



# **Public Art for Neighborhoods Fund: 2020-21 Community Connection Grants**

*Funded by the City of Indianapolis  
through the Public Art for Neighborhoods Program*

## **Guidelines and Application Instructions**

Apply Here: <https://tinyurl.com/pafn2020>

# Program Calendar

<b>Application period closes @ 4:30 p.m.</b> <i>Applications uploaded after 4:30 p.m. on the indicated date will be reviewed with the next group.</i>	<b>Decision Meeting (public)</b> <i>Applicants in the review group will be sent a link to the public comments form and a Webex link to listen in on the meeting</i>	<b>Grant Paperwork Sent to Awardees</b> <i>Paperwork can be completed online with a digital signature</i>	<b>Earliest Check Mailed</b> <i>(if paperwork completed before Monday morning)</i>
December 4	December 16	December 18	January 8
December 18	January 6	January 8	January 15
January 8	January 20	January 22	January 29
January 22	February 3	February 5	February 12
February 5	February 17	February 19	February 26
February 19	March 3	March 5	March 12
March 5	March 17	March 19	March 26
March 19	March 31	April 2	April 9
April 2	April 14	April 16	April 23
April 16	April 28	April 30	May 7
April 30	May 12	May 14	May 21
May 14	May 26	May 28	June 4
May 28	June 9	June 11	June 18

## Grant Application Assistance

You can view a pre-recorded application workshop [here](#).  
For personalized assistance, [schedule a 30-minute consultation](#).

# Public Art for Neighborhoods Fund: 2020-21 Community Connection Grants *GUIDELINES AND APPLICATION INSTRUCTIONS*

## About Public Art for Neighborhoods

Public Art for Neighborhoods is a City of Indianapolis program that ensures that City incentive funding for private development in certain districts returns benefits to neighborhoods in the form of increased arts and cultural activity. The program is authorized by Chapter 271 of the Indianapolis-Marion County Code of Ordinances.

## About the 2020-21 Community Connection Grants

This is a City of Indianapolis grant program administered by the Arts Council of Indianapolis. The funds to be granted have been provided to the City by private developers in partial or full satisfaction of their public art requirement as outlined in Ch. 271.

***At least 50% of funds granted through this program will support projects in neighborhoods where the average household income is less than 138% of the current Federal poverty line.***

The 2020 Community Connection Grants are designed to support the work of artists leading in their own communities, partnering with their neighborhoods and neighborhood-based organizations, to help address community-based challenges. Projects that address impacts of the COVID-19 pandemic and/or help to advance racial justice priorities on a hyperlocal level that have been identified by the neighborhoods themselves will be prioritized for funding. Through this funding, which is being directed as quickly as possible as an aspect of COVID-19 relief, artists can help envision a more connected, just, and equitable future for everyone.

- A total of \$50,000 has been reserved to make grants between \$500 and \$2,500 for projects that fit this purpose.
- **Apply anytime before May 28, 2021 for projects that will be completed no later than September 6, 2021.**
- Applications will be reviewed every 2 weeks.
- Grant awards will be made until funds are depleted.

This program was inspired by a recent essay from the Philadelphia-based writer and choreographer Andrew Simonet, which says, in part: “You don’t need to save the world.

You need only carry your gifts and skills into this present challenge. ... Make the art this moment needs.” ([Why artists are needed now](#))

Arts and culture will be essential to our recovery and progress as a society, and supporting artists’ work is the key to arts and cultural activity.

The Arts Council will work to ensure equity of opportunity and funding for artists of color and will actively support neighborhoods with lesser resources as they develop projects, look for artists, and write their funding application.

## Am I Eligible to Apply for This Grant?

Each project submitted for funding must have a **Lead Applicant**, a **Participating Artist** (who may also serve as the Lead Applicant), and at least one **Community Partner** if the Lead Applicant is also the Participating Artist.

Funding will be provided to the Lead Applicant, who may be required to declare the grant payment as income with their annual tax return.

### Eligible Lead Applicants

- Individual artists (literary, performing, visual, etc.), or a group or collective of artists.
- Neighborhood-based and neighborhood-serving ***non-arts*** organizations, such as a neighborhood association, a community development corporation, a resident association, a neighborhood group, a social service organization, etc. with a defined mission to serve a specific neighborhood.

An organizational Lead Applicant must be physically based in the Marion County neighborhood where the project is planned to take place.

### Eligible Participating Artists

- If the Lead Applicant is not an individual artist (literary, performing, visual, etc.) or a group or collective of artists, the Lead Applicant **MUST** identify at least one Participating Artist by name.
- The Participating Artist must provide a letter committing to work with the Lead Applicant if the Lead Applicant’s proposed project is funded through this program.
- The Participating Artist must be paid for their participation in the project.

## **Eligible Community Partners**

- If the Lead Applicant is an individual artist (literary, performing, visual, etc.) or a group or collective of artists, the Lead Applicant MUST identify at least one Community Partner by name.
- The Community Partner(s) can be a neighborhood-based and neighborhood-serving organization (such as a neighborhood association, a community development corporation, a resident association, or a neighborhood group), a non-profit organization, a unit of city government, a school, a church, or anyone else that can help the Lead Applicant complete the project successfully.
- The Community Partner(s) must be physically based within the neighborhood where the project is planned to take place.
- The Community Partner(s) must submit a letter outlining their role and commitment to the project at the time of application.

## **Is My Project Eligible to be Funded?**

- The proposed project must be an arts- or culture-based event, program, activity, installation, or idea that is open to the general public to access free of any admission charge.
- The proposed project must take place in Marion County.
- The proposed project must have a defined beginning and end.
- The proposed project must be completed on or before September 6, 2021.

## **What Kind of Project Are You Looking For?**

- We are preferring projects that use the arts to address issues or situations raised by the COVID-19 pandemic within the community, and/or engage the arts to support racial justice initiatives on a neighborhood scale.
- Any project that pairs artists with communities to address neighborhood issues will be eligible for funding.
- We are looking for a strong, authentic, collaborative partnership between an artist and the community--ideally, with an artist who lives in the community.
- We are looking for an approach that is artistically relevant to the community, and one that the community members will connect with and appreciate.

*Potential projects to consider include:*

- Artistically supporting and reinforcing COVID-19 health directives, and providing artist-created health-related items
- Putting a human face to the current crises, and raising awareness of victims' basic humanity

- Connecting local COVID-19 relief and racial justice efforts to larger national and international statements and movements
- Creating works of art in public that support “cope, hope, and act” initiatives
- Entertaining people from a safe distance
- Providing welcome distractions
- Supplying methods of self-care that allow people to relax and laugh during difficult times

## What Cannot Be Funded?

The following types of **organizations** may offer space, promotion, support, or staff involvement, but may not receive payments from grant funds:

- **Arts organizations** (*Arts organizations are encouraged to support artists and neighborhoods in their projects, but this program is intended to provide the opportunity for artists and communities to take the lead. Therefore, arts organizations are not eligible to apply for funds. If you are unsure whether you are considered an arts organization, please email [jmoore@indyarts.org](mailto:jmoore@indyarts.org)*)
- **Schools**
- **Units of city government**
- **For-profit businesses** (*e.g. retail stores, restaurants, personal service providers, etc. Please email [jmoore@indyarts.org](mailto:jmoore@indyarts.org) if you are unsure whether a business falls into this category*)

The following types of **projects** cannot be funded:

- **Fundraisers**
- **General operating support**
- **Religious ceremonies or celebrations**

## How Much Can I Request?

You can request any amount between \$500 and \$2,500. The amount you request can be the entire cost of the project.

## When Do I Apply?

You can apply anytime. The cutoff period for review groups is Fridays at 4:30pm on the following dates:

November 13  
December 4  
December 18

January 8  
January 22  
February 5

February 19  
March 5  
March 19

April 2  
April 16

April 30  
May 14

May 28

Because this program is authorized by a City ordinance, **all submissions are considered public information** and will be made available on the grant program website for review and comment several days before the public meeting at which funding decisions will be made.

Applicants will be notified within two weeks of the review period closing date and project activities may begin as soon as the grant agreement is signed.

**NOTE: Awards will be given until funds are depleted, so deadlines are tentative based upon available funding.**

## How Do I Apply?

Apply online [here](#).

## How Will My Application Be Reviewed?

- Each application will be reviewed and scored in a public meeting by the Public Art for Neighborhoods Selection Committee. Applicants will be sent a Webex link to the review meeting.
- Applications will be scored on a 100-point scale. Applications scoring 80 points or more will be recommended for funding.

Reviewers are looking for the following:

- **25 points - Envisioning a Connected, Just, and Equitable Future for Neighborhoods Through the Arts:** The project's ability to meaningfully engage its community through the proposed artistic activity.
- **25 points - Lead Applicant Capacity:** The Lead Applicant's ability to successfully plan and manage a project to conclusion.
- **50 points - Artistic Quality and Cultural Vibrancy:** The project's ability to create a high-quality artistic experience that helps the community rise to the challenges of COVID-19 and/or working for racial justice.

## What are the Reporting Requirements?

Each grant requires a grant agreement and a final grant report.

### Grant agreement

- If the Lead Applicant is an organization, the grant agreement must be signed by the organization's highest official.

- **If the Lead Applicant is an organization**, documentation must be provided that verifies its status as an organization. The Lead Applicant does not have to be a 501(c)(3) nonprofit organization. If you have questions, ACI staff can help the Lead applicant determine which verification documents to submit.
- If the Lead Applicant is an individual artist, they must provide a [Form W-9](#).

Payment vouchers for the initial and final payments are also submitted with the grant agreement, so payments can be released quickly.

**Final report** (due within 60 days of project completion): Grantees will be sent a link to a final report template that includes both narrative and financial sections. The second grant payment will be sent after the final report is submitted.

## How do I Get the Grant Funds?

The first payment of 80% of the grant award will be issued once the Lead Applicant has submitted their grant agreement materials and pending the Arts Council's receipt of funds from the City of Indianapolis.

The second payment of 20% will be made within 30 days of the Arts Council's receipt and approval of a final report. The Arts Council will send a link to an online final report template with both narrative and financial sections.

## Can I Reapply if I Don't Receive a Grant?

Depending on the timeline of your project, yes. We recommend [contacting an Arts Council staff member](#) to review your project and application if it was unsuccessful the first time. There may be very simple adjustments to ensure success when you reapply.

## QUESTIONS? We are here to help!

Check the [FAQ document](#) to see if your question has already been answered.

If you have other questions concerning Public Art for Neighborhoods or the 2020 Community Connection Grant guidelines, wish to talk about your grant idea, or want to have your application reviewed before submitting it, [set up a phone consultation](#).

You can also email Julia Moore, Director of Public Art, [jmoore@indyarts.org](mailto:jmoore@indyarts.org)

If you have a question about grantwriting, or if you need technical assistance with the application form, email Bailey Peycha, Impact and Equity Coordinator, [bpeycha@indyarts.org](mailto:bpeycha@indyarts.org).

## About the Arts Council of Indianapolis

*The mission of the Arts Council of Indianapolis is to foster meaningful engagement in the arts by nurturing a culture where artists and arts organizations thrive.* The Arts Council is an organization that advocates for the need and importance of broad community funding and support for a thriving arts scene; innovates by constantly pursuing and promoting innovative ideas and programs that better serve the area, its artists, and arts organizations; and connects artists, audiences, businesses, foundations, and arts and cultural organizations with opportunities to explore and expand central Indiana's creative vitality.

The Arts Council of Indianapolis is committed to working with the arts and cultural community to cultivate a sector that serves, celebrates, and values every resident of Indianapolis. We envision a city where engagement in the arts is not pre-determined by socio-economic status, race, ethnicity, gender, sexual orientation, or disability. We also believe that Black lives matter and we are committed to supporting Indianapolis' Black artists--whom we need more than ever to help imagine a different world. Read our full statement about our commitment to racial justice in the arts here <https://indyarts.org/statement> and our full equity statement here <https://indyarts.org/about/equity-statement>

**924 N. Pennsylvania St.  
Indianapolis, IN 46204-1021**  
Phone: 317.631.3301 Fax: 317.624.0246  
Grants information: [grants@indyarts.org](mailto:grants@indyarts.org)

*The Public Art for Neighborhoods Program is authorized by Ch. 271 of the City of Indianapolis-Marion County Code of Ordinances.*



# Application Instructions

There are four parts to the grant application:

- Part 1: Lead Applicant Information
- Part 2: Project Budget
- Part 3: Proposal Narrative
- Part 4: Support Material

There is also a submission checklist to make sure you have completed all four parts of the application.

## Part 1: Lead Applicant, Participating Artist, & Community Partner Information

- **Lead Applicant name(s) and contact information**
  - Check the box indicating whether the Lead Applicant is an organization.
- **Participating Artist(s) name(s) and contact information**
  - Check the box indicating whether the Participating Artist is also the Lead Applicant
- **Community Partner(s) name(s) and contact information**

**If the Lead Applicant is an organization:** Provide a brief description of your organization and how it serves your community, and how long it has been in operation. (500-character limit, including spaces)

**City Council Information:** All applicants must complete this information regarding City Council District and Councillor name for the project location's physical address. Find the district and Council member here: <https://www.indy.gov/workflow/find-your-elected-official> (when entering the address, do NOT use N / S / E / W before the street name)

## Part 2: Project Budget

Provide a project budget by listing the expense and income items in the blanks provided on the application form.

Every project must have **at least one expense item**, which is the total amount of the fees you plan to provide to the Participating Artist(s).

- The form allows you to list up to four total expense items.
- We recommend grouping the expenses into logical categories and using the associated text field to provide a brief description of the amount.

Every project must have **at least one income source**, which is the grant amount you are requesting. You may request any amount from \$500 to \$2,500.

- The form allows you to list up to three additional income sources.
- We recommend grouping the income sources into logical categories and using the associated text field to provide a brief description of the amount.

**Your Total Project Income must equal your Total Project Expenses.**

You can use the tables below to write out your budget before filling in the form.

### Project Expenses

Expense Item	Expense Amount
Artist Fees	\$
	\$
	\$
	\$
<b>Total Project Expenses</b>	<b>\$</b>

### Project Income

Income Source	Income Amount
Grant Request	\$
	\$
	\$
	\$
<b>Total Project Income</b>	<b>\$</b>

## **Part 3: Proposal Narrative**

The narrative section is where you tell your project's 'story' in as much detail as possible. On the online application, each question will be answered in an individual text box. Be sure to answer each of the questions. Proof the narrative carefully and have someone else read through it prior to submission to make sure it's clearly written.

### **How to Format your Narrative Responses**

Each narrative question will be answered in its own individual text box and has a set limit of characters per question. We recommend that you first compose your responses in a word processing program (Google Docs is free to anyone with a Gmail account!), then **copy & paste** your text into the appropriate text box on the online application form. If you choose to copy & paste your responses from Microsoft Word specifically, **do not** bold, italicize, underline, bullet, number, indent, embed hyperlinks or use any other formatting options available in Microsoft Word. This type of formatting may cause your text to become illegible when you copy and paste it. We recommend that you use this free online Notepad application to compose your text:

[rapidtables.com/tools/notepad.htm](https://rapidtables.com/tools/notepad.htm). Review your pasted text carefully to ensure that it does not contain unwanted characters, symbols, etc. that may result from the use of formatted text.

### **General Project Information**

So that we may report progress on Public Art for Neighborhoods Ordinance goals, please answer the following two questions. ***Your answers will not be used to evaluate your application:*** they are for statistical purposes only.

**A. Which of the following Public Art for Neighborhoods Ordinance goals most closely aligns with your project? (check as many as apply)**

- Provides artistic experiences in a public place
- Beautifies a public place
- Promotes cultural heritage
- Promotes artistic development
- Enhances the city's character and identity
- Contributes to neighborhood economic development
- Contributes to tourism
- Improves public safety

**B. What is the name of the neighborhood where your project will take place? Provide a brief description of the neighborhood boundaries. (75 character limit)**

**Answer the following three questions to tell us about your project:**

1. **What do you want to do, and when will you do it? who will do it, and how will you do it? (5,000 character limit)**

What is your project? Who is involved? How will you do it? Include as much information as possible about the arts-based project and how it will be carried out. Talk about what roles the Lead Applicant, Participating Artist (if not the Lead Applicant), and Community Partner (if not the Lead Applicant) will play, and where, when and how it will all come together. If the project results in a physical installation or object, be sure to talk about how long it's meant to remain in place after it is installed, how and by whom it will be maintained during that time period, and when/by whom it will be removed. Finally, when stating your timeline, **remember that the project must be completed by September 6, 2021** in order to receive funding through this grant opportunity. (physical installations need not be removed by September 6, but they should have an identified lifespan)

2. **How will you work with the neighborhood residents to plan and carry out your project? (2,000 character limit)**

Explain how the artistic aspects of the project were developed with the community to address the condition or goal. Does the artist live in the neighborhood? How will the community continue to have a voice throughout the project?

3. **How does this project connect to the needs of your community? If applicable, how does the project lessen the impact of COVID-19 on your community, and/or how does it relate to your community's interest in racial justice? (5,000 character limit)**

Explain how the project came about (the “origin story” of your project), and what it means to your community. If the project is inspired by an incident, statistic, or condition in the community or by a goal the community wants to reach, be sure to describe or explain it. ***Projects that connect to the community's experience of COVID-19 or racial justice are preferred for funding.***

**Questions about writing your narrative?** Contact Julia Moore, Director of Public Art ([jmoore@indyarts.org](mailto:jmoore@indyarts.org)) for assistance.

### **Part 4: Support Material**

In this part of the application, you will attach supporting material that will help the reviewers understand the artistic aspects of your application. There is a total of 25MB allowed for attached materials.

- **ARTISTIC DOCUMENTATION (Still Images, Documents, and Video Files)**

The following items can serve as artistic documentation:

- A PDF document with live links to one or more videos (up to 5 minutes in length). The videos should be a sample of the type of work that the artist who will be associated with the project produces or presents.
- Up to 5 PDF or JPEG files of still images that highlight the artist(s) who will deliver the project and provide a good representation of their artistic product and the audience's experience of that product. Images can also represent a site plan, site photograph, sketch, mockup, or other visual depiction of the planned project. Still images should be of good quality, in focus, and in full color.
- A PDF document with a live link to the website or other online profile of the Lead Applicant (if the Lead Applicant is an artist) or Participating Artist. ***Do not provide social media information*** unless it directs reviewers to a dedicated account devoted to the artist's practice with no personal information.
- OPTIONAL: In addition to the above, you may choose to attach PDF documents containing resumes and/or artist statements for the Lead Applicant (if an artist) or Participating Artist, or other artistic content directly related to the project such as a score, script, etc.

Arts Council staff can preview your artistic documentation and provide an assessment of its usefulness for the application.

- **LETTERS OF SUPPORT (PDF)**
  - **Required if the Lead Applicant is also the Participating Artist:** Upload a letter of support from the Community Partner, committing to work with the Lead Applicant on the project if it is funded.
  - **Required if the Lead Applicant is a neighborhood-based organization:** Upload a letter of support from the selected Participating Artist, committing to work with the Lead Applicant on the project if it is funded.
  - **Optional:** Up to 3 additional letters of support and/or commitment from additional Community Partners, as desired.

### **Submission Checklist**

Before submitting your application online, please go back and double-check that you have filled out all the information appropriately and to the best of your ability.

The checklist is for your own personal use. You will be required to check all four boxes within the online application before submitting your application.

- **Part 1: Lead Applicant Information** – Applicant has filled out all required fields
- **Part 2: Project Budget** – Project income and project expenses have been completed, and the project expenses equal the project income.
- **Part 3: Proposal Narrative** – All 5 questions have been answered
- **Part 4: Support Material** – Applicant has uploaded artistic documentation, artistic documentation description, and letters of support

## **QUESTIONS? We are here to help!**

Consult the [FAQ document](#) to see if your question has already been answered.

If you have a new question about Public Art for Neighborhoods or the 2020 Community Connection grant guidelines, want to talk about your project idea, or have your application draft reviewed before submitting it, [set up a phone consultation](#) or email [jmoore@indyarts.org](mailto:jmoore@indyarts.org)

If you have a question about grantwriting, email [grants@indyarts.org](mailto:grants@indyarts.org).