



2020-2021

Community Arts Grants

Guidelines and

Application

Warrensburg Arts Commission (WAC) Community Arts Grant Program Guidelines

OVERVIEW

The Warrensburg Arts Commission provides leadership for city government in supporting arts and cultural affairs by recommending programs and policies to enhance public awareness and appreciation of the fine and performing arts and by facilitating economic sustainability of the arts through various funding and resource opportunities that develop, sustain and promote artistic diversity and excellence in the community.

The Community Arts Grant Program was created to provide small grants, using a simplified application process, to organizations, educators and individual artists who create well-planned, short-term projects that serve the cultural interests of the Warrensburg community.

PURPOSE

The purpose of the Community Arts Grant Program is to:

- Increase public awareness of Warrensburg's arts resources
- Support collaborative programs
- Educate the Community about the arts
- Serve a diverse audience
- Provide more arts events to the public (performances, exhibits, classes, etc.)
- Increase the capacity of artists/arts organizations to serve the community with enhanced arts programs

WHAT WE FUND

All applicants must propose a grant project that includes arts events and/or activities open to the public and held in Warrensburg. For this coming fiscal year, we especially welcome grant projects that are possible in a virtual environment or that can be safely carried out with CDC guidelines for social distancing. Projects might include: live-streamed performances, online art or photography exhibits, online classes and webinars, and virtual screenings and/or readings.

These events/activities must take place between October 1, 2020 and September 30, 2021. Projects may involve existing programs but this funding must enable the applicant to provide **additional or new activities** which further enhance the program. **Funding may not replace existing support from other sources.** Projects proposed by arts educators must reach a broader public audience beyond the educational purposes of the individual's school or campus.

GRANT AMOUNTS

Grants, if awarded, will be based on the scope of the project, for FY2021, October 1, 2020–September 30, 2021. Typical amounts granted would range from \$250-\$500. Special requests may be made for more, but budgetary restrictions may limit funds. These are on a first come/first served basis.

ELIGIBILITY REQUIREMENTS

WHO MAY APPLY

Resident non-profit organizations, individual artists and arts educators are eligible to apply. All artistic disciplines are eligible: music, dance, theatre, visual and literary arts including mainstream, contemporary and ethnic art forms.

In collaborative proposals, applicants should designate the “lead” agency. The lead agency serves as the fiscal agent for the project and receives and administers the funding.

RESIDENCY IS DEFINED AS:

For Organizations: Maintaining a business office or primary venue in the City of Warrensburg.

For Individual Artists: Maintaining a primary residence in the Warrensburg area.

For Arts Educators: Teaching in a school, college or university in the City of Warrensburg.

WHO MAY NOT APPLY

1. Non-residents (see residency definitions above).
2. Businesses that are established or operating for profit (Does not include individual artists with business licenses).
3. Fundraisers or social events not open to the general public.
4. Public art projects: Grants cannot be used to finance artwork commissioned by the City of Warrensburg through the WAC Art in Public Places Program.
5. Grantees may not receive a grant for more than two consecutive years for the same project; if a grantee receives a grant for two consecutive years, they must wait at least one year to apply again. In collaborative proposals that are funded, the “lead” agency will use one of its two years of eligibility for the Grant.
6. Previous awardees must have completed their project as proposed and submitted an acceptable evaluation/final report for any previously funded grant(s). Failure to have completed the project as described in the application and failure to have submitted an evaluation/final report will cause the current application to be viewed as incomplete.
7. Failure to complete a project, including submitting the final report, may result in ineligibility for future grants and repayment of the grant award.

GRANT REVIEW PROCESS

1. The Community Arts Grant Program is administered by the WAC Finance Committee
2. Committee members employed by, serving as a board member on, or directly involved in any capacity with an applicant shall be excused from discussing, rating or voting on said applicant
3. The Finance Committee will pre-screen applications for eligibility, then use the following criteria for determining qualification

Review Criteria:**Project Quality**

- Clarity, originality and depth
- Artistic value of the project
- Qualifications, experience and strength of the applicant

Public Benefit

- Anticipated impact on the Warrensburg community
- Ability to reach underserved, diverse audiences
- Educational outreach, if any

Implementation Capacity

- Soundness of the plan, process and timeline
- Soundness of the project budget, including the capacity to raise other funds
- Demonstrated ability to carry out the project as described

The Finance Committee will approve or deny applications based on the above criteria.

All approved applications will be recommended for funding to the Warrensburg Arts Commission for official approval.

GRANTEE RESPONSIBILITIES

If your organization is awarded a grant, you will be required to:

- Sign a contract and submit a W-9 Form before funds are awarded.
- Submit a final report (form attached) according to the plan submitted in the application, to the Warrensburg Arts Commission office within 30 days of the project's completion. The report should include all information requested on the final report form including a complete budget with revenue and expenses.
- Acknowledge the Warrensburg Arts Commission's support of the funded program on ALL published materials, including a copy of the WAC logo. An electronic and a hard copy logo will be provided for your use, along with the following wording:
“(Name of your organization/program) is supported in part by a grant from the Warrensburg Arts Commission.”
- Grantees must complete the project within the fiscal year October 1, 2020 – September 30, 2021 or return the monies in full (unless otherwise agreed upon).
- Any substantial changes in the project must be requested in writing to the Warrensburg Arts Commission as soon as possible. The Finance Committee will review requested changes on a case-by-case basis and present recommendations to the Warrensburg Arts Commission for consideration. Changes made to awarded projects without prior approval may jeopardize the award recipient's opportunities to apply for and receive grants in the future.

APPLICATION PROCEDURES

HOW TO APPLY

Application forms and guidelines are available at Warrensburg City Hall, 102 South Holden Street. Electronic forms and guidelines are available by email to allison.s.robbins@gmail.com.

Completed applications must be addressed to and received at Warrensburg Arts Commission, City Hall, 102 S. Holden Street, Warrensburg, MO 64093. All applications should be typed. Do not staple or bind the application – use clips only.

Electronic submissions will be accepted at allison.s.robbins@gmail.com. FAXES ARE NOT ACCEPTED.

ONE (1) SET of support materials highlighting the applicant's work may be included with CD's, DVD's, video/audio clips, programs, media work, etc.

APPLICATION CHECKLIST

Check the items you included in the application package. See instructions for details.

REQUIRED ITEMS:

- Completed Application
- Copy of Applicant's tax-exempt documentation (req. for non-profit orgs.)

OPTIONAL ITEMS (not required but can be used to strengthen the application):

- Itemized budget
- Additional printed narrative
- Schedule of events
- Letters of support and commitment
- Support material (this can consist of ONE (1) SET of support materials highlighting the applicant's work, including CD's, DVD's, programs, media work, printed materials, etc.)

*Submit completed form with any additional attachments and materials to the
Warrensburg Arts Commission, City Hall,
102 S. Holden St, Warrensburg, MO 64093*

*Electronic submissions will be accepted at
allison.s.robbins@gmail.com.
FAXES ARE NOT ACCEPTED.*