



LAWRENCE CULTURAL ARTS COMMISSION COMMUNITY ARTS GRANT GUIDELINES

Purpose of the Grant Program: The 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](#): 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. The full text of the plan is available here: <https://www.lawrenceks.org/cmo/cultural-plan>; the goals are fully articulated starting on page 21 and Appendix E offers information to help applicants design qualifying projects.

Deadline: Submit your online application by **4 pm on Tuesday, March 6, 2018**. Late and incomplete applications will not be considered; modifications are not allowed after the deadline passes.

Level of Support: Grants are anticipated to range from \$500 to \$5,000. Awards will equal no more than 50% of the total project or activity cost. Cost-share may be cash and/or in-kind. *The online application must include current, signed letters of commitment confirming in-kind or cash contributions to the 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 will be disqualified.*

Project Timeline: The proposed cultural art project or program must begin no earlier than May 1, 2018 and end no later than April 30, 2019. The final report is due within one month of project completion or no later than July 1, 2019. Failure to submit the final report will result in future ineligibility for Community Arts Grants.

Eligible for LCAC grants are organizations and individuals with a Lawrence, KS, address proposing projects sited in Lawrence that are designed to meet the purpose of the LCAC Grant Program. All art-forms—visual, musical and performing—are welcome and encouraged as part of this grant program.

Ineligible for a Lawrence Community Arts Grant are:

- Prior recipients of a Lawrence Community Arts Grant who failed to submit their 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 improvements may be approved only if they are integral to the success of the project/program

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

Post Award Requirements:

- Awardees must acknowledge the support of the Lawrence Cultural Arts Commission in publicity associated with the programming funded by the LCAC Grant and during presentations of the project or program. The Lawrence Cultural Arts Commission logo will be provided to grant recipients.
- Awardees must submit a final report detailing the outcomes of the project to the Lawrence Cultural Arts Commission within one month of project completion or no later than July 1, 2018. 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](#). If you are not able to access the online application form, please contact Porter Arneill at parneill@lawrenceks.org or 785-832-3402 to request a PDF or paper form.

Deadline: Submit your online application by **4 pm on Tuesday, March 6, 2018**. Late and incomplete applications will not be considered; modifications are not allowed after the deadline passes.

(Note: To minimize the risk of losing information, it is recommended that the required grant information be assembled in a separate document first and then copied into the online form.)