



## 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 Saturday, December 17<sup>th</sup>, 2022**. Late and incomplete applications will not be considered; modifications are not allowed after the deadline passes.

**Level of Support:** Grants are anticipated to range between \$500 to \$15,000. 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 February 1<sup>st</sup>, 2023 and end no later than December 31<sup>st</sup>, 2023. The final report is due within one month of project completion or no later than December 31<sup>st</sup>, 2023. 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 and benefit Lawrence residents. 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 December 31<sup>st</sup>, 2023. 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.

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**APPLICATION PROCESS**

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

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*(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.)*