



**CHAPTER: 3 – GRANTS AND AWARDS**

**SUBJECT: ARTIST GRANTS**

**POLICY NUMBER: 2011-1**

**RESPONSIBLE OFFICE:**

**ADOPTED: February 22, 2011**

**REVISED: December 1, 2014**

**I. POLICY**

It is the policy of the Arts Council to recognize and support artists and art organizations, which reside principally and operate in Sedgwick County and the Wichita community at large, by its promotion and support of the development and success of visual and performing art programs and projects (“Project(s)”). Through its Artist Grant program (“Program”), the Arts Council invests in artists and arts organizations and encourages the public’s participation as creators, learners, supporters, and audience members.

**II. SCOPE**

Artist grants are available for eligible individuals and organizations whose Projects and activities have artistic, educational and cultural value that is appropriate to and reflective of the community served and that broaden opportunities for the public participation in the arts (“Artist Grant(s)”).

**III. PURPOSE**

The purpose of this policy is to outline the requirements and procedures for the administration of Artist Grants and establish guidelines that will assist Artist Grant applicants (“Applicants”) to understand such criteria.

**IV. PROGRAM AND PROCEDURES**

**A. Grants:** The Arts Council will establish the amount of funds that shall be available each year for the Program. The Program allows for the funding of up to one thousand dollars (\$1000.00) per Artist Grant. An Artist Grant may be granted for less than this maximum or requested amount. An Artist Grant award year is a period from January 1<sup>st</sup> to December 31<sup>st</sup> of one calendar year (“Award Period”). Applicants are not eligible for concurrent Artist Grants. The application review is detailed in Section E(2) below. Budgeted funds will be available January 1<sup>st</sup> of each Award Period and will be awarded to approved Applicants until such funds are depleted. Once the budgeted funds are exhausted no additional applications will be considered for the remainder of the Award Period. The Arts Council is NOT obligated to make any awards in any monthly review period.

**1. Funding.**

- a. Eligible Expenses. Artist Grants are available for general Project operating support and may be used for materials, supplies, production/exhibit costs, costuming, set-up and tear down and other normal and customary direct costs involved in the display or creation of visual or performance art. Living expenses and artist personal transportation are also considered eligible expenses.
- b. Funding Restrictions. This section is not intended to address every restriction or situation; however, it is designed to give guidance. Artist Grants may not be issued to or utilized for the following:



- i. Any organization whose primary place of business and operations is not in Sedgwick County and/or the Wichita community at large, or that is not in good standing with the State of Kansas, etc. at the time of application.
  - ii. Individual artists who do not reside or work in Sedgwick County and/or the Wichita community at large at the time of application.
  - iii. Organizations whose membership and participation policies do not comply with applicable local, state and federal laws and regulations laws.
  - iv. Specific activities or Projects that have already been funded by the Program.
  - v. Activities that have already been completed prior to Project submission.
  - vi. Activities to eliminate or reduce existing deficits not associated with the funded Project.
  - vii. Religious programming and activities.
  - viii. Benefits and fundraisers.
  - ix. Interest expenses paid on loans or debts.
  - x. Scholarship assistance for academic or non-academic programs.
  - xi. Lobbying activities.
  - xii. Political contributions.
  - xiii. Legal fees.
2. Notifications. All Applicants will be notified by the Arts Council by email or by letter of funding decisions. Funding for approved applications will be available within sixty (60) days of approval date.
3. Cancellations. At its discretion, the Arts Council has the right to withhold, reduce or cancel any Artist Grant award if an Awardee:
  - a. cancels a funded Project;
  - b. suspends or significantly changes the scope and activities of a funded Project without notifying the Arts Council and obtaining appropriate approval;
  - c. fails to comply with this policy or any Awardee Responsibility;
  - d. is unable to raise the required match;
  - e. demonstrates inadequate financial management or oversight; or
  - f. does not finalize any Project within twelve (12) months of approval date and does not seek and receive an approved extension.

**B. Applicant Eligibility:**

1. Artist Grants are available for eligible Applicants. Application Submission and Review Procedures are detailed in Section E below.
  - a. An Applicant may be an individual, a group of artists, or a not-for-profit (501c3) arts organization that is in good standing.
  - b. Government agencies, schools, universities, colleges, social service agencies or libraries are not eligible to apply for awards.
  - c. Each Applicant must successfully complete the application process, as detailed herein, before established deadlines to be considered for awards.



- d. Applicants are not eligible for concurrent Artist Grants. An eligible Applicant may submit one (1) application per review period. However, an Applicant can only receive one (1) Artist Grant per Award Period, regardless of any the Artist Grant amount granted in the respective Award Period.
  - e. An artist who shares directly in a group or organizational award is considered an awardee for purposes of this policy.
  - f. Applicants must reside in or principally operate from Sedgwick County or the Wichita Community at large.
2. **Affirmative Action and Non-Discrimination.** Applicants receiving award funds must comply with all governmental regulation concerning nondiscrimination. Awardees are prohibited from discrimination in employment and the provision of services because of race, color, religion, sex, national origin, disability, age and familial status.
  3. **ADA Compliance.** As applicable, Applicants receiving award funds must comply with the Americans with Disabilities Act of 1990 by making appropriate and reasonable accommodations to ensure that people with disabilities have equal physical and communications access to services and programs, as defined by federal law. If an Applicant's facilities or activities do not meet the standards of the ADA and any applicable state law, the Applicant may be ineligible for award funding.
  4. **Ownership.** The Arts Council does not own, collect royalties on or hold copyrights, etc. to artistic products resulting from submitted applications, Projects or Artist Grants nor will it take any action on behalf of the awardee to protect the awardees' intellectual property rights. Furthermore, awardees must adhere to all existing laws and regulations, including but not limited to the Copyright Law of the United States and related laws contained in Title 17 of the United States Code. The Arts Council does, however, have legal authority to reproduce and use documentation of such products for educational, promotional, official, commercial or noncommercial purposes, both electronically and in print. The Arts Council will retain possession of all materials submitted in support of an approved application.
  5. **Freedom of Information Act.** Applications and all information submitted will become public records under the Freedom of Information Act, C.G.S. §1-200, et. seq. unless specifically exempted by the Act.
- C. Project Requirements:** Program funds provide support to established not-for-profit organizations and artists that make a significant local, regional, or statewide impact on the quality of life in Kansas. Successful Applicants/Projects shall demonstrate strong operations, stable management, ongoing assessment and evaluation and a strong commitment to making art and artistic programs accessible and relevant to a diverse range of participants.
1. **Project Criteria.**
    - a. Projects must enhance the arts and culture of the Sedgwick County and/or Wichita community at large.
    - b. Projects must be feasible, timely and demonstrate artistic merit.
    - c. Projects are generally defined as public performances, public exhibits or the creation of new work.
    - d. Projects must be accessible to all regardless of disability.
    - e. Projects must guarantee not to discriminate against anyone by virtue of race, religion, gender, national origin, sexual orientation, physical ability, age, or veteran status.
    - f. Projects/Awardees must acknowledge the Arts Council for its contribution as part of the exhibit or performance, etc.



- g. Projects must be completed within twelve (12) months of approval date or must have received an approved extension.
    - g. Project completion reports must be provided Arts Council within thirty (30) days of actual Project completion.
  2. Priority. In addition to the mandatory approval Project criteria detailed above, priority may be given to Projects as follows:
    - a. Projects that provide economic opportunities for local artists.
    - b. Projects for which substantial funds have been raised from other sources.
    - c. Projects that affect more artists and larger audiences within the community.
    - d. Projects submitted by organizations and individuals that have demonstrated a history of sound management practices.
    - e. Projects that are free to the public or that are offered at low cost.

**D. Awardee Responsibilities:**

1. Awardees are required to expend all award funds for the purposes indicated and confirmed by the awardee within the application.
2. Any request for changes or modifications to the application or Project, shall be made in writing to the Arts Council. Submission of such a request does not authorize the change or modification.
3. Awardees shall honor all legal requirements applicable to the Project.
4. Awardee shall credit the Arts Council and utilize the Arts Council logo in all promotional material and public notices. This includes in print, A/V and electronic materials and publicity materials (such as press releases, brochures, posters, advertisements and web sites) related to the funded Project or activities. The Arts Council logo may be obtained from Division of Arts and Culture for the City of Wichita, as detailed in the application materials.
5. Awardee shall submit a final report to the Arts Council within thirty (30) days of Project completion.

**E. Application Submission and Review Procedures:** Applicants must follow all instructions and provide accurate and complete information in all sections and supporting materials. Failure to do so may render the application ineligible for review or subject to reapplication procedures.

1. A copy of this Policy, the application form, general information and instructions, attached hereto for reference, are available on-line at [www.wichitaarts.com](http://www.wichitaarts.com). Alternatively, applications may be obtained by contacting the Division of Arts and Culture for the City of Wichita.
2. Applications should be submitted to the Division of Arts and Culture for the City of Wichita.
3. Applications shall be reviewed on a monthly basis. The monthly deadline for consideration and review is **on or before 5:00 p.m. on the FIRST THURSDAY of each month**. Each completed application meeting the respective deadline will be reviewed the month following such deadline. Any application not meeting the monthly consideration deadline will automatically be reviewed during the next sequential review period.
4. All complete applications that are submitted on time from an eligible Applicant will be evaluated by the Policy and Procedure Committee of the Arts Council, who will make a recommendation to the Arts Council as a whole.



5. Applications will be reviewed and approved by the Arts Council using the Criteria below. A minimum composite score of seventy (70) is required to be eligible for an award and applications scoring highest marks will be recommended for awards, subject to funding availability.

Merit of Project to arts and culture of Wichita and Sedgwick County - Project explains how the Project or activity will advance the mission of the Arts Council.	Max points	30
Well-planned Project with feasible and complete time-line - Describe reasonable objectives and a detailed plan to achieve them.	Max points	30
Stature, promise, and reliability of artist(s) – Assurance that the Applicant is capable of success.	Max points	20
Public Accessibility	Max points	10
Realistic and complete budget	Max points	10