



Creative Impact Awards Community Grant

GUIDELINES

The Creative Impact Awards **Inspire Children, Energize Neighborhoods, and Create Community** in York County by funding arts-based projects/programs that impact our region one of two key ways: Contributing to a thriving local economy, and creating a more connected community. Below are some examples of each.

Contributing To A Thriving Local Economy

- Unique arts experiences such as arts fairs and historic attractions make York County more exciting for our residents and attractive for our visitors.
- Programs & arts hubs such as a live music concert series or community arts centers that create sustained excitement and activity in a neighborhood, making it a more attractive & inviting place.
- Activities such as one-of-a-kind artist residencies & teaching artist workshops at area schools that transform education by improving student motivation, attitudes, and attendance and making students more likely to succeed.

Creating A More Connected Community

- Community-wide activities like large-scale festivals and live arts events that bring different kinds of people together to share experiences and increase tolerance and understanding.
- Art making & learning activities for adults and children that provide opportunities for growth & learning through hands-on art.
- Arts experiences like live theatre performances that happen in parts of York County that would otherwise not be available that contribute to a sense of community pride.

First-time applicants may schedule a brief interview with the President of the Cultural Alliance at least two weeks prior to the grant submission deadline. Please call 812-9255 to schedule an appointment.

ELIGIBILITY:

- Any not for profit organization, regardless of budget size, or individual (aged 18 or older) is eligible to apply.
- Applicants applying for Creative Impact Awards must have their main location in York County.
Events closed to the public, religious activities, prizes or competitions, and capital expenditures are not eligible.
- Applicants are limited to one grant per funding year.
- Programs or projects that are new ideas, as well as projects, programs and events that are well-established are eligible.

GRANT AMOUNTS:

- The applicant must provide a 1:1 match of funds requested. At least 50% of the match must be cash.
- Grant amounts up to \$25,000 will be considered.
- Grant size will be based on quality and quantity of applications; final award amount may be less than amount requested based on application assessment.
- All grants are awarded based on a review by the Creative Impact Awards Committee.

GRANT SCHEDULE:

- Applications are due the second Friday of December, by 4pm. **One electronic copy of the grant must be submitted to Mary Anne Winkelman at maryanne@culturalyork.org by 4pm deadline, and one original signed copy must be post-marked by the second Friday of December or hand-delivered.**
- Applicants will be notified of funding decision by the end of February.
- Grants will be awarded in March.
- Funded project activities must take place between January 1 and December 31 of the award year. Exceptions will be made for school-based projects using the school calendar.
- A Final Report will be required at the conclusion of the project documenting impact on the community and with a brief explanation of how the funds were used.

REVIEW CRITERIA:

The Cultural Alliance assembles advisory review panels to assess applications based on the following criteria.

Strength of Creative Product/Process/Service 40 points

- Strength of the project goals and impact of project to contribute to a thriving local economy and/or creating a more connected community.
- Artistic qualifications of people principally responsible for the project.
- Quality of the work represented by the work sample, support materials, and/or venue of activities (if applicable)

Access to the Arts 40 points

- Demonstrated knowledge of target audience
- Effective plan to publicize and promote your project to reach the target audience
- Plan to include other members of the public beyond your intended audience (parents, neighborhood groups, community members, local businesses, etc.)

Management..... 20 points

- Appropriate budget
- Evidence of developing other support, such as business support, in-kind support, and shared services (if applicable)
- Ability of staff, volunteers and/or board to manage effectively and implement Programming

APPLICATION REVIEW PROCESS:

The Cultural Alliance will use an advisory review process to assess applications based on the review criteria. Membership on advisory panels rotates, so applicants should not assume that the panelists have any prior knowledge of them.

- The information provided in the application is the principal source of information for the advisory panel review.
- Applications should be clear, complete and compelling in presenting all information. The responsibility for making a case for Creative Impact Award support rests entirely with the applicants.

The Cultural Alliance Board of Directors reviews the advisory panel's recommendations prior to making their funding decisions.

APPLICATION INSTRUCTIONS FOR CREATIVE IMPACT AWARDS:

The application comes in two (2) parts: (1) The application containing the description of the project (MSWord document) and (2) The budget (Excel document). The two documents can be downloaded from: CulturalYork.org/Creative-Impact-Awards One printed and signed copy is required and must be mailed along with optional support material to: Cultural Alliance, 14 West Market Street York PA. **Application must be electronically submitted to maryanne@culturalyork.org and hardcopy must be postmarked by end of business of the second Friday in December.**

REQUIRED support materials

- Résumé or biography (no more than one page each) of key creative and administrative personnel involved in the project.
- For organizations, a copy of letter certifying 501 (c)(3) status (if applicable).
- For individual applicants, a letter(s) of intent, signed by all who are participating, indicating their commitment to participate in the project described in application.

OPTIONAL support materials

- Press clippings and/or other materials that support your application.
- Two (2) copies of the same work sample and description of work sample(s). You may submit:
 - Up to 10 PowerPoint slides or pictures; and/or
 - 4-minute video or audio clip
 - Published work

Send a self-addressed, stamped envelope if you wish to have work samples returned.

Please note: Do not send originals or your only copy of your sample. Every attempt will be made to return your work samples; however, The Cultural Alliance cannot accept responsibility for lost or damaged works samples.

FUNDING PROCESS:

The Cultural Alliance's board reviews the advisory panels' recommendations prior to making their funding decisions.

The Cultural Alliance will notify, by mail, those who receive awards. Those applicants receiving an award will be sent an award agreement (contract) setting forth any conditions, restrictions, and changes imposed by the Cultural Alliance. Applicants must return the award agreement in order for the award process to begin. Upon signing the award agreement, recipients certify that they will accept the terms and conditions referred to in the award agreement.

CREDITING GUIDELINES:

Creative Impact Award grantee agrees:

(1) To include an acknowledgement of The Cultural Alliance/Creative Impact Awards in all materials and announcements published by you and relating to your Creative Impact Awards' funded activities, as found on the Cultural Alliance style guide (given to all Creative Impact Award grantees). The acknowledgement must stand-alone and not be combined with acknowledgements of funding from other sources.

(2) To incorporate the Cultural Alliance logo as per the Cultural Alliance style guide (given to all Creative Impact Award grantees) in its programs, promotional materials, education materials, and posters relating to its Creative Impact Awards funded activities and disseminated by the Grantee. The Cultural Alliance logo is available upon request and for download at www.culturalyork.org website.

Questions? Please call the Cultural Alliance at 717-812-9255 or email maryanne@culturalyork.org



CREATIVE IMPACT AWARDS
Community Grant
Application

A. Applicant Information

A1. Organization or Individual Name:			
A2. Tax ID Number			
A3. Organization Contact Person:		A4. Title:	
A5. Address:			
A6. Phone:		A7. Fax:	
A8. Email:			

A9. Brief Agency History/Personal Resume (No more than one page):

B. Project Description

B1. Project Title - Give a short title for your project (No more than one line):

--

B2. Describe your project (No more than one page):

--

B3. Describe HOW this project will impact the community in our key target areas – (1) Contributing to a thriving local economy, (2) Creating a more connected community (No more than one page):

B4. Describe your target audience and how you plan to reach them. Include your publicity plan and how you will include the public beyond your target audience (No more than one page):



CREATIVE IMPACT AWARDS
Community Grant
Application

C. Project Evaluation

C1. List the measurable or immeasurable objectives this project will accomplish (No more than one page):

[Empty response area for listing project objectives]

C2. Explain how you will know if you accomplished the intended impact (No more than one page):



**CREATIVE IMPACT AWARDS
Community Grant
Application**

D. Project Budget

Project Budget is contained in a separate document.

F. Certification

The applicant certifies, represents and warrants to the Cultural Alliance of York County that it meets all eligibility requirements set forth in this grant application and that:

1. The information contained herein and in all attachments and supporting materials is true and correct, the filing of the application has been duly authorized by the governing body of the applicant, and the undersigned have authority to execute on behalf of the applicant.
2. The applicant accepts in advance any grant awarded by the Cultural Alliance, agreeing: a.) That any funds received as a result of the application will be expended solely for the described projects and programs. b.) To such other restrictions, conditions, and changes as the Cultural Alliance may impose, unless the applicant objects within 30 days of mailing of the award letter setting forth the terms of the grant in writing.

Chairman, President, Board Member or Individual Applying

(Date)

Typed or Printed Name and Title



**CREATIVE IMPACT AWARDS
Community Grant
Application**

PAGE 9

REQUIRED ATTACHMENTS FOR ALL APPLICANTS

Project budget, Section D, Page 7 must be prepared using CIA-APP-BUDGET-2017.XLS and included with the application.

1. Organization's Budget – this is your annual operating budget.
2. List of Organization's Board of Directors.
3. Individuals must provide two (2) letters of reference.
4. Résumé or biography (no more than one page) of key creative and administrative personnel involved in the project.
5. For organizations, a copy of IRS 501(c)3 determination letter or a letter from your fiscal agent stating their official status as your fiscal agent.
6. For individual applicants, letter(s) of intent signed by all who are participating.
7. Optional support materials (clippings, brochures, etc.)

The Cultural Alliance is committed to making this process simple and clear. If you have any questions, or need help, please call 812-9255.