

**CITY OF LANSING – FIRST IMPRESSIONS PROGRAM
FY2018 PROGRAMMATIC SUPPORT**

The Arts Council of Greater Lansing, in partnership with the Lansing Economic Area Partnership (LEAP), is pleased to announce the City of Lansing's Programmatic Support, an activity of the First Impressions Program, for FY2018.

This program is by invitation only and all organizations that are invited to apply must meet the following criteria:

- Applicants must be an arts and cultural organization headquartered in the City of Lansing. Arts and cultural organizations are defined as those organizations whose primary mission is to provide an experience, including a learning experience, that is based in a specific arts or cultural discipline
- Applicants must have paid administrative staff throughout the contiguous 12 months of grant support
- Applicants must have at least 10 years of continuous year-round/daily arts/cultural programming in the City of Lansing. Festivals are not eligible to apply
- Applicants must have annual unrestricted cash revenue budgets over \$100,000
- Applicants must have non-profit status as evidenced through IRS tax determination letter (501(c)3) or proof of Michigan non-profit incorporation
- Applicants must comply with the requirements of the American with Disabilities Act of 1990 and Section 504 of Rehabilitation Act of 1973
- Applicants must not be delinquent on any debt owed to the City including, individual and/or business income tax, individual and/or property tax, assessments or fees and utility obligations

Participation from year to year is not guaranteed, nor is there a commitment to fund this program, or participating organizations at current levels if general fund appropriations do not allow. Amounts listed below are also not guaranteed as other organizations may become eligible and amounts updated to reflect increased participation. If you feel that you are eligible to apply and want to be considered for Programmatic Support in future years, please contact Meghan Martin, program manager at the Arts Council of Greater Lansing at 517/853-7582

Purpose and Goals:

Programmatic Support allows us to provide specific operational support to arts and cultural organizations who are headquartered in the City of Lansing. We define arts and cultural organizations as those organizations whose primary mission is to provide an experience, including a learning experience that is based in a specific arts or cultural discipline. These organization types are: Arts Education Organizations, Arts Services Organizations, Collecting or Material Organizations, Science Centers, Literary Arts Organizations, Performing Arts Organizations and Visual Arts/Film/Video Organizations.

The focus of Programmatic Support is to provide quality arts and cultural, as well as educational, programs to residents and visitors in the City of Lansing and Capital Region. This category funds specific arts programs conducted by non-profit arts and cultural organizations that utilize the talents and creativity of professional artists or arts educators in all arts disciplines to advance the creative, cultural and economic environment. Funding may be used for programmatic support including but not limited to: artist fees, salaries or wages, space rental, marketing or promotional expenses, and program supplies and materials including performance or other production costs.

Total Available for Programmatic Support through the First Impressions Program for FY2018: \$45,000

Tier Placement: Tier placement will be based on an average of the past 3 years of unrestricted cash revenues as represented by the organization's Form 990. Tiered amounts listed for programmatic support are contingent on an annual review of eligible organizations and may change from year to year. Not to exceed \$45,000.

Tier 1 - \$9,500

Unrestricted cash revenues with budgets over \$500,000 annually

Tier 2 - \$6,500

Unrestricted cash revenues with budgets within \$100,000 - \$499,999 annually

Grant Period for FY2018:

The grant period for Programmatic Support will be from October 1, 2017 to September 30, 2018.

Funding under the Programmatic Support Grants may NOT be used for:

Costs incurred prior to the grant starting date; fundraising events; travel; food or beverages; consultants who are members of an applicant's staff or board; payments to students, endowments, existing deficits, penalties, interest or litigation costs; scholarly or academic research, tuition, and activities which generate academic credit or formal study toward an academic or professional degree; projects funded with other City of Lansing grants outside of the arts and cultural program grants.

Grant Review Process:

This program is by invitation only and organizations have been pre-qualified. Applications will be reviewed annually by an internal peer review panel of artistic and community professionals, who recommend awards based on review and scoring of applications. The funding will be awarded in full based on the Tier System noted above if all criteria are met and a fully executed and a complete application is received. Decisions of the panel may not be appealed.

Criteria for Scoring:

- Artistic and Cultural Merit -- 40 points
- Program Descriptions, Management and Feasibility -- 30 points
- Budget, Organizational Capacity and Fiscal Competence -- 20 points
- Program Evaluation --10 points

Application Process:

Guidelines are available electronically at the Arts Council's website on the funding page at www.lansingarts.org. The application is available online at lansingarts.slideroom.com. A free applicant account is required to apply. All applications must be submitted by **11:59 p.m., September 15, 2017**.

Technical Assistance:

Technical assistance regarding the grant application is available by contacting Arts Council program manager, Meghan Martin, at 517/853-7582. A FREE workshop for potential applicants will be held on **Wednesday, August 3 at 1 p.m.** at the Greater Lansing Convention and Visitors Bureau, 500 E. Michigan Ave. #180, Lansing, MI 48912.

Application:

All attachments should be uploaded electronically with your application at lansingarts.slideroom.com. All files should be uploaded as a PDF.

- I. **COL – Applicant Information**
- II. **COL – Program Information**
- III. **COL – Required Attachments**
 - a. **Proposal Narrative** - Narrative must be no more than 4 pages, typed, single spaced, letter size. Do not use point type size smaller than 12 point, be sure to leave a minimum margin of 1" on all sides. Failure to adhere to formatting criteria may result in a loss of points.

Narrative is to include:

- Organization mission and history of at least 10 years of continuous operations
- Defined service area, headquarters, impact upon Lansing residents and visitors
- Define the year-long/daily programming that your organization intends to deliver to Lansing residents and visitors
- Details on the artistic and cultural merit of the proposed project
- An overview, timeline and location(s) of your proposed FY2018 programs
- Evaluation plan including how programmatic goals will be met through attendance and engagement figures, as well as behavioral changes of participants and the community-at-large

- b. **Proof of Non-Profit Status** - Non-profit tax exempt organizations must submit a copy of their IRS tax determination letter or proof of Michigan non-profit incorporation.
- c. **Form 990** – Please upload the most recent Form 990.
- d. **Board of Directors and Key Personnel** - Provide a list of current Board of Director's and their professional affiliations. Also provide a list of key personnel (indicating if they are full-time, part-time, contracted or volunteer), including, but not limited to, executive director, program directors, managers, participating artists, curators, cultural professionals, etc.
- e. **Organizational Operating Budget** - Provide a detailed operating budget showing estimated expenses and income for the organization's most recent completed fiscal year (your year-end report).
- f. **Lansing Treasury Information Request Form** - Please complete the form at the bottom of these guidelines, listing information for the executive director, president or authorized agent for your organization, along with the business data for your organization. This form will be reviewed by the City's Treasury Department prior to panel review and awards notification to ensure there is no debt owed to the City when applying for public funds. You may fill this in by hand, scan and attach.

IV. COL – Certification and Assurances

Notification/Payment/Contracting:

The Arts Council of Greater Lansing will notify applicants of the outcome in late September. Upon notification, grantees will be required to:

- Sign a grant agreement detailing terms for the use of funds (Grantees will be awarded 75% of total funds upon receipt and approval of contract and the remaining 25% upon completion and approval of the final report)
- Promote the City of Lansing, Lansing Economic Area Partnership, the Lansing Economic Development Corporation and the Arts Council of Greater Lansing through all publicity and promotional materials regarding the grant-funded activity
- Submit a final report due to the Arts Council of Greater Lansing **on or before October 31, 2018** including: a narrative summary of the project(s), community engagement initiatives and outcomes; a budget and budget itemization outlining project revenues and expenditures, grant funds leveraged; and publicity and promotional materials from funded activities

GRANT APPLICATION MUST BE SUBMITTED BY 11:59PM, September 15, 2017.

SlideRoom will not accept applications after this time. Incomplete applications will not be accepted.



Virg Bernero, Mayor

LANSING TREASURY INFORMATION REQUEST

Executive Director / President / Authorized Agent:

Name: _____

Home Address: _____

_____ Since _____

Daytime Phone #: _____

Social Security #: _____

Drivers License #: _____

Date of Birth: _____

Have you resided in Lansing at any time during the last 7 years? Yes _____ No _____

If Yes, please list locations and dates: _____

Have you worked inside the City at any time during the last 7 years? Yes _____ No _____

If yes, please list locations and dates: _____

If you have lived or worked in the City of Lansing, did you file City of Lansing Income Tax?

Yes _____ No _____

Business Data:

Name: _____

Address: _____

Business Phone #: _____

Federal

Employer Identification #: _____

Contact person other than authorized agent: _____

Do you, or any of these businesses, owe the City money for any reason? Yes _____ No _____

If yes, for what reason? _____

Name of any other Lansing area business in which your ownership participation exceeds 25%:

Signature

Date