

## Horizons Enrichment Grant Guideline

**Application Deadline: six (6) weeks prior to start of proposed project, eight (8) weeks for first time grant applicants.**

### Grants Available: Annually from February 1 – November 30

Salina Arts and Humanities, a department of the City, administrates the Horizons Enrichment Grant for individual or organizational projects. These grants are characterized by their immediacy, and the project description must clearly explain why application was not made during the regular grant cycles.

**Eligible Applicants:** Any individual artists, nonprofit organization or local governmental unit in Saline County may apply. Individual applicants must have been a resident of Saline County for at least one year prior to the application due date. Nonprofit organizations must be incorporated and be recognized as tax-exempt by the Internal Revenue Service. Unincorporated groups are also encouraged to apply by locating an eligible partner to serve as fiscal agent.

**Application Deadline:** Applications for Horizons Enrichment Grants of \$500 (or less) may be submitted any time from February 1 through November 30; however, the application must be postmarked at least six (6) weeks prior to the starting date of the activity and eight (8) weeks for first time applicants. Funding is available until budgeted funds for the Horizons Enrichment Grant Program are expended. Please check with staff prior to beginning the application to ascertain that funds are still available, especially late in the year. Due to budgetary purposes, grants will not be awarded December 1 through January 31.

### Grant Guidelines

*\$500 awards will be granted for the following activities:*

- **Presentation** – Costs associated with producing a new work of art, may include, for example, supplies and materials, the cost of renting a facility for a public presentation, or costs associated with an exhibit.
- **Study and Training** – may include the costs of tuition to attend a master class, workshop, conference, or other kind of mentorship.
- **Artistic Promotion** – Funds may be requested for development of demonstration cds, videotape or portfolio of work samples.
- **Equipment** – costs associated with the purchase of equipment or resources related to the applicant's project or art form for example, software, books, musical instruments, photography equipment, etc.
- **Travel** – costs associated with research opportunities including travel to performing and visual art events and institutions.

### Selection Process

Horizons Enrichment grant recipients are artists/organizations who display seriousness in their approach to artistic growth, demonstrate artistic excellence and have personal and professional goals that are aligned with the developing work.

Recipients will be evaluated by staff and recommendations will be submitted to the Salina Arts and Humanities Foundation for approval. Each applicant through a written statement, work sample, and reference letter, provides the necessary information for review of the proposal:

- Artistic excellence/potential and quality of the work sample(s) submitted

- Strength of the artist/project description
- Level and scope of artistic activity
- Demonstration of serious aesthetic investigation in proposal
- Community outreach component

### **How to Apply**

1. Notify Salina Arts and Humanities staff of your intent to apply at least six (6) weeks prior to the start of the project (first time applicants must notify staff eight (8) weeks prior to the start of the project). The staff will arrange a short, informal meeting to provide the necessary information and assistance in preparing application materials.
2. Complete an application form, forms can be found at salinaarts.com. Be sure to keep a copy of the application for your records.
3. Attach one letter of recommendation to each copy of the application form from someone with **professional qualifications in the arts** who knows the quality of your, or the organization's work, and who can act as a reference.
4. **Compile one (1) hard copy set and one (1) electronic set** of the completed application form and all requested attachments (see "Support Materials" below). To be eligible for consideration, applications must be postmarked or hand delivered and emailed six weeks in advance of the listed start date to the Salina Arts and Humanities office by 5 p.m. on that day.

### **Support Materials**

Applicants must submit two (2) copies of the application form (one hard copy and one electronic copy). To all copies, attach identical, collated sets of the following support materials.

1. Resumes or bios for the applicant and any other key personnel to be involved in the proposed project. If attending a conference or educational opportunity, please attach a brochure or catalog or copy thereof, describing the class.
2. A detailed budget of all cash expenses and income (collated into the application). This breakout should provide a description of how funds will be spent. While cash matches are not required be sure to include personal contributions, organizational funds (if applicable) and any other outside funding.
3. Promotional materials, if available, from past activities. Can include newspaper articles, concert programs, etc.
4. Also submit work samples – one (1) copy if possible that are directly related to this proposal such as: slides, audio or video recordings, literary writing, musical scores, etc. After the granting process, samples of work can be picked up from our office.

*Clip each application - please do not staple or place in folders or binder.*

### **Funding Procedures**

1. Staff of the Salina Arts and Humanities provides assistance and advice to applicants.
2. Staff reviews grant applications, and if there are no corrections needed and the proposal is sound, will recommend them for funding.
3. Final funding decisions will be ratified by the Arts & Humanities Foundation within 14 days. Two types of decisions may be made: a) Applicant receives funding amount requested; or b) Applicant receives no funding.
4. Staff will inform applicants of funding decisions. Upon signing of the agreement, a 90% check will be issued, and a brief final report will be required within 30 days of the project completion date. After staff approval of the final report a 10% will be issued.

### **Fiscal Agent**

1. Unincorporated groups who are not recognized as tax-exempt by the Internal Revenue Service must locate an eligible partnering agency to serve as fiscal agent. This partnering agency must be included in the application. Contact SAH staff with questions or if you need help finding an eligible agency.