



## Partnership Funding Request Guidelines

### **PURPOSE**

The Arts Council will consider funding requests from local organizations seeking partnership opportunities. The requests will be reviewed by the Arts Council Board of Directors and funding decisions will be based on alignment with the strategic partnership goal of the Arts Council and available funds. Because funding is limited, all requests cannot be fulfilled.

### **ARTS COUNCIL STRATEGIC PARTNERSHIP GOAL:**

The Arts Council will create, sustain and strengthen partnerships that lead to greater awareness, understanding and participation in the arts. We are seeking innovative projects that expand arts programming and experiences in our community and those that embrace diversity.

### **TIMELINE**

Requests will be reviewed monthly and funding decisions will be finalized following a vote from the board of directors. Applicants should expect a decision within 30-45 days following submission depending on the date of receipt and the board meeting schedule. Applications should be submitted for consideration at least 60 days prior to the proposed event/project/performance.

### **REQUIREMENTS**

- **Project Narrative:** Please answer the following three questions in one page or less:
  - 1) Why is your project unique or innovative?
  - 2) How will your project embrace diversity?
  - 3) How will the community be impacted by your project (include # of artists involved and estimated # of community members who will participate/view, etc. the project)
- **Project Budget** – Please provide a project budget including revenue and expenses. Please include name and dollar amounts of other requests to support the project and the status of the requests.
- **Donor Benefits** – Please describe how the Arts Council will be acknowledged and recognized if the funding request is approved.

### **FURTHER ASSISTANCE**

For further assistance or information in preparing the request, contact Lindsay Benacka at [lbenacka@wichita.gov](mailto:lbenacka@wichita.gov).

### **SUBMISSION OF REQUEST, MAIL OR EMAIL TO:**

**Arts Council, Inc.**  
Attn: Lindsay Benacka  
334 N. Mead  
Wichita, Kansas 67202  
[LBenacka@wichita.gov](mailto:LBenacka@wichita.gov)