

Public Program Review via Zoom	Tue, June 1, 10am, Zoom link TBA
Applicant Notification	Fri, June 25, 2021
Use of grant funds may begin	Wed, Jul 1, 2021
Use of grant funds must conclude	Wed, Jun 30, 2022
Final Report Due	30 days following completion of grant period

ELIGIBILITY
<p>All applicants must document the following in order to be eligible:</p> <ul style="list-style-type: none"> • 18 years of age • Lives in Fayette County • Compliance with prior LexArts grants and reporting requirements

RESTRICTIONS
<p>Community Arts Project Grants for Artists will not fund:</p> <ul style="list-style-type: none"> • Instructional programs designed only to benefit students enrolled in public or private school districts, colleges, or universities • Activities/events outside Fayette County • General operating expenses • Activities intended primarily for fundraising • Historic preservation • Capital expenditures for equipment, or for facility construction or renovation • Debt reduction, penalties, or litigation costs • Hospitality activities including food or beverage • Programming or activities not available to the general public

SCORING CRITERIA

Applications will be assessed using the following criteria:

Community (40%)

- Public need
- Benefit to Community
- Target audience
- Partnerships
- Diversity
- Audience development
- Accessibility

- Project goals
- Planning

Program Planning and Evaluation (30%)

- Project experience
- Promotion and Publicity

- Evaluation methods - Describe the evaluation methods and processes that will be used to determine if program goals and objectives are achieved. Explain how you will track and measure participation in your project, including involvement of diverse constituencies and how the program activities will be documented.

Note: Evaluations include an assessment of the quality of work, strength of the program's arts focus, clarity and feasibility of the program's design and budget, qualifications of key personnel, the success of the program in serving the target audience and enriching lives through the arts, and the quality and creativity of the program's design. There are many types of valuable evaluation methods and processes including a [four-tier model](#).

Artistic Merit (15%)

- Artistic quality - Describe the process used for artistic decision-making for the project.
- Professional development - Describe how the project will assist in the professional development of your artistic discipline, audience, field of study, place-based community, or broader community.

FISCAL MANAGEMENT (10%)

- Project budget planning – Describe how your project budget was developed and indicate whether actual or estimated costs were used to prepare the budget.

REQUIRED SUPPORT MATERIALS

The following required documents must be uploaded as either PDF or Microsoft Word files in the Upload section of the application. Place the applicant's name and title of document in the upper right-hand corner.

- Resume or biographical information for applicant

OPTIONAL SUPPORT MATERIALS

- Letters of commitment or contracts signed by proposed artists
- Letters of support – maximum of two
- Evaluation Sample
- Resume or biographical information for other key project personnel (artists, consultants, program coordinators, etc.)
- Project budget breakout - [Budget Definitions](#)

REQUIRED ARTISTIC WORK SAMPLES

Select high quality artistic documentation that clearly illustrates the merit of your work and/or the work of the proposed artists for the project/program. All artistic support materials will be uploaded through the online form. Applicants may submit up to two types of media for their

artistic documentation with a total of six samples. Applicants must describe documentation clearly including concise, detailed and descriptive information.

AUDIO / VIDEO

Panelists will review up to 5 minutes of video or audio. Indicate in the upload description both the cue point and the description of what the panel is viewing/hearing at the cue point. Links to material are also acceptable and can be provided via hotlink in a PDF.

IMAGES

Submit no more than 6 images.

MANUSCRIPTS AND PUBLICATIONS

Panelists will read no more than 5 pages of material (8.5" x 11" single sided, single spaced, saved as a PDF and uploaded.)

GRANT REVIEW PROCESS

PHASE 1 – ELIGIBILITY

All applications will undergo an eligibility audit by the LexArts Community Arts Services staff. If an applicant fails to meet the eligibility requirements the application will not be forwarded to the panel. The staff makes no assessment of the review criteria. Once the application is reviewed and accepted for eligibility, LexArts will notify applicants via email by April 16, 2021.

PHASE 2 – PANEL REVIEW

LexArts relies on arts, cultural and community experts both within and outside Lexington-Fayette County to review Community Arts grant applications. Panelists are selected based on their knowledge of an art discipline, non-profit sector and/or community. The Community Arts Project Grants Program for Individual Artists review process is open for observation by the public and will take place June 1, 10 am, via Zoom. Panelists review each application and provide comments on the strengths and weaknesses of the application based on the criteria. Following this assessment, panelists score each criterion on a 5-point scale (1 = low; 5 = high). Funding recommendations by the panel are based on these scores.

PHASE 3 – GRANTS COMMITTEE

The Grants Committee of the LexArts Board of Directors reviews the panel's funding recommendations and allocates funding based on funds available.

PHASE 4 – LEXARTS BOARD APPROVAL

The Grants Committee's recommendations are submitted to the LexArts Board of Directors for its approval.

REQUIREMENTS AFTER FUNDING

- Grantees must sign the Grant Agreement Form and, if required, complete the Program Revision Form. Grant Agreement Forms must be signed and returned within 30 days of receipt.
- All grantees must attend the grantee orientation.

- If there are significant changes to the program, grantees must contact the Community Arts Services staff for approval and the approved changes must be provided in writing.
- Grantees must acknowledge LexArts as the funding source for the project and include its logo in print, social media platforms, websites, press releases and public presentations. [Guidelines for acknowledgement of LexArts support](#)
- All public activities must take place in facilities that are accessible to persons with disabilities.
- A Final Grant Report and support materials are due 30 days after the completion of the funded program.
- By signing the application, the applicant agrees to abide by all rules set forth in these guidelines. If an instance arises where the applicant does not complete the project for which funds were given, the applicant agrees to refund the total grant amount received to LexArts.

ON-SITE EVALUATIONS - LexArts' Community Arts Services staff may attend funded activities to monitor compliance with the terms of the grant agreement.