



# COMMUNITY CULTURAL GRANT PROGRAM GUIDELINES



## IOWA COMMUNITY CULTURAL GRANT Fiscal Year 2026

### BACKGROUND

The Iowa Community Cultural Grant Program (the “Program”) is administered by the Iowa Arts Council (IAC), which exists within the Iowa Economic Development Authority (IEDA). Through the Program, the IEDA provides grants to cities, county governments, tribal councils and nonprofit, tax-exempt organizations to support the development of community programs that provide jobs for local Iowans while promoting Iowa’s cultural, ethnic, and historical heritages through the development of festivals, music, drama, cultural programs, and tourism projects.

The Program is funded through an appropriation to the IEDA by the Iowa Legislature. Operating and grant policies and definitions set out at 261 IAC Chapter [305](#) and rules pertaining to organization and operation of the IAC found at 261 IAC Chapter [304](#) apply to the Program. Rules specific to the Program can be found at 261 IAC Chapter [301](#). Additional eligibility requirements and priorities are as set out in these guidelines published by the IEDA.

### QUESTIONS

Potential applicants, especially first-time applicants, are encouraged to review all published material, including the administrative rules and published guidelines, and contact Creative Community Development and Infrastructure Programs Manager Jon Berg at [jon.berg@iowaeda.com](mailto:jon.berg@iowaeda.com) well in advance of application deadlines if they have any questions regarding the Program.

### ACCESSIBILITY

The IEDA is committed to providing reasonable accommodations to eligible applicants. For technical support submitting the online application, please contact the Accessibility Coordinator, Elizabeth Ferreira, at 515-348-6325 or [elizabeth.ferreira@iowaeda.com](mailto:elizabeth.ferreira@iowaeda.com), at least two weeks in advance of the application deadline.

### TIMELINE

#### April 22, 2025 | Fiscal Year 2026 Application Deadline

The deadline to submit an online application is 11:59 PM on April 22, 2025, for the funding period July 1, 2025 – June 30, 2026.

#### June 2025 | Funding Decision Notification

Typically, applicants are notified of funding decisions within eight weeks after the application deadline.

#### July 1, 2025 – June 30, 2026 | Eligible Funding Period

The Eligible Funding Period is July 1, 2025 – June 30, 2026. All grant project expenses must be incurred and activities must be completed within the eligible funding period.

## **August 1, 2026 | Final Report Deadline**

Grant recipients are required to complete a final report by August 1, 2026.

## **GRANT AMOUNTS AND DISBURSEMENT**

### **One-Time Project Expenses**

Applicants may request funding for eligible one-time project expenses incurred and expended during the Eligible Funding Period.

- Minimum Grant Request: \$1,000
- Maximum Grant Request: \$20,000

In fiscal year 2025, grant awards ranged from \$6,200 - \$20,000 with an average grant award of \$12,301.

Based on the review process and subject to available funding, the IEDA reserves the right to award only a portion of the requested grant amount.

### **Grant Payment**

Grant recipients will receive the full grant amount award upon full execution of the grant agreement. Recipients must complete a final report at the end of the eligible funding period outlining how the grant funds and cash match were spent. Recipients must return any unspent grant funds to the IEDA within thirty (30) days after the final report deadline.

## **APPLICATION REQUIREMENTS**

### **Eligible Applicants**

Only applicants of the types listed below are eligible to apply. Entities that do not fall into one of these categories are not eligible to apply.

- Nonprofit organization that meets the following criteria:
  - Actively registered with the Iowa Secretary of State to do business in the State of Iowa.
  - Incorporated and physically located in Iowa or located in a border community that meets the requirements set out in the IEDA's [Border State Policy](#). "Physically located in Iowa" means maintaining a current registered office and registered agent address in Iowa pursuant to Iowa Code section 490.501 ([Iowa Code 490.501](#)) and maintaining a staff presence, with at least one paid full-time staff member, physically located and working in Iowa.
  - Exempt from federal taxes pursuant to Internal Revenue Code § 501(c)(3) or applying through a fiscal agent. "Fiscal agent" is defined for purposes of the Program and these guidelines in 261 IAC 301.3 ([261-301.3](#)).
  - Open to the general public and established for the promotion and development of one or more of the following disciplines or activities: the arts, history, culture, ethnicity, historic preservation, tourism, economic development, festivals, or municipal libraries.
- Unit of Iowa local or county government or federally recognized tribal council physically located in Iowa.

An organization whose primary purpose is to channel resources (financial, human, or other) to an affiliated organization may only apply if the affiliated organization does not submit its own application. This prohibition applies even if each organization has its own 501(c)(3) status. For example, the "Friends of ABC Museum" may not apply if the ABC Museum, itself, has applied.

### **Accessibility - Americans with Disabilities Act**

Each applicant must demonstrate that it is in compliance or actively working to be in compliance with [Section 504](#) of the Rehabilitation Act of 1973 and the [Americans with Disabilities Act of 1990](#). These laws prohibit discrimination against individuals with physical and/or mental disabilities. Both programmatic and structural accessibility must be addressed in the application.

### **Universal Entity Identifier (SAM-UEI)**

Entities applying for IEDA programs must be registered with the U.S. Government's System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov). Entities that register in SAM.gov are assigned a Unique Entity Identifier (UEI), which is required for doing business with the federal government. All applicants for IEDA programs except for individual applicants are required to have a UEI and maintain an active SAM.gov registration for the duration of the application process and, if awarded a grant, for the life of the award.

### **Ineligible Applicants**

Ineligible applicants include:

- Individuals.
- Educational institution or an organization attached or affiliated with an education institution whose primary orientation, mission and purposes are education and/or awarding academic credits.
- For-profit corporation or business.
- Political party.
- Labor union.
- State or federal government agency.
- Organization whose primary purpose is to support any excluded type of organization.
- National service/professional organization.
- Organization that will receive a fiscal year 2026 Cultural Capacity Building Grant or Cultural Leadership Partners Grant.
- Organization that has received grants, loans or other incentives through the Iowa Arts Council or other program administered by the IEDA that are not in compliance with reporting or other requirements or that are listed on the IEDA's funding moratorium list.

## **IOWA COMMUNITY CULTURAL GRANT PROJECT REQUIREMENTS**

### **Eligible Projects**

Eligible projects include qualified festivals; performing, visual or literary arts projects; and historic preservation, museum, tourism or ethnic heritage projects which will enhance Iowa's cultural climate.

Eligible community projects must involve collaborators, include a cultural heritage experience or learning opportunity, demonstrate public value to Iowans through deliberate public engagement and access to project activities, and provide jobs for

Iowans. All projects must have a clear beginning and end date during the Eligible Funding Period

Applicants may apply for support of an annual event or series only if they can demonstrate how the event or series is unique to the Eligible Funding Period and worthy of support. Project content must change from year to year.

### **Ineligible Projects**

Projects that fall outside of the identified types of eligible projects will not receive funding through this grant program. Ineligible projects include, but are not limited to, the following types of activities.

- Capital Infrastructure, including construction, renovation, or maintenance
- Ongoing projects or programming
- Grant projects that begin or end prior to or after the eligible funding period (grant projects may represent a phase of a larger project with a longer timeline)
- Social activities such as receptions, parties, galas, community dinners, picnics, and potlucks

## **BUDGET REQUIREMENTS**

### **Eligible Grant Request Expenses**

Iowa Community Cultural Grants support project expenses that are essential to the completion of the proposed project. The grant request must be dedicated to eligible one-time, direct project expenses and legitimate parts of the proposed project and must be incurred and expended within the Eligible Funding Period. Expenses identified in the grant request should be based on competitive, current market pricing.

Eligible grant request expenses include direct project costs such as:

- Access accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling).
- Artist Fees (e.g. creation, preparation, performance time).
- Costs of items created through project activities (e.g. publishing books or exhibition catalogs, music recordings, films for distribution).
- Domestic Travel (e.g. mileage, accommodation, per diem).
- Marketing (e.g. print material, ad buys, design fees).
- Materials (e.g. paint, costumes, props).
- Overhead and Administrative Costs that are directly allocable to the project (e.g. a percentage of space/facility costs, the percentage of staff time for the administrative support of a project)\*
- Personnel Time Dedicated to the Project\*\* (e.g. planning, execution, evaluation time).
- Portion of Space/Facilities costs such as mortgage principal, rent, and utilities, as allocable to the project
- Professional Services (e.g. printer, graphic designer, security).
- Rentals (e.g. stages, lighting/sound, scissor lift, portable restrooms).
- Shipping costs (e.g. to transport artwork, instruments)
- Supplies, the cost of which is less than \$10,000 per unit (e.g. camera, computers/software, kiln).

*\* Overhead and Administrative Costs must be reasonable and consistent with best practices in financial management. It should not simply be a percentage of the project budget. Applicants must be able to calculate the actual costs included in the line item.*

*\*\*Applicant must demonstrate how personnel time is specifically dedicated to the proposed project. Personnel benefits, such as health insurance and paid time off, are not eligible for reimbursement. State of Iowa agencies cannot include personnel costs in the grant request, but such expenses may be included as part of the cash match requirement.*

### **Indirect Costs**

Applicants who are unable to calculate direct Overhead and Administrative Costs associated with the proposed project can include indirect costs instead.

Indirect Costs are overhead, administrative, or general operating expenses that are not readily identifiable with or are difficult to assign to a specific project. Examples of Indirect Costs include the expenses associated with operating and maintaining facilities and equipment, rent, utilities, supplies, and administrative salaries. The indirect cost rate is either the current and appropriate indirect cost rate negotiated with the applicant's Cognizant Federal agency or a de minimis rate of 15%.

The indirect cost rate is applied to the Modified Total Direct Costs noted in the grant budget, which include project expenses like salaries and wages, materials and supplies, services, and travel. Modified Total Direct Costs do not include project costs like purchasing equipment, rental costs, among others.

### **Ineligible Grant Request Expenses**

Expenses that fall outside of the identified eligible expenses for the project may not be included as part of the grant request.

Ineligible grant request expenses include, but are not limited to:

- Acquisition/purchase of artwork
- Budget shortfalls
- Capital expenditures, including the purchase of fixed assets or tangible personal property, including information technology systems, having a useful life of more than one year and a per-unit cost that is equal to or greater than \$10,000
- Collection, maintenance or restoration expenses
- Costs for the creation of new organizations
- Costs of goods for resale, including concessions or promotional merchandise such as clothing or items purchased for sale
- Costs for planning, staffing, and supplying social activities
- Facilities costs and staffing expenses except personnel costs dedicated to the project or indirect costs as described above
- Deficit or debt reduction
- Donations or contributions to other organizations
- Expenses incurred prior to or after the eligible funding period
- Food, beverage and alcohol. Food and beverage may be included if they have a clear programmatic purpose.

- Foreign travel
- Funding cash reserve or endowment accounts or instruments
- Fundraising or benefit activity expenses
- General miscellaneous or contingency costs
- Home studio/office costs or expenses, including utilities and mortgage payments
- Lobbying activity
- Personnel benefits
- Prizes and awards
- Project costs supported by any other federal or state funding
- Property maintenance, restoration or renovation expenses
- Purchase and/or use of gift cards and gift certificates to support project costs
- Purchase of a vehicle
- Tuition, fees or project activity that results in an applicant's undergraduate or graduate course credit, degree or certification
- Unallowable expenses for federal awards as defined in 2 CFR 200 Subpart E - Cost Principles
- Unrealized ticket or event revenue, i.e., providing free tickets or scholarships to attend an event
- Visa costs paid to the federal government

### **Match Requirement**

Applicants are required to demonstrate investment in the project by providing one to one matching funds to the total grant amount requested from the IEDA. For example, an applicant that requests \$10,000 in grant funds needs at least \$10,000 in matching funds for a minimum total grant project budget of \$20,000.

The required matching funds must be dedicated to one-time project expenses that are legitimate parts of the proposed project. Matching funds may be all cash or a combination of cash and in-kind contributions. Applicants will need to include any in-kind contributions as direct costs in the project budget to balance the budget. The applicant is not required to secure the matching funds at the time of application but must secure them by the end of the eligible funding period and identify them in the final report due August 1, 2026.

- Cash match is actual cash, like cash donations, grants, organizational reserves, and revenues that are received for the project.
- In-kind match is non-cash goods or services provided at no charge to the project by a third party. The use and value of third-party contributions must be properly documented. All third-party contributions must be necessary and reasonable for the project.
- Expenses used for matching funds must adhere to the same expense eligibility requirements as detailed in the budget requirements section of these guidelines.
- State or federal funds cannot be used to meet the match requirement.
- Funds provided by units of county or local government may be used to meet the match requirement.

### **FUNDING PRIORITIES**

Priority is given to projects that have high-quality arts production or arts experiences, projects that advance the goals of the [Iowa Arts Council Strategic Plan Framework 2022-2026](#), projects that occur within a locally designated Cultural and Entertainment District, and projects from a

Certified Film Festival. For projects happening in a locally designated Cultural and Entertainment District, applicants are encouraged to submit a letter of support from the district for their project under support materials. Contact Jon Berg at [jon.berg@iowaeda.com](mailto:jon.berg@iowaeda.com) for district contact information.

## **REVIEW PROCESS**

### **Eligibility Review**

Submitted applications are reviewed by staff for completion, eligibility, and adherence to published guidelines. Applications are reviewed as submitted, provided that the IEDA may contact applicants if any additional information is required. New application information or subsequent application clarification submitted after a program deadline is not considered unless requested by an IEDA program manager. Staff will also review an applicant's record of compliance and standing with the Iowa Arts Council, the IEDA, other state agencies, including the Iowa Department of Revenue, and federal government agencies or departments. Applications or applicants determined by staff to be incomplete or ineligible will not move forward to panel review. A determination as to eligibility or completeness is the final agency action.

### **Competitive Panel Review**

Applications by eligible applicants that are complete and adhere to Program requirements will be referred for a competitive review by a panel of professionals with expertise in the arts, history and economic development. Applications will be scored and ranked based on the published scoring rubric. Recommendations for consideration and approval are submitted to the Director of the IEDA.

### **Decision Notification**

Applicants are typically notified of funding decisions, including decisions to decline to fund applications, within eight weeks after the application deadline. Applicants are encouraged to refrain from contacting staff for application status updates during the funding decision process.

## **APPLICATION SUBMISSION**

Applicants must submit applications via the Iowa Arts Council's SlideRoom, an online application portal. Applications will not be accepted in any other format. Late, incomplete or ineligible applications will not be accepted. Applicants can access the current online application requirements at [iowaartscouncil.slideroom.com](http://iowaartscouncil.slideroom.com). Applicants must create a login to view the full application requirements for the program. Applicants can visit [help.liaisonedu.com](http://help.liaisonedu.com) for assistance related to the online submission.

### **Application Questions and Scoring Rubric**

The Iowa Community Cultural Grant Scoring Rubric will be used by the review panel to evaluate grant applications. The following application questions are provided for reference only. Applicants must review and complete application requirements in the SlideRoom portal. Each section has criteria and corresponding point values to ensure an unbiased review process. The rubric is on a scale of 50 points.

***Applicant Overview*** – This section is not scored.

### **Mission Statement**

Enter applicant's mission statement.



**Applicant Profile**

Describe applicant’s organizational history and the community it serves. Provide a broad overview of the programs and services the organization offers.

**Project Description**

Describe the proposed project, including:

- What the project is and the project activities that will take place and be accessible by the public.
- Where the project activities will take place.
- The process for selecting the artists and/or culture bearers participating in the project activities.
- Why applicant is proposing to do this project.

Is the project part of regular ongoing programming, like an annual event or exhibit? (Yes/No) If yes, describe how the grant funds will be used to supplement, enhance, or otherwise provide additional opportunities that the applicant has not been able to offer in the past with the existing programming.

<b>PROJECT DESCRIPTION: 5 points possible</b>		
5	3	1
Project description is clear. The value and appropriateness of the project to the organization’s mission, artistic/cultural field, artists/culture bearers, audience, community, and/or constituency is clear. Project activities that engage the public are exemplary, clearly defined, and accessible.	Project description is satisfactory. The value and appropriateness of the project to the organization’s mission, artistic/cultural field, artists/culture bearers, audience, community, and/or constituency is considered. Project activities that engage the public are described and accessibility is considered.	Project description is inadequate. The value and appropriateness of the project to the organization’s mission, artistic/cultural field, artists/culture bearers, audience, community, and/or constituency is unclear. Project activities that engage the public are not described or accessibility is unclear.

**Schedule of Key Project Dates**

Provide a timeline of when project activities outlined in the Project Description will occur. Be sure to include when key artistic decisions will be made, project phases, and events, as applicable. Grant projects may represent a phase of a larger project with a longer timeline. If, for context, you describe activities that occur outside of the eligible funding period, indicate by adding an asterisk (\*). Deadlines can be listed as the month it is set to be complete, such as “September 2025”, rather than a specific date.

<b>SCHEDULE OF KEY PROJECT DATES: 5 points possible</b>		
5	3	1
Confident project will successfully happen through a clear, detailed timeline of tasks.	Project is achievable through the identified timeline of tasks.	Multiple concerns about project achievability. Timeline of tasks is insufficient.



**Cultural and Tourism Value**

Describe why proposed project is important to the historical, ethnic, cultural and tourism vitality in Iowa, including:

- The intended communities, participants, and/or audiences involved in the project activities, and how they will benefit.
- Specific plans to engage cultural groups in the project activities.
- How the project will attract tourists to the community.

<b>CULTURAL AND TOURISM VALUE: 5 points possible</b>		
5	3	1
The project value is well-defined. Exemplary plans are in place to highlight historical, ethnic, and/or cultural vitality of project activities. Project will clearly benefit local tourism efforts.	Project value is identified. Some plans are in place to highlight the historical, ethnic, and/or cultural vitality of project activities. Project will likely impact local tourism efforts.	Project value is not identified or unclear. Significant concerns exist about plans to highlight the historical, ethnic and/or cultural value of project activities. Project activities may not benefit local tourism.

**Project Collaborators**

Complete the table below outlining at least one and up to ten key individuals (such as staff, artists, culture bearers, teaching artists, collaborators, consultants, mentors) and/or partner organizations involved in the project. Because all projects require matching resources from non-federal or state sources, organizations that only provide money are not considered partners. Funders are not excluded from being partners, but they must also supply human resources or information capital or actively participate in another way to be considered partners. Include the individual or Partner Organization’s Name and if they are tentative or committed to partnering on the project.

**Project Collaborators Description**

Describe why the applicant had chosen the identified collaborators for this project, what their role will be, and their biographical experience or knowledge relative to this project.

<b>PROJECT COLLABORATORS: 5 points possible</b>		
5	3	1
Project collaborators and responsibilities are well-defined, and enhance the project. Their experience will clearly enhance the project.	Project collaborators and responsibilities are identified. Their experience may enhance the project.	Project collaborators and responsibilities are not identified. Majority of project partners are tentative. It is unclear if their experience will enhance the project.

**Impact on Iowa’s Workforce**

Indicate the number and type of full and part-time employment opportunities for lowans created by the proposed project. Describe the impact these employment opportunities will have. Please note: Part-time jobs include contract, temporary and gig work, in addition to salaried and hourly wage-earning employment.

<b>IMPACT ON IOWA'S WORKFORCE: 5 points possible</b>		
5	3	1
Project supports Iowa's workforce by creating full and part-time employment opportunities for Iowans that will significantly impact the success of the project.	Project supports Iowa's workforce by creating full and part-time employment opportunities for Iowans that may have a limited impact on the success of the project.	Project does not clearly create full and part-time employment for Iowans.

**Project Goal and Monitoring**

State at least one distinct and measurable goal for the project. Effective goals are specific, measurable, achievable, and relevant to the project. They will articulate what the applicant or the intended audience will learn or experience by participating in the proposed arts activities. For example: "We will introduce new youth studio art classes to advance our goal of attracting more families with children to visit the art center."

Describe how the applicant will monitor and evaluate progress toward the stated goal. Examples of evaluation activities include, but are not limited to, surveys of program participants, measuring attendance and third-party program evaluations. If applicable, include plans to share learnings and outcomes.

In addition, select one Iowa Arts Council strategic goal that best aligns with applicant's stated outcome(s).

- Foster arts programming that seeks to advance individual and community health and well-being.
- Intentionally engage artists in community development initiatives.
- Invest in creative projects that enhance the cultural identity of communities and districts.
- Nurture and support cross-sector partnerships that include the arts and artists as a core partner to address community needs.
- Develop and demonstrate inclusive models of working with diverse communities, organizations and leaders
- Bridge urban, rural and suburban parts of our state through shared resources and greater collaboration.

<b>PROJECT GOAL AND MONITORING: 5 points possible</b>		
5	3	1
Applicant has clearly identified a project goal that is specific, measurable and can be achieved by the proposed activities. Applicant has clear methods in place to collect necessary data to analyze achievement of project goal.	Applicant has identified a project goal that is measurable and is likely to be achieved by the proposed activities. Evaluation methods and measures are satisfactory and may help applicant to collect the necessary data to determine if the project goal was achieved.	Project goal is unclear and/or the identified goal is not likely to be achieved by proposed activities. Evaluation methods and measures are inadequate.

## ***Project Budget***

### **Direct Project Expenses**

Itemize the eligible direct grant project expenses covered by both the requested Iowa Arts Council funds and the Matching Funds in the table below. These are costs that are expended specifically for the project during the period of performance. Review the list of eligible and ineligible expenses found in the grant program guidelines. Do not include expenses that will be incurred outside the eligible funding period. Include a brief description of each expense and place the numeric dollar amount for that expense in the next column. Round to the nearest dollar. Do not include dollar signs, decimals or commas.

### **Total Indirect Costs**

Enter the amount of indirect costs being applied to the Grant Project. If the applicant has an appropriate indirect cost rate negotiated with the applicant's Cognizant Federal agency, it should be entered here. Applicants can include a de minimis indirect cost rate of up to 15% of your modified total direct costs if you do not have a federally negotiated rate and did not include Overhead and Administrative Costs under the Direct Project Expenses. Modified Total Direct Costs include salaries and wages, materials and supplies, services, and travel. Modified Total Direct Costs excludes equipment, capital expenditures, rental costs, among others.

### **Total Project Costs/Expenses**

Enter the total direct costs and indirect costs (if applicable) outlined in the tables above. Round to the nearest dollar. Do not include dollar signs, decimals or commas.

### **Enter the Amount Requested from the Iowa Arts Council**

Round to the nearest dollar. Do not include dollar signs, decimals or commas.

### **Matching Funds - Cash**

Itemize each source of funding for the cash match, the amount from each source, and whether the funds have been secured. The funding source is where the cash match is coming from. This may include sources like private foundations; corporate or individual donors; ticket sales; or the organization's operating budget. Be as specific as possible in listing the source.

### **Matching Funds – In-Kind**

Itemize third-party contributions to the project. These are non-cash goods and services that are necessary and reasonable for the project. Do not include goods, facilities, or services contributed by your own organization as these are considered part of your own organization's cash cost share/match. The in-kind contributions must also be included as direct costs in the Direct Costs form above to balance the budget.

### **Total Project Revenue**

Enter the total of the amount requested from the Iowa Arts Council and the matching funding outlined above. This amount should be equal to the Total Project Costs/Expenses. Round to the nearest dollar. Do not include dollar signs, decimals or commas.

### **Additional Project Budget Notes**

Provide information to clarify any line item included in the project budget, or to provide further details on the scope of your project budget. If matching funds sources are pending, describe the

timeline for securing the funds and the level of certainty in securing them. If you intend to purchase any equipment, provide justification for this expenditure and how it relates to the project.

<b>BUDGET: 5 points possible</b>		
5	3	1
Budget and intended use of requested funds are clear, appropriate and will help the applicant to achieve intended project goal. Numerous sources of matching support are identified. Evidence of direct compensation to artists, makers, art collectives, and/or art workers is clear.	Budget and the intended use of requested funds are identified. It is unclear if they will help the applicant to achieve the intended project goal. Some sources of matching support are identified. Some evidence of direct compensation to artists, makers, art collectives, and/or art workers.	Budget and the intended use of requested funds are unclear or inadequate. Only one source of matching support is identified. Evidence of direct compensation to artists, makers, art collectives, and/or art workers is unclear.

**Financial Need**

Please explain the need for grant funds to implement this project and if the project will move forward without this grant. What additional funding sources have been pursued to fund this project, and how will grant funds enhance the project or leverage other funding sources?

<b>FINANCIAL NEED: 5 points possible</b>		
5	3	1
Applicant clearly describes the financial need for the proposed project. Grant funds will have a significant impact by ensuring the project moves forward and will be enhanced by other funding sources.	Applicant identifies some measure of financial need around the proposed project. The grant funds will have an moderate impact on the success of the project.	Applicant does not clearly state a financial need for the proposed project. The applicant has not pursued other sources of funding for the project.

**Project or Event Samples**

Submit 3-5 project or event samples that are as relevant to the proposed project as possible. Project or event samples should demonstrate the quality of work highlighted in proposed project or the quality of the applicant’s past work as it relates to the proposed project. Work samples should be recent, high quality, and must represent an artistic work or performance. It can also include images or videos from past events that include attendees to give a sense of what it like to attend the event. Artistic work samples DO NOT include links to websites, bios, testimonials, news articles or marketing material such as brochures, fliers or posters.

- Provide 3-5 items.
- Video and audio files should not exceed three minutes each.
- PDF files should not exceed three pages each.
- Each PDF should only represent one work sample (i.e. one poem would be considered one work sample).

- Panelists will not be required to view more than three pages of a document or more than three minutes of an audio or video file.
- If the artist(s) for the project is not yet selected, submit representative samples of work by artists the applicant has presented in the past.

Include a description with each sample, including:

- Title of the sample
- Date of project or activity
- Names of artist(s) featured if applicable
- Relevance of the work sample to the proposed project
- If an audio or video sample is longer than three minutes, indicate the three-minute segment the panel should view.
- If a visual art sample, note the artistic medium being presented in the sample and the dimensions of the actual piece.

<b>PROJECT OR EVENT WORK SAMPLES: 5 points possible</b>		
5	3	1
Project or event samples are of high quality, relevant to the proposed project and clearly demonstrate exceptional capabilities in artistic concept and form.	Project or event samples are of average quality, relevant to the proposed project and demonstrate capabilities in artistic concept and form.	Project or event samples are of poor quality or demonstrate inadequate capabilities in concept and form.

### **Optional Support Material**

Submit up to two pages of document support material for the proposed project. Support material may include an evaluation tool, sketch of a proposed artwork, letter of support, marketing material, press clipping, lesson plan or artist bios. For festival events, it can include maps of the festival grounds. Applicants whose projects will occur within a locally-designated Cultural and Entertainment District should submit a letter of support from the District for their project. A list of web links is not acceptable.

### **Overall Application**

The following scoring criteria reference the quality of the proposal and application as a whole and not a particular question. Support materials will be considered for overall historical, ethnic, cultural and tourism value, and Case for Support.

<b>CASE FOR SUPPORT: 5 points possible</b>		
5	3	1
Case for support is exemplary and merits investment from the state.	Case for support is average.	Case for support is below average or does not merit state investment.

### **Glossary of Terms and Definitions**

Applicants should refer to the [glossary](#) for clarification of program terms and definitions.