



Vandalia



Cultural Arts



Endowment



Fund



2016 Grant Application



333 James Bohanan Memorial Drive
Vandalia, Ohio 45377
(937) 898-5891
www.vandaliaohio.org

The Vandalia Cultural Arts Endowment Fund is funded by the City of Vandalia and is affiliated with the Vandalia-Butler Foundation and the Dayton Foundation

INDEX

	Vandalia Cultural Arts Endowment Fund Mission Statement and Goal.....3
	Vandalia Cultural Arts Endowment Fund Grant Guidelines.....3-4
	Application Information
	Eligibility
	Restrictions
	Review Criteria
	Grant Application Form.....5-6
	“How to Apply”7



VANDALIA CULTURAL ARTS ENDOWMENT FUND GRANT GUIDELINES

MISSION STATEMENT

“The purpose of the Vandalia Cultural Arts Fund is to advance and support artistic and cultural activities, programs, performances and organizations for the benefit of the Citizens of Vandalia, Ohio.”

It is the goal of the Vandalia Cultural Arts Advisory Committee---through the Vandalia-Butler Foundation--- to provide support for activities, programs, performances and organizations that increase understanding, exposure and awareness of the arts, among the greatest number and broadest range of citizens, in the most efficient manner.

APPLICATION INFORMATION:

- ❖ Grant application packets are available after December 1, 2015, at the Vandalia Municipal Building, 333 James E. Bohanan Memorial Drive, Vandalia, Ohio, or online at www.vandaliaohio.org.
- ❖ Application deadline: February 5, 2016, 5 p.m.
- ❖ Applicants notified of status: No later than April 29, 2016.
- ❖ Up to \$7,500 will be granted in 2016. Individual grant amounts will be dependent on the number of viable applications.

ELIGIBILITY:

- ❖ **PROJECT MUST DIRECTLY BENEFIT THE CITY OF VANDALIA AND VANDALIA RESIDENTS**
- ❖ Organization, project or event must be non-profit and hold 501c3 tax exempt status or work through a 501c3 organization.
- ❖ Must support artistic and cultural activities, programs and performances.
- ❖ Must define new or repeat project.
- ❖ Project or event must take place between July 1, 2016 and June 30, 2017. Project proposals which would provide cultural opportunities to Vandalia community organizations --- such as programs conducted in schools, for businesses or in other community service areas--- must be accompanied by documentation of cooperation from the party that will be served. This would include letters, agreements, etc. that confirm the community partner’s cooperation with the program, schedule agreement, venue and the like.
- ❖ Final Project Report must be submitted to the Vandalia Cultural Arts Advisory Committee within 60 days after the project is completed.

RESTRICTIONS:

The Vandalia Cultural Arts Advisory Committee **will not** grant applications requests to the following:

- ❖ Event or organizations located outside Ohio
- ❖ Activities before July 1, 2016 or after June 30, 2017
- ❖ General operating expenses (e.g. office supplies, rent and other overhead)
- ❖ Capital expenditures for facilities or equipment
- ❖ Multi-year grants (e.g. requests for two-year projects)

REVIEW CRITERIA

This is a competitive process and projects are recommended for grant awards based on the applicant’s ability to respond effectively to the published criteria. Each criterion will be scored

on a scale of 1 to 3 with 3 being the highest score. Specific impact on Vandalia will be scored on a scale of 1 to 10 with 10 being the highest score.

❖ **Project Quality**

1. Is artist clearly identified?
2. Is artist of highest artistic quality?
3. Is project a meaningful arts/cultural project?
4. Is the project new and fresh for Vandalia?
5. Does project reach a new or atypical audience?



❖ **Project Evaluation**

1. Does project have an evaluation plan?
2. Does evaluation plan address impact of project?



❖ **Appropriate Budget**

1. Does project have a budget?
2. Is budget appropriate for project?
3. Does project have an accounting plan proposed or already in place?



❖ **Ability to Complete and Manage Project**

1. Is there a project management plan?
2. Is there a strong history of successful project implementation? If not, does the organization demonstrate the ability to manage the project successfully?
3. Are artists and key project personnel confirmed? If project involves a third party, does the applicant provide documentation to assure the third party's cooperation and ability to support the project?
4. Are matching funds secured?
5. Is there a committee or board in place committed to seeing the project through?



❖ **Project Impact/Benefit**

1. Is project impact clear?
2. Are program goals clearly explained?
3. Are program goals realistic?
4. Is the organization responsive to interests and needs of their constituents?
5. Is target audience defined?
6. Does promotional plan strongly impact target audience?
7. **On a scale of 1-10, how will this project impact Vandalia?**

❖ **Requirements After Funding**

1. Grantees must sign the Grant Agreement.
2. If there are significant changes to your project, you must contact the Vandalia Cultural Arts Fund Advisory Committee for approval and the approved changes must be submitted in writing.
3. Grantees must acknowledge the City of Vandalia as a funding source for the project in programs, publications and media releases associated with the project.
4. Grant awards are issued after completion and approval of the Final Project Report. In extenuating circumstances, the Committee may consider providing a portion of the grant, not to exceed 50 percent of the total amount, prior to completion of the project. Grantees agree that written or visual material regarding their project may be used for publicity and media purposes as the City of Vandalia sees fit.

5. A Final Project Report and support materials, if applicable, are due 60 days after the completion of the funded project.

VANDALIA CULTURAL ARTS ENDOWMENT FUND
APPLICATION



Date: _____ Project Title: _____



Contact Information:
Applicant Name _____

Address _____



Phone Number _____ E-Mail Address _____

Project Status: New project Repeat project



Project Category:

- Cultural/Multi-Arts
- Education
- Literary Arts/Performing Arts
- Visual Arts

Project Date(s): _____

Names of Individuals and Committees Involved in Project:

Tax Identification Number with Name of Organization:

Please attach documentation of tax exempt status.

Project Description:

Please attach no more than two single-sided 8.5 x 11-inch pages to describe your project/program as follows:

1. Description Narrative: Provide a clear, detailed description of your project.

2. Summary Paragraph: How will your project support artistic activities, programs, performances and organizations that specifically benefit Vandalia? Summarize your request in a few sentences. Begin your narrative with a single sentence description of how much money you are requesting and what it will be used for.



3. Who, What, When, Where, How: Describe the project in detail. Paint the picture so that a reader who is totally unfamiliar with your project can envision it in detail. Answer the following questions thoroughly. Who are the key personnel, artists and administrators? List their names and roles in the project. Explain what will happen and when the project will take place. How will the project be implemented? Are any third parties “on board” and in agreement?



4. Project Goals: It is the Vandalia Cultural Arts Fund’s goal to increase understanding, exposure and awareness of the arts...among the greatest number and broadest range of Vandalia citizens...in the most efficient manner possible. Please describe in what manner you will fulfill this goal. **How will this project benefit Vandalia citizens?** What will your project/program accomplish?



5. Community Involvement: Whom does the project serve? How have our past activities been supported by your community through attendance, financial support and in-kind donations?



6. Educational Activities (as applicable): Describe your educational activities and materials connected to the project. State how this project will be an enriching experience for our community.


7. Project Timeline: Provide a timeline for the planning and implementation of your project.

8. Budget Information: Please provide a **detailed** breakdown of expected income, including other funding sources, and expenses for the entire project. This information is vital in judging the viability of the project. Please be very specific.

9. References: Please provide a list of three individuals and their contact information who can attest to the organization’s commitment.

10. Final Project Report: In the event the project is funded, a Final Project Report must be submitted no later than 60 days after completion of the project.

HOW TO APPLY:

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1. Review the 2016-2017 Vandalia Cultural Arts Endowment Fund Guidelines and Application. Applicants may contact the Vandalia Cultural Arts Advisory Committee for assistance by calling Julie Trick, assistant to the city manager, 937-415-2256.
 2. Application must be typewritten in a legible font. Each page must include applicant's name, address, phone number, e-mail address and page number. The Vandalia Cultural Arts Advisory Committee will not accept applications that are handwritten or submitted electronically (e-mail or fax).
 3. Check the application for all necessary information.
 4. To strengthen the review of your application, you may supply artistic documentation if applicable. You may submit a videotape, audiotape, CD, slides/photographs or manuscript/publication of written work. Please label artistic documentation clearly and submit a one-page synopsis of the work submitted. Enclose a self-addressed, stamped envelope for return of your documentation. Artistic documentation may give the panel a clearer indication of what is being proposed and/or the quality of the art/artist.
 5. Application deadline is Friday, February 5, 2016, 5 p.m. **Please submit seven sets of your application together, collated into sets.**
 6. Mail or hand-deliver the package to the Vandalia Cultural Arts Advisory Committee, c/o City of Vandalia, 333 James E. Bohanan Memorial Drive, Vandalia, OH 45377.

