



2022-2023

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. These events/activities must take place between October 1, 2022 and September 30, 2023. Projects may involve existing programs or programs previously funded by the Commission, but projects that offer additional or new art activities in Warrensburg will be prioritized. **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

Available grant funds are subject to budget approval from the City and vary from year to year. Grant amounts are based on the scope of the proposed project and are awarded on a first-come, first-served basis during the fiscal year from October 1, 2022, to July 31, 2023.

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 Warrensburg Arts Commission.
2. Commissioners 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 Chair of the Arts Commission will pre-screen applications for eligibility, and Arts Commissioners will use a scoring rubric based on the following criteria for determining approval.

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

GRANTEE RESPONSIBILITIES

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

- Submit a W-9 Form before funds are awarded. You will be given a notice to proceed from the Commission once paperwork is complete.
- 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."
- Complete the project by August 31, 2023.
- Submit a short final report to the Warrensburg Arts Commission office within 30 days of the project's completion. The report should summarize the successes and challenges of the completed project; the population and number of people served; and the artistic benefits provided to the

Warrensburg community. A final budget outlining expenses, with related receipts, is required for reimbursement.

- Any substantial changes in the project must be requested in writing to the Warrensburg Arts Commission as soon as possible. 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 on the City website: <https://www.warrensburg-mo.com/163/Arts-Commission>

Electronic submissions and supporting materials should be emailed by attachment to: warrensburgartscommission@gmail.com.

APPLICATION CHECKLIST

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
- Supporting materials (programs, publicity material, website links, etc.)