

ILLINOIS BLUES COALITION, INC GRANT APPLICATION PACKET

2010/2011



ILLINOIS BLUES COALITION, INC.
JAY GOLDBERG, PRESIDENT
2130 SUNSET DRIVE
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PART 1

A. PURPOSE

B. BACKGROUND INFORMATION

C. FUNDING PROCESS

D. BUDGET

E. SUBMISSION DEADLINE

F. GOALS



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A. **PURPOSE:** The Illinois Blues Coalition Fund Grant Program was established to promote and stimulate the growth of the art form of blues related music by performance, by interpretation, by preservation and by enhancement through a grant application process for recognized Blues Societies, Blues Music Entertainers and Blues Music educators. The grant fund supports art projects in blues music in the following fields: music, recording and live presentations, blues art, theater, photography, visual arts, dance, design or interdisciplinary expressions involving more than one of the above fields.

Through this program the Illinois Blues Coalition, Inc. seeks to equitably and economically support the creative arts designated to blues music.

B. **BACKGROUND INFORMATION:** In 2004 the Illinois Blues Coalition, Inc. was formed to promote the art form known as the blues. It was determined that a fund which was strictly concerned with offering grants was in need to help the various organizations, entertainers and educators to continue in their efforts to promote blues music as an art form. This fund, referred to as the Illinois Blues Coalition Fund was designated to be used for these grants as well as a process to administer these allocations.

This process was completed and the Illinois Blues Coalition, Inc. was designated to be in charge of the Illinois Blues Coalition Fund Grant process with recommendation by the Cultural Arts Coordinator and final approval concerning use of these funds being made by the Board of Directors

CULTURAL ARTS COORDINATOR
Ed Knott

BOARD OF DIRECTORS
Jay Goldberg, President
Peggy Goldberg, Director/Treasurer
Mike Armintrout, Director/Secretary

C. **FUNDING PROCESS:** Funding awarded annually to qualified applicants. Funding is awarded through the Illinois Blues Coalition, Inc. via an annual competitive application/review process. Applicants must make a clear case for funding, based on established criteria.

D. **BUDGET:** The total grant budget for the year 2010 will be announced in February of 2010. Since the grant amount is based on cash on hand, money to be awarded will change each year. The range of grants is expected to be from \$250 to \$2,500.

F. **SUBMISSION DEADLINE:** Through its office, the Illinois Blues Coalition, Inc. will award grants to organizations and individuals during the year 2010 beginning on May 1, 2010. The GRANT APPLICATION DEADLINE DATE for the year 2010 will be April 1, 2010, BEFORE 5:00 P.M.

F. **GOALS:**

1. To increase public awareness of the art form known as Blues Music.
2. To encourage the growth of local, statewide and National arts resources
3. To promote cooperation and collaboration between the Illinois Blues Coalition and performing and visual arts individuals/groups/agencies/organizations/schools
4. To help serve the cultural needs of the blues music community
5. To broaden and leverage public and private support for blues music.
6. To maintain and preserve the Blues Music's artistic cultural and historic heritage
7. To support exemplary community arts education in blues music.

PART 2

A. WHO CAN APPLY- GENERAL ELIGIBILITY

B. EXAMPLES OF WHAT GRANTS CAN BE USED FOR

B. WHO CAN NOT APPLY- INELIGIBILITY

C. EXAMPLES OF WHAT THE FUNDS MAY NOT BE USED FOR



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A. WHO CAN APPLY- GENERAL ELIGIBILITY

1. Tax-exempt, non-profit recognized Blues Music organizations and Blues Societies.
2. Educational institutions
3. Performance groups associated with schools or educational institutions
4. Visual arts groups associated with educational institutions
5. Blues Music entertainers with documented history of performing blues music.
6. Individuals who want scholarships for study (must show enrollment in educational institution and specific blues music related class)
7. Entertainers that want travel expenses related to a performance

B. EXAMPLES OF WHAT THE GRANTS CAN BE USED FOR:

1. Funds to pay artist for a performance(s) or exhibition(s)
2. Materials for a creative event (i.e., supplies (e.g., paint, paper) needed to present a concert or event)
3. Costs of printing programs, pamphlets, etc.
4. Rental of equipment for a production
5. Purchase of equipment to compliment a musician and/or organizations needs.
6. Programs that promote blues music.
7. Recording sessions, cd manufacturing, promotional items.
8. Entertainer's travel for competitions, important showcase engagements. etc.
9. Cds and sheet music to donate to libraries
10. Blues in the Schools type workshops and general assemblies

Items not covered in this section may be considered (under special circumstances) by the Illinois Blues Coalition Board Of Directors.

C. WHO CAN NOT APPLY- INELIGIBILITY

For-profit organizations, institutions and businesses shall not be eligible to apply for grant funds. However, non-profit organizations may partner with for-profit organizations, institutions and businesses For example, The River City Blues Society could apply for funds to present a concert by the "legends of The Blues" touring company.

Individual shall be eligible to apply in an effort to develop blues music talent.

D. EXAMPLES OF WHAT FUNDS MAY NOT BE USED FOR:

1. Purchase of land, equipment, buildings or construction (a capital outlay or expenditure)
 - a. these are good examples of capital outlay/expenditures granted funds
 - b. major purchases musical instruments, DVD, computer
2. Salaries of Management and Staff
 - a. administrators
 - b. program and project managers/ment
 - c. support staff: example secretary, receptionist, etc.
3. Trust/endowment funds- to create or add to existing funds
4. Hospitality or food costs
 - a. cost associated with planning and giving receptions, dinners
 - b. purchase of alcoholic beverages
 - c. cost of decorations associated with items mentioned above
5. Dues
 - a. to join various art, civic, or religious group
6. Indirect costs of schools (school costs not related to this grant)
7. No funds will be expended for persons or groups using "fighting words" or "Hate words" (any offensive words or messages which are inherently likely to provoke any immediate violent reaction or preach hatred of people or ethnic groups, etc.)
8. Programs not accessible to the public
 - a. programs or events held in private homes or private spaces
9. Cost of entertainment, Sound and/or lighting system associated with an event which is dependent on ticket sales to generate revenue.

PART 3

REVIEW CRITERIA AND SCORING

A. THE REVIEW AND SELECTION PROCESS

B. GENERAL CRITERIA AND SCORING

C. THE RANKINGS



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A. THE REVIEW AND SELECTION PROCESS

Each grant application will be reviewed by the Cultural Arts Director. The charge is to review all eligible grant applications, determine project worthiness and recommend appropriate funding levels. Applications are evaluated with short narrative comments, given numerical scores (0-100) and collectively ranked. The rankings will range from 4-1 with 4 being the highest score an application can receive. After the review process, the Cultural Arts Director will forward his/her recommendations to the Board Of Directors for final approval. All applicants will receive written notification of results in May.

B. GENERAL CRITERIA AND SCORING

Individual entertainers and organizations are judged on the following criteria and point system with a possible 100 total points.

1. Project Administration Capability Maximum of 10 points

Scores for capability or “feasibility” include the clarity and thoughtfulness of answers to The application questions, the business skills and production accomplishments on submitted information, the relation to Blues Music, the appropriateness of the project budget (the estimated value of each expense and the total project cost in relation to the number of people served); the appropriateness and stability of a project’s venue, and a realistic, detailed time line.

2. Artistic Merit There’s a maximum of 30 points for organizations and 50 points for individual entertainers

Scores for artistic merit reflect the accomplishments listed on submitted materials, attached reviews/press materials, the strength and relevance of letters of support. The merit of a project is judged against the merit of projects proposed by other applicants in the same discipline in the area of Blues Music.

3. Creativity and Innovation Maximum of 20 points

The creation of new works with new ideas or new methods, a new interpretation targeting a new audience or the creation of new works with traditional methods will be judged against the other applications. In other words, how this project promotes the growth and future of Blues Music.

4. Community Impact Maximum of 20 points

Community impact is an assessment of the project's ability to inform or promote Blues Music in either the general community or its target audience. How many people will be served and how well will your proposed activity stimulate cultural exchange or broaden the understanding of Blues Music? How does your project represent or serve the Blues Music constituencies in the area while meeting your project goals and the needs of the community?

5. Societal Relevance To Blues Music Maximum of 20 points for organizations (not applicable for individual artists)

Will your project feed, build, or cure the spirit of Blues Music? Relevance implies need and includes an assessment of how your audience’s involvement will determine project success. How does the proposed project address societal issues of Blues Music, intersect with community, address universal or contemporary issues or leave a legacy for the community.

C. THE RANKINGS

The ranking of each grant will be determined by the following point system:

- 100 - 89 points = 4 ranking
 - 88 - 79 points = 3 ranking
 - 78 - 65 points = 2 ranking
 - 64 and below = 1 ranking
-
- 4 Designates an applicant as the highest priority for funding. These are considered to be “model” in stature and to meet all review criteria to the highest degree.

 - 3 Considered good to excellent and receives funding, but less than that of a 4 designate applicant. This is a very good ranking and indicates a very solid organization/project that is approaching “model” status. However, there is room for improvement or development.

 - 2 Considered to be marginally fundable, and only if there are available funds. Applicant shows some merit but does not meet the criteria in a strong or solid way.

 - 1 Not fundable under any circumstances, inappropriate for funding.

PART 4

HOW TO APPLY (FOR INDIVIDUAL ARTISTS)

INDIVIDUAL ARTIST APPLICATION



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HOW TO APPLY

FOR INDIVIDUALS, ARTISTS AND ENTERTAINERS

Step 1: Complete and sign the Illinois Blues Coalition Fund Grant Application Form pertaining to INDIVIDUAL, ARTISTS AND ENTERTAINERS

Step 2: Complete the “Proposal Narrative” sheet

Step 3: Prepare your support materials and complete the “Sample Artistic Documentation” form if you are submitting support materials

Step 4: The application packet and support materials must be received no later than 5:00 p.m. on April 1, 2010 at the following address:

Illinois Blues Coalition, Inc.
2130 Sunset Drive
Pekin, Illinois 61554

FOUR COPIES OF THE PAPER APPLICATIONS AND ONE SET OF THE SUPPORT MATERIALS (IF APPLICABLE) MUST BE SUBMITTED.

Please label the packet set in the following manner:

CULTURAL ARTS COORDINATOR / ED KNOTT
Organization/Individual Name
Address
Phone/Contact Person

APPLICATION MUST BE DATED AND SIGNED



INDIVIDUAL, ARTIST AND ENTERTAINER APPLICATION FORM

Page 1 of 5

Name: _____

Illinois Blues Coalition Grant Application Information 2010-2011

Grants up to \$2,500 are offered to individuals, artists and entertainers for the creation of specific performing or related projects that will enhance and promote the art form of blues- related music. The individual, artist or entertainer should focus on creative or aesthetic ideas and be informative as to how this grant would enhance your career and/or ability to promote the Blues Music art form.

Requirements:

1. Project(s) must be specific to Blues Music and promote the art form.
2. Funding must enhance your ability to advance your career and/or be educational in content

Criteria for Evaluations:

1. Project Merit
2. Individual's, Artist's or Entertainer's History and Project Vision
3. Public Benefit and Potential
4. Social Relevance to Blues Music.



**INDIVIDUAL, ARTIST AND ENTERTAINER
APPLICATION FORM**

Page 2 of 5

Name:_____

**Illinois Blues Coalition Grant Application Information
2010-2011**

1. Name of Individual, Artist or Entertainer_____

2. Address:_____

3. City_____ State_____ Zip Code_____

4. Phone #_____ Fax_____

5. E-Mail_____

Grant Project Title_____

Grant Amount Requested: \$_____

Certification: I certify that the information contained in this application, including all of the attachments and supporting materials, is true and correct to the best of my knowledge. If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially, administratively, and programmatically responsible for all aspects of the grant and that all reports must be submitted through the grantee.

Accepted & Agreed:

Individual, Artist, Entertainer:

Signature Date

Printed Name

INDIVIDUAL, ARTIST AND ENTERTAINER APPLICATION FORM

Page 3 of 5

Name: _____

Illinois Blues Coalition Grant Application Information 2010-2011

PROPOSAL NARRATIVE

Briefly and concisely answer the following questions in the space provided.

1. Briefly describe your past contributions to your discipline, profession, etc. as relates to Blues Music. Use additional pages if necessary

[illegible]

**INDIVIDUAL, ARTIST AND ENTERTAINER
APPLICATION FORM**
Page 4 of 5

Name: _____

**Illinois Blues Coalition Grant Application Information
2009-2011**

2. Give your Project Description and Evaluation (use additional sheets if necessary)

A. Describe the proposed project.

B. What do you envision the project's impact to be on the Blues Music community?

C. How do you plan to evaluate the success of this project?

INDIVIDUAL, ARTIST AND ENTERTAINER
APPLICATION FORM
Page 5 of 5

Name: _____

Illinois Blues Coalition Grant Application Information
2010-2011

3. Please give a project budget summary below:

- A. Total project expense: \$ _____
- B. Amount requested from this grant: \$ _____
- C. Total In-Kind donation received: \$ _____

D. Itemized expenses in detail related to grant project expenses:

It is recommended that applicants submit materials which represent and uphold their grant proposal and from which the Board Of Directors may evaluate artistic merit.

- Select and label your submission (video, audio, slides) with
- A) Applicant name
 - B) the title of the work(s)
 - C) the date of the work

Write a brief description of each submitted material and include with this application.

PART 5

HOW TO APPLY (FOR ORGANIZATIONS)

ORGANIZATION APPLICATION



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HOW TO APPLY

FOR ORGANIZATIONS

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Step 2: Complete the “Proposal Narrative” sheet

Step 3: Prepare your support materials and complete the “Sample Artistic Documentation” form if you are submitting support materials

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Address
Phone/Contact Person

APPLICATION MUST BE DATED AND SIGNED



ORGANIZATION APPLICATION FORM

Page 1 of 5

Name of Organization: _____

Illinois Blues Coalition Grant Application Information
2010-2011

1. Name of Organization_____

IRS Nonprofit Organization Identification # (501)(c)(3):_____

2. Address:_____

3. City_____State _____ Zip Code_____

4. Phone #_____Fax_____ E-Mail_____

5. Contact Person on Board of Directors:_____

6. Administrative Director_____

7. Contact Person For Grant_____Title_____

Applicant’s Organizational Discipline_____

Grant Amount Requested:\$_____

Date the applicant received its 501(c)(3) and/or State nonprofit status_____



ORGANIZATION APPLICATION FORM

Page 2 of 5

Name of Organization: _____

Illinois Blues Coalition Grant Application Information 2010-2011

Certification: I/We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge. If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially, administratively, and programmatically responsible for all aspects of the grant and that all reports must be submitted through the grantee.

ACCEPTED AND AGREED:

Organization Director:

Board President:

Signature
Date

Signature
Date

Printed Name and Title

Printed Name and Title

Printed Title

Printed Title



ORGANIZATION APPLICATION FORM
Page 3 of 5

Name of Organization: _____

**Illinois Blues Coalition Grant Application Information
2010-2011**

PROPOSAL NARRATIVE

Briefly and concisely answer the following questions in the space provided.

1. What is your organization's mission?

2. List some major accomplishments of your organization in the space provided.

ORGANIZATION APPLICATION FORM
Page 4 of 5

Name of Organization: _____

**Illinois Blues Coalition Grant Application Information
2010-2011**

3. Give your Project Description and Evaluation in the space provided.

A. Describe the proposed project.

B. What do you envision this project's impact to be on the Blues Music community?

C. How do you plan to evaluate the success of this project?

ORGANIZATION APPLICATION FORM
Page 5 of 5

Name of Organization: _____

**Illinois Blues Coalition Grant Application Information
2010-2011**

4. Please give a project budget summary below:

A. Total project expense: \$_____

B. Amount requested from this grant: \$_____

C. Total in-kind donations received: \$_____

D. Itemized expenses in detail related to grant project expenses.

It is recommended that applicants submit materials which represent and uphold their grant proposal and from which the Board Of Directors may evaluate artistic merit and relevance to Blues Music.

Select and label your submission (video, audio, slides) with

- A) Applicant name
- B) the title of the work(s)
- C) the date of the work

Write a brief description of each submitted material and include with this application.

PART 6

DELIVERY OF APPLICATION FOR INDIVIDUALS AND ORGANIZATIONS



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Pekin, Illinois 61554

FOUR COPIES OF THE PAPER APPLICATIONS AND ONE SET OF THE SUPPORT MATERIALS (IF APPLICABLE) MUST BE SUBMITTED.

IMPORTANT RECOMMENDATION

It is recommended that you contact Jay Goldberg at 309-208-4300 prior to the due date if you have any questions regarding filling out the grant application.

Arrangements can be made to pick up any support materials which you may have submitted from the Office of the Illinois Blues Coalition, Inc, after the grant letter has been received, by calling Jay Goldberg at 309-208-4300.

If you wish to have materials returned, submit a stamped, self-addressed envelope.



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PART 7

BUDGET INFORMATION

- A. CONTRACTS AND PAYMENTS
- B. PROJECT CHANGES
- C. FINANCIAL MANAGEMENT
- D. FINAL REPORT FORM
- E. PUBLIC ACKNOWLEDGMENT



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BUDGET INFORMATION

In completing the proposed budget plan, be very specific in your presentation about how Illinois Blues Coalition Fund Grant money would be spent during the grant period (contract date)

- A. **Contracts and Payments:** The Illinois Blues Coalition reserves the right to negotiate the amount and location of grant-funded activities.

Contractual funds will be mailed to grant recipients in full within 30 days of Illinois Blues Coalition, Inc. Board of Directors approval. A final report form (included in this packet) is required from all grant recipients. All project receipts must be attached and the project must have been reviewed and accepted by the Illinois Blues Coalition, Inc. The grantee will be required to reimburse to the Illinois Blues Coalition, Inc. any monies for which receipts are not available at the end of the project.

- B. **Project Changes:** Proposed changes to approved projects and the contractual agreement for grant funds must be submitted in writing to the Cultural Arts Coordinator by the grantee for approval.

Any changes in purpose, personnel, location, date, activity or budget must be sent to the Cultural Arts Coordinator for approval before the grant funds may be used for that purpose.

- C. **Financial Management:** Grant recipients are required to maintain accounts, records and other evidence pertaining to cost incurred and revenues acquired under the respective grant program.

More specifically, grantees are required to provide, as requested by the Illinois Blues Coalition, the following information upon completion of their project:

1. Accurate, current and complete disclosure of the financial accounting for the grant project
2. Records that identify adequately the services and resources paid for by grant funds (supported by invoices, receipts, bank statements, etc.)

- D. **Final Report Form:** The project must be completed one year from the grant notification date. The Final Report Form must be returned no later than 10 days after the completion of the project. You will not be eligible to apply for another Illinois Blues Coalition Fund Grant until all documentation for your current project has been received and approved by the Illinois Blues Coalition, Inc. Board of Directors. Failure to comply with these requirements will make you ineligible for an Illinois Blues Coalition Fund Grant for ensuing years.

E. Public Acknowledgment: Each grant recipient shall credit the Illinois Blues Coalition Fund for its contractual support of the project in all printed and broadcasted promotions, brochures, posters, programs, handbills and other promotional materials. All printed materials should carry the following phrase:

“This (program, activity, etc.) is made possible in part by a grant from the Illinois Blues Coalition Fund”



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FINAL REPORT FORM

Illinois Blues Coalition Fund Grant

DATE SUBMITTED _____(MUST BE DATED)

Organization Name		Contact Person	
Address			
City	State	Zip Code	Telephone No.
E-mail address			

1. State your objectives briefly and whether they've been met.

2. State briefly the impact of the project on the public.

3. Do you have any suggestions on how the program can be improved?

4. Please circle one of the following:

The overall grant program was:

•• Excellent •• Very Good •• Good •• Fair •• Poor

5. Please attach final budget of project showing revenue and expenses.

Signature:

Name (print or type)

Title

Upon completion of project, please submit final report form and any publicity materials to:

ILLINOIS BLUES COALITION, INC.
JAY GOLDBERG, PRESIDENT
2130 SUNSET DRIVE
PEKIN, ILLINOIS 61554

