of proposed artwork, social media counts, letters from individuals who support your work or support you, etc.



**City of East Lansing Arts Commission
2022 Cultural Arts Grant Application
Round 2**

Date: _____

Proposed Project or Event Title: _____

Applicant Name: _____

Organization: _____

Address: _____

Phone Number: _____

E-Mail: _____ Website: _____

Total Cost of Event/Project: \$ _____

Grant Amount Requested: \$ _____

Admission Fee/Ticket Price of Event: \$ _____

If there is an admission fee/ticket price, is there a discount to East Lansing residents? _____

I understand that the availability of Arts Commission grants is based upon a variety of factors, including availability of funds, number of applicants and compliance with grant guidelines.

Signature of Applicant

Date

For Office Use Only:

Grant Award Amount _____ Fund Source _____

Fund Distribution _____ Check _____ Fund Transfer _____