

APPLICATION FORM

RUTH AND VAUGHN JAENIKE ACCESS TO THE ARTS FUND

Eastern Illinois University, College of Liberal Arts and Sciences
This application supersedes all previous forms – applications on old forms will not be considered.

FALL DEADLINE: *Last Friday in September*

SPRING DEADLINE: *Last Friday in January*

Submit Completed Application to: Dan Crews, Doudna Fine Arts Center, Deans Suite # 2224,
600 Lincoln Avenue, Charleston, IL 61920-3099, or email decrews@eiu.edu, or fax (217) 581-7085

Program Title: _____

Sponsoring Organization: _____

Program Date(s) & Location(s): _____

Program Coordinator: _____ Telephone: _____

Address: _____ Email: _____

City/State/Zip: _____

Target Audience: _____

Educational Focus: _____

Pre-Program or Follow-up Activities: _____

Marketing/Promotional Plan: _____

Program Artists: *(Please identify any EIU students, faculty, or staff members involved in the proposed project):*

PROJECT DESCRIPTION

Please attach a one-page detailed description of the proposed project.

On-Going Program?: No ___ Yes ___ Frequency: Annually ___ Biennially ___ Other ___

Previous Jaenike Access Grants Received by Sponsoring Organization *(list program, dates, grant award):*

Signatures:

Project/Event Coordinator: _____ Date _____

Sponsoring Organization Authorizing Official: _____

Title *(Pres., Dir., Dept. Chair, etc.)* _____ Date _____

• INCOMPLETE OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED FOR FUNDING •

PROJECT BUDGET

Cash Expenses are anything the sponsoring organization will **pay for** from **any** funding sources (not just Jaenike funds). **Income** is where the money will come from to pay the Expenses: the Jaenike Access grant award, earned income (*tickets, etc.*), donated money, other grants, money the sponsor made on other events, membership donations, etc. The total of the Expenses **should equal** the total of the Income unless you plan to make money (*so the Income total is more than the total Expenses*).

In-kind are tangible goods or services that are **donated** for the project. Examples: free performance space, volunteered time to perform, donated supplies (*theatre set materials, art supplies, etc.*) or services (*program printing, transport of performers, etc.*). If faculty or staff perform or assist with the project their prorated salaries can be shown as an in-kind donation from the department or organization.

(Cash vs. In-Kind: If business "X" donates paint, it is in-kind; **OR** if business "X" donates money used to buy paint, the paint cost is listed as a Cash Expense and the money for the paint from "X" is listed as Income.)

Questions? Contact Dan Crews at the Doudna Fine Arts Center, 217.581.8513 or decrews@eiu.edu

When possible, please itemize: Example - 3 volunteer ushers @ \$5.15/hr. (*in-kind*); set lumber (*cash*), etc. A separate budget sheet may be submitted, but follow this format with these headings and items.

EXPENSES (*Items you will pay for*)

- Artistic (*artist fees, royalties, exhibit rental, etc.*) _____
- Contracted Services (*equipment rental, costume rental, ads, etc.*) _____
- Commodities/Supplies (*set materials, printing, food, etc.*) _____
- Travel/Transport (*mileage @ .58¢/mile, vehicle rental, etc.*) _____
- Other (*please describe*) _____

TOTAL CASH EXPENSES (*How much money to be spent*) _____

INCOME (*Where the money will come from*)

- Donations (*specify sources*) _____
- _____
- Earned Income (*specify sources; i.e., ticket sales, etc.*) _____
- Sponsor Funding (*money raised from other programs*) _____
- Jaenike Access to the Arts Fund Request** _____

TOTAL INCOME (*all sources*) _____

IN-KIND (*Donated Goods and Services*)

Please list on a separate sheet and attach

TOTAL IN-KIND GOODS OR SERVICES _____

GUIDELINES

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GRANT GUIDELINE AND AWARD PROCESS

Use of the Fund is restricted to presentations which are primarily of the visual and/or performing arts, with priority given to programs presented in the east-central Illinois counties of Coles, Douglas, Edgar, Clark, Cumberland, Effingham, Moultrie, and Shelby.

Use of the Fund is restricted to entities of Eastern Illinois University, and non-profit organizations and schools, with priority given to programs presented in the east-central Illinois counties of Coles, Douglas, Edgar, Clark, Cumberland, Effingham, Moultrie, and Shelby.

Activities supported by the Fund must be directed to a primarily non-university audience, though faculty and students may be included as audience members or participants.

Priority for funding will be given to programs which:

- target general audiences, especially audiences recognized as underserved in terms of the arts
- have a strong educational component to introduce or explain the art form presented
- are pilot projects or show promise of encouraging follow-up arts activities
- make use of Eastern Illinois University resources
- capitalize on a unique situation involving a noted artist, troupe, or ensemble
- show tangible project support (cash and/or in-kind) from the sponsoring entity and/or the targeted audience or community.

TO APPLY

The sponsoring entity or organization must submit a complete, signed application by one of the stated deadlines. Funding support may be considered for unique or special programs which develop outside of the application deadline dates, depending upon available funding.

Applications should be submitted to: Eastern Illinois University, Attn: Dan Crews, Doudna Fine Arts Center, Deans Suite #2224, 600 Lincoln Avenue, Charleston, IL 61920-3099, or email decrews@eiu.edu, or fax (217) 581-7085.

Incomplete or unsigned applications will NOT be considered for funding.

The amount of funding requested from the Fund must be matched by at least half through in-kind contributions and/or cash (example: \$100 from the Fund must be matched by \$50 of in-kind services, ticket sales, donations from other sources, etc.).

Grants for events which take place before the annual grant notification dates will not be accepted.

APPLICATION AND NOTIFICATION DEADLINES

Applications will be accepted twice annually. (*Applications for unique or special programs which fall outside of these dates will be considered on a case-by-case basis, based upon available funding.*)

Application Deadlines: The last Friday of September and the last Friday of January

Notification Dates: Two weeks after the deadline

The grant applications will be evaluated and ranked for funding by a panel of not less than three individuals appointed by the Dean of the College of Liberal Arts and Sciences.

Upon notification of a Fund award, all non-university grantees will be required to sign a contract concerning the grant funds to be awarded for the project. Funding will not be guaranteed and payment will not be possible until the signed contract is received.

NOTE: All press releases and promotional materials for projects receiving Jaenike Access grant support must carry the tag line:

“This program is made possible in part by a grant from the Ruth and Vaughn Jaenike Access to the Arts Outreach Program of the College of Liberal Arts and Sciences, Eastern Illinois University.”

FINAL REPORT

All grant recipients are required to submit a final report within 60 days of the completion of the project. The final report must include the following:

- a description of the project as presented, noting any changes from the project as originally proposed, of no more than two pages in length;
- a one-page financial report on how the grant funding was spent, and a break-down of all other project income and expenditures, including in-kind contributions;
- a record of how many individuals were served by the program; and
- copies of marketing materials, including press releases, press clippings, printed promotional pieces (posters, flyers, etc.), and other promotional materials.

Failure to submit a final report within 60 days of the project’s completion or failure to include the acknowledgment “This program is made possible in part by a grant from the Ruth and Vaughn Jaenike Access to the Arts Outreach Program of the College of Liberal Arts and Sciences, Eastern Illinois University.” on all press releases and promotional materials will be taken into account if the grantee applies for subsequent Ruth and Vaughn Jaenike Access to the Arts Outreach grant funding.