



WAUKEGAN ARTS COUNCIL
2024 Public Art Grant

The purpose of the Waukegan Arts Council (WAC) 2024 grant program is to promote art in Waukegan. Grants will be awarded to projects which support high quality public art experiences, encourage artistic expression, energize public participation, and promote cultural appreciation for our diverse community.

There is no minimum or maximum grant amount. Applicants are advised that WAC is interested in supporting as many programs as possible over a wide range of genres. Applicants are encouraged to seek a variety of funding from a wide range of sources and not to rely on WAC for the entire budget of its program or for ongoing expenses.

Preference will be given to applicants who show multiple sources of funding. Ongoing or repeat events should demonstrate an ability to continue independent of grant funds.

Total funding for the WAC 2024 grant program is \$5000 to be divided among the successful applicants.

Questions about the grant process may be directed to waukeganartscouncil@gmail.com.

Criteria

- Projects must take place within the City of Waukegan.
- The project must primarily benefit residents of Waukegan.
- The proposed project must encourage artistic awareness, public participation, and/or cultural arts appreciation.
- The application must provide evidence of artistic merit.
- The application must include a detailed budget for the project which is complete and accurate, which specifies how the grant fund will be used and which allocates adequate resources to the project.
- The project must take place between June 15, 2024 and June 14, 2025.
- The project must recognize the support of the Waukegan Arts Council.
- Letters of recommendation are encouraged but not required.

Application Information

- Applications will be available on and after March 15, 2024 on the Waukegan Arts Council website www.waukeganartscouncil.org.
- All submissions must be received by May 15, 2024
- Funds will be announced and released by June 15, 2024
- All application material must be submitted as a PDF document (except supporting documents as described below) via the online form at waukeganartscouncil.org or by regular mail to Waukegan Arts Council, 39 Jack Benny Drive, Waukegan, Illinois 60087.

Application Guidelines

- This is a competitive process and projects or events are evaluated based on the applicant's ability to meet the eligibility requirements and review criteria.
- Projects that highlight our diverse community will be given additional consideration.
- Applications will be reviewed and voted on by the WAC Board of Directors on June 3, 2024.
- The decision of the Board of Directors will be final and may not be appealed.
- WAC reserves the right to allocate the 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 to WAC for redistribution.
- This grant cannot be used to pay salaries or benefits.
- Funds will be released upon acceptance of the grant by the applicant, as demonstrated by the execution of a Grant Agreement.
- If the intent for the funds to create or install something not on the applicant's own property, permission from the landowner or gallery must be included with the application.
- Final program report will be due June 15, 2025.
- The WAC must be acknowledged with its logo in all publications related to the funded activity.
- The Waukegan Arts Council shall have the right to reproduce images used by the grant recipient for promotional purposes.
- Each recipient will be required to submit an IRS W-9 form so that an IRS 1099 income statement can be issued by the Waukegan Arts Council for the recipient's tax records.
- A recipient who does not submit a final report shall be deemed ineligible for any future WAC grant funding.



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APPLICATION INFORMATION

Proposed Project or Event Title _____

Applicant Name _____

Organization (if any) _____

Address _____

Phone Number _____

Email _____

Website and/or Social Media _____

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 for Waukegan Residents? _____

ADDITIONAL DOCUMENTS

Each additional document should be a single PDF, but support materials like images may be submitted separately. The first two documents, Narrative and Budget, are required.

1. Narrative *(required)*

The narrative should include the following:

- **Background:** Provide a brief overview of your organization and/or self.
- **Descriptive Narrative:** Provide a clear, detailed description of the proposed project or event. Describe what the proposed project or event is, when it will take place, and how the requested funds will be used.
- **Target Audience:** Describe the target audience(s), how the proposed project or event will benefit the audience, how it will benefit the residents of Waukegan, and how you plan to target the audience.
- **Artistic/Cultural Merit:** Describe evidence that the project or event will provide high artistic quality, merit, or community value.
- **Project Management:** Describe your organization's project management history and fiscal competence or describe your plan for ensuring appropriate financial accountability.
- **Support Materials:** Please attach support materials (no more than five pages total). Support material may include, but not limited to photos of past events, images of proposed artwork, social accounts

2. Budget *(required)*

Please attach the project budget, including anticipated expenses, income, and funding sources. The budget must also clearly state how the WAC funds will be used. Please be very specific.

3. Letters of Support

Letters of support are encouraged but are not required.

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

I agree by signing this application to comply with all application guidelines.

Signature of Applicant _____

Date _____