



## LAWRENCE CULTURAL ARTS COMMISSION 2024 COMMUNITY ARTS GRANT GUIDELINES

The **Community Arts Grant program** (CAG) is overseen by the Cultural Arts Commission and is funded through transient guest tax (TGT) revenue (tax paid by hotel guests). The CAG Program aligns with the [City Strategic Plan](#), particularly the Unmistakable Identity outcome area and the following commitment areas: Community Engagement, Equity and Inclusion, and Environmental Sustainability. [Unmistakable identity Progress Indicators](#) help us measure our progress and guide our efforts into the future. The intention is to develop ways to enhance programs to move these progress indicators forward.

The overarching purpose of the Lawrence Cultural Arts Commission (LCAC) Community Arts Grant Program is to advance the goals identified by the Lawrence community in the [City Wide Cultural Plan](#) which include: 1) Balance the Local, 2) Embrace All / Celebrate Community, 3) Build Places Together, 4) Build and Market a Creative Brand, and 5) Promote Lifelong Learning.

**New!** For those who are new to the Community Arts Grant application process, we are offering a **Pre-Application review**. Interested applicants can submit their grant application online by November 15, 2023 at 11:59 p.m. for initial screening and basic minimum requirements staff review. Feedback will be returned by December 8, 2023 prior to submitting the final application.

**Grant Categories and Level of Support:** There are two grant categories: Mini Grants and Community Arts Grants. Applicants may apply for either a Mini Grant or a Community Arts Grant; but not both in the same year.

- **Community Arts Mini Grants** will provide up to five grants of up to \$500 each to help support artists with start-up costs for *equipment* specifically aligned with their art practice.
- **Community Arts Grants** awards will range between \$500 to \$10,000 per project. Community Arts Grants awards will equal no more than 50% of the total project or activity cost. Cost-share may be cash and/or in-kind. Fifty percent match funds must be clearly shown in the budget proposal on the grant application. Only one grant is allowed per project.

**Final Application Deadline:** Submit your final online application by **9:00 a.m. on Monday, December 18, 2023**. Late and incomplete applications will not be considered; modifications are not allowed after the deadline passes.

*The final online application **must** also include current, signed letters of commitment confirming in-kind or cash contributions to a project from any third-party contributors and current letters from the named collaborators (or a representative of named collaborating organizations) confirming their participation. Applications that do not include these letters may be disqualified.*

**Project Timeline:** The proposed art project or program must begin no earlier than January 1, 2024 and end no later than December 31, 2024. The final report is due within one month of project completion or no later than December 31, 2024. Failure to submit a final report will result in future ineligibility for Community Arts Grants.

**Eligibility:** Individuals and organizations with a Lawrence, KS, address proposing projects sited in Lawrence that are designed to meet the purpose of the LCAC Grant Program and benefit Lawrence residents. All art-forms—visual, musical, *and* performing—are welcome and encouraged as part of this grant program. Only one grant can be awarded per project.

**Ineligible** for a Lawrence Community Arts Grant are:

- Prior recipients of a Lawrence Community Arts Grant who failed to submit a final report
- Educational activities for college students that are a requirement of their major discipline
- Projects that are not collaborative in nature
- Projects that do not take place at least partially within the Lawrence community
- Projects that are not submitted by a Lawrence-based organization or individual
- Capital projects

**Criteria for Selection**

**Community Value**

- Degree to which the project meets the Lawrence Community Arts Grant Program purpose
- Project's anticipated impact on the Lawrence community
- Value of the project as described by the applicant
- Evidence of collaboration

**Project Quality**

- Qualifications and strengths of the partners involved in the proposed project
- Feasibility as demonstrated by the detailed timeline for implementation
- Well designed and documented budget sufficient to support all proposed activities
- Current, signed letters of commitment documenting all collaborations and cost share (including in-kind and cash match) commitments described in the proposal

**Application Quality**

- Completeness, organization, and clarity of the application packet

**Application Timeline**

- Beginning this year, the application process will include two deadlines. The first, Pre-Application deadline is for initial screening and basic minimum requirements review. This is for people to submit their application for review prior to final application submittal. This option is open to anyone applying but is meant primarily for those who are new to the grant application process. Staff and the grant committee members will review and provide feedback for improvement to the applicant prior to the final application deadline.

**2023 CAG Online Application opens September 27, 2023**

**Pre-Application Deadline (optional for newer applicants):**

- **November 15, 2023, 11:59 p.m.**

**Pre-Applications Returned by: December 8, 2023**

**Final Application Deadline: December 18, 2023, 9:00 a.m.**

**Grant Awards Announced: January 15, 2023**

**Post Award Requirements:**

- Awardees must acknowledge the support of the City of Lawrence in publicity associated with the programming funded by the LCAC Grant and during presentations of the project or program. The City of Lawrence logo will be provided to grant recipients.
- Awardees must submit a final report that details the outcomes of the project to the Lawrence Cultural Arts Commission within one month of project completion or no later than December 31, 2024. This report consists of the final report form and documentation of the event, project, or program such as photographs, reviews, and programs. Failure to

submit the final report will result in disqualification for future Lawrence Community Arts Grants Program competitions.

### APPLICATION PROCESS

Applications are to be completed online [here](#) by the deadline listed above. If you are not able to access the online application form, please contact Abby Bush-Wilder at [awilder@lawrenceks.org](mailto:awilder@lawrenceks.org) or (785) 832-3460 to request a PDF or paper form.

**Deadline:** Submit your online or paper application by **9:00 a.m. on December 18, 2023.** Paper applications must be mailed or delivered to the Parks and Recreation Administrative offices in South Park, 1141 Massachusetts Street and received by the deadline. Late and incomplete applications will not be considered; modifications are not allowed after the deadline passes.

***(Note: To minimize the risk of losing information, we highly recommend that you assemble the required grant information in a separate document first and then copy the information into the online application form.)***