



**GENESEE
VALLEY
ARTS
GRANTS**



2024

Genesee Valley Council on the Arts Individual Artist Grants Guidelines & Application Reference

The New York State Council on the Arts (NYSCA) developed the State Community Regrant (SCR) Program, formally known as the Decentralization Regrant Program, in 1977 to ensure that New York State’s cultural funding reached every part of the state. The Genesee Valley Council on the Arts administers the program annually for Livingston and Monroe Counties.

The Individual Artist grant provides support for emerging artists to create a new body of work in a community setting. It acts to highlight the role artists play in Monroe and Livingston County through a “live and work” investment in these creators. This competitive grant looks for proposals of high artistic merit that engage a segment of the community through a public program, such as an exhibition or performance that is open to the general public and/or the inclusion of community involvement in the development and creative process of the artist’s project.

Examples of previously funded Individual Artist grants include the workshopping of a new play or dance, the composition of a music score, and the creation of a series of paintings.

Livingston County Grant Coordinator
Valerie Putney
grants@gvartscouncil.org
585-243-6785

Monroe County Grant Coordinator
Anna Kneeland
grants@gvartscouncil.org
585-201-8498

Application deadline

For Round 2 is **Thursday, April 11, 2024 by 4pm.**
Project to take place between July 1, 2024 and June 30, 2025

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FUNDING AMOUNTS AND ELIGIBILITY

Individual Artist Grants may be offered in the amount of \$2,500. There is no match required.

Applicants may submit up to three requests in any combination of categories (Community Arts, Individual Artist, and/or Arts Education) totaling no more than \$5,000, per SCR site. Fiscally sponsored requests are exempt from the sponsor's three-request limit.

- Community Arts Grants are awarded in the amount of \$500- \$5,000.
- There is no funding match requirement.
- The proposed project must take place within the same county as the applicant's legal address.
- **Only one Individual Artist grant can be awarded per fiscal year per applicant.**

To be eligible for an Individual Artist Grant, applicants must:

- Provide proof of residency in Livingston or Monroe Counties. Acceptable Proof of Residency must include one of the following items, dated from **2023**:
 - Telephone or utility bill
 - Credit card Statement (first page only; *SSN and financial information should be redacted*),
 - Current lease or mortgage agreement listing the artist's name and NYS county address,
 - NY State Driver's License or ID card
 - Voter Registration Card
- Be 18 years of age or older by the application deadline.
- Propose a project which takes place in the county of residence
- Propose a project which takes place between January 1st and December 31st 2024 or **July 1, 2024-June 31 of 2025** of the funding year (2024)
- Attend one informational Grant Seminar conducted by GVCA's Grants Coordinator or make an appointment for individual counseling prior to applying (mandatory for all first-time applicants)

Ineligible Applicants

The following entities and individuals are not eligible to apply for Statewide Community Regrants funding:

- Direct NYSCA applicants may not apply for SCR funding and cannot serve as fiscal sponsors or community partners.
- New York State agencies and departments including SUNY schools and 402 foundations.
- Public universities, colleges; and public, private, or parochial secondary and elementary schools.
- SCR site Staff or Board members.
- Students enrolled in a full time undergraduate degree program.
- Unincorporated applicants without an eligible sponsor or partner organization (Exception: Individual Artist category)
- A group that is formed/incorporated as a limited liability company (LLC), business corporation, or limited liability partnership (LLP) in New York State.
- A group that is formed/incorporated as a limited liability company (LLC), business corporation, or limited liability partnership (LLP) in another state and registered to do business in New York State.
 - A group in either of the two types above that is seeking to apply with an eligible fiscal sponsor.
- A group that is seeking to apply as an individual or group of individuals, but the project also publicly functions in a limited liability company (LLC), business corporation, or limited liability partnership (LLP).
- Non-incorporated chapters of organizations whose “parent” is incorporated outside of New York State.
- Past re-grantees that have failed to submit final reports.

Ineligible Projects

- Projects which do not take place within the same county as the applicant’s address.
- Start-up or seed funding for the establishment of a new organization
- General operating expenses
- Student projects
- Events that take place in private residences and are not open to the public.
- Community Arts regrants may not fund activities that are not opened to the general public such as camps, clubs or college associations.
- Non-arts related activity including:
 - Galas, benefits or fundraising events including entertainment costs for receptions, food or fundraising.
 - Entertainment such as balloons, clowns, magicians, “sip and paint”
 - Projects that are primarily recreational, therapeutic, rehabilitative or religious in nature including at-risk/social service programs when the purpose is for rehabilitation, therapy or worship.

THE APPLICATION PROCESS

All new applicants must do one or more of the following before applying:

- have a one-on-one consult with the Grant Coordinator before applying
- attend one in person or virtual informational grant seminar
- or watch the recorded seminar by completing the form found at the link below:
https://docs.google.com/forms/d/1bKS4CVU-R2FzLHj_z-KLxIIASiqYxcz2lrPAnqLxTA/edit

Attendance at a seminar or individual consultation is not required but is highly encouraged for returning applicants, especially those that have previously been denied funding.

For upcoming classes and seminars, please check the grant website or GVCA Facebook page for recent updates.

For grant information seminars and classes [Check here](#)
To schedule a 1-on-1 Meeting- <https://calendly.com/grants-25>

Online Applications

The most convenient way to apply for a grant is online at the following link.

<https://gvartscouncil.submittable.com/submit>

If you need tech assistance or WIFI, contact the GVCA staff for assistance and to schedule a time to come work on your application!

Paper Applications

If you are not able to apply online, please call the office at 585-243-6785. [Paper applications are available if required](#). Due to postage times, any grants submitted via mail must be postdated with the date of the deadline or earlier to be eligible. If you wish to have your application reviewed, please call the office to discuss steps with the Grant Coordinator.

APPLICATION TIMELINE AND DEADLINES

All applications for Round 2 will be due on **Thursday, April 11, 2024 by 4pm.**

NOTE: This timeline is subject to delays. Any updates and changes will be sent out as they are made apparent. Please make sure you are subscribed to our newsletter and following GVCA on social media to ensure you have the most accurate and up-to-date information.

- o Grant information Seminars take place during January, February and March 2024.
 - o 1-on-1 Meetings are available at any time to discuss your project idea.
 - o All Applications will be due on Thursday, April 11, 2024 by 4pm.
 - o Applications are sent to Panelists in May
 - o Panel Meetings are held in May/June
 - o Grant Notification sent out in June/July
 - o Funding sent out after receiving a contract
- The group award celebration will be held at a date to be determined.

REVIEW AND NOTIFICATION PROCESS

The Grant Coordinator will review all applications for eligibility and completeness. The final responsibility for the completeness of the application is the responsibility of the applicant. Applications will be reviewed by a panel of community representatives from each county. This group of artists, community members, teachers, and more makes the funding decisions. The panel will make its recommendations to the Grant Coordinator, who will, in turn, make their recommendations known to the full Board of Directors at GVCA. All applicants will be notified of the panel's decision within 30 days of the panel's decision.

*Panel feedback is available upon request via a meeting or phone call. It is highly recommended for all to request this feedback, whether you are funded or not.

AWARD CRITERIA

The panel of judges will evaluate your application based on:

Artistic Merit:

- Quality of artistic samples provided
- Credentials of the artist (s) involved in the project
- Innovation and diversity of the arts experiences
- New initiatives, especially from returning applicants

Community Benefit:

- Service to an identified underserved population
- Cooperation with local artists and organizations
- Accessibility of art experience, both financially & **physically**

Cultural Diversity:

- The program aims to serve a broad audience
- Non-duplication of similar existing services or programs
- The organization directly works or engages with a diverse group, be that of age, gender, race, ability, sexuality, economic status, or any combination therein.

Feasibility

- Clear, detailed plans for implementation, management, promotion, and evaluation
- Budget Submitted in GVCA provided template with a reasonable and appropriate estimation of expenses.

Community Engagement Component:

Proposed projects must engage a segment of the community through a public program, such as an exhibition, or performance that is open to the general public both in person **or** virtually, and/or the inclusion of community involvement in the development and creative process of the artist's project.

Eligible Expenses

Statewide Community Re-grants funds can fund the following expenses:

- Activities/Projects of local arts organizations including both live and virtual activities.
- Artist fees
- Marketing/publicity costs
- Direct administrative expenses and/or planning and preparation expenses for a proposed event.
- Supplies and materials needed to execute the proposed project. Individual items may not exceed \$1,000. Examples: art supplies, sheet music, hardware, memory cards, and other consumable equipment.
- Equipment, software, subscriptions, and training needed to execute the proposed project. Individual items may not exceed \$1,000. Examples: cameras, lighting equipment, subscriptions, and training tools.

Ineligible expenses

Statewide Community Re-grants funds are unable to fund the following expenses:

- Requests greater than an applicant's project expenses minus total project income.
- Operating expenses of privately-owned facilities (e.g. homes and studios).
- Acquisition of works of art.
- Contingency funds.
- The purchase of permanent equipment that exceeds \$1,000 or capital improvements.
- Creation of textbooks or classroom material.
- Lobbying expenses.
- Re-grants by applicants to fund other activities.
- Cash prizes, juried shows, fellowships, educational scholarships or other awards to students.
- Fees paid to children under the age of 18.

APPEALS

Applicants who are denied Genesee Valley Arts Grants funding are provided with an Appeals Process to ensure the integrity of the program. Dissatisfaction with the amount of an award or a denial of funding is not justification for an appeal. Introduction of information not provided to the Grant Review Panel or Genesee Valley Arts Council Arts staff by the applicant prior to the Panel's decision cannot be used to justify an appeal. The appeals process is not a re-evaluation of the application itself, but a determination of whether there was an error or oversight in the initial review process. The case for appeal must solely be based upon the appeal criteria noted below. The appeal of a decision may be made to an independent three-person appeals panel. Appeals are heard only on the following grounds:

Non-presentation of information:

- o Information known to the Council staff prior to the Panel's decision that was not presented and that might have altered the decision.

Misrepresentation of information:

- o Information known to the Council staff prior to the Panel's decision that was changed in its presentation and that, if presented differently, might have altered the decision.

Improper procedure:

- o The contention by the applicant that: 1) the review of the funding request by the Panel was biased; 2) the decision by the Panel was arbitrary and capricious.

Appeals Process

1. To begin the appeals process, the applicant must first schedule a meeting to speak with the Grant Coordinator to receive application feedback. The Grants Coordinator may be reached by phone at 585-243-6785 or email at Grants@gvartscouncil.org (email preferred).
2. Once the applicant has received application feedback, a formal letter to the Executive Director of the Statewide Community Re-grants site (Genesee Valley Council on the Arts) must be submitted citing the specific ground (s) for the appeal and requesting that the decision be appealed.
3. Once an appeal has been filed, the Grant Coordinator will assemble an appeals panel of at least 3 members. Panelists involved in the original decision are prohibited from serving on the appeals panel. The appeals panel examines only the grounds of the appeal and not the quality of the project or proposal.
4. If the appeal is found to have merit on the stated ground (s), the appeals panel will allocate funding from the 10% held back from the original panel meeting.

Grantee Responsibilities

Successful applicants are responsible for administering grants in a responsible, timely, and businesslike manner. Receipts and other evidence of expenditures should be maintained and kept available.

- o Grantees must return their signed contracts within 30 days of the funding notification.
- o Projects must take place between January 1st and December 31st 2024 for round one or July 1st 2024 -June 30th 2025 for round 2
- o Press releases, advertising, or printed material generated in connection with the project must include the Genesee Valley Arts Grant logo (provided for you on the grant website) and credit its funder using the following language:
 - o ***“This project is made possible with funds from the Statewide Community Regrants Program, a regrant program of the New York State Council on the Arts with the support of The Office of the Governor and the New York State Legislature and administered by the Genesee Valley Council on the Arts”***
- o The NYSCA logo is NOT to be used by SCR recipients
- o **Grantees must provide Genesee Valley Council on the Arts with all publications and promotional material related to the funded project.** *Add GVCA to your mailing list!
*
- o Grantees must submit to the Community Calendar by using our online events submission form as soon as they know the exact dates of the program or event. Please submit to:
<https://gvarscouncil.org/calendar?view=calendar&month=06-2023> or by emailing our marketing director at PR@gvarscouncil.org
- o For Ticketed events, two complimentary tickets for program auditors must be available at the door. The Grantee must contact GVCA at least 3 weeks prior to the event.
- o Unspent funds must be returned to the Genesee Valley Council on the Arts for redistribution.
- o Final reports must be completed and sent to the Genesee Valley Council on the Arts within 30 days of the completion of the project.

APPLICATIONS MUST BE SUBMITTED TO:

<https://gvartscouncil.submittable.com/submit>

Or by PAPER APPLICATION
APPLICATIONS MUST BE POSTMARKED BY:

Thursday, April 11, 2024

4 Murray Hill Drive
Mt. Morris, NY 14510

To learn more about GVCA programs and services, please visit our website at gvartscouncil.org and follow us on social media @gvcarts (Facebook, Twitter, Instagram).

HELP IS AVAILABLE!

GVCA is dedicated to assisting all applicants in the preparation of their applications. You are encouraged to ask questions of our Grant Coordinators at any time during the application process. Applicants may also submit a draft of their application to the Grant Coordinators for review, no later than 3 weeks prior to the application deadline. We offer assistance in, but not limited to, the following: idea development, program planning, budgets, professional development, promotion, and marketing.

*Note: Assistance provided by GVCA in the preparation of your grant application is **NOT** a guarantee of funding.*

Ask us about our Spanish program, WIFI, computers, and mentorship program!

For assistance or questions please contact:

Livingston County Grant Coordinator
Valerie Putney
grants@gvartscouncil.org
585-243-6785

Monroe County Grant Coordinator
Anna Kneeland
grants@gvartscouncil.org
585-201-8498

Assistant Director: Katelyn Costello at 585.243.6785 or assistantdirector@gvartscouncil.org
Executive Director, Morgan Hellquist, at 585.243.6785 or director@gvartscouncil.org

The Statewide Community Regrant Program is made possible by the New York State Council on the Arts with support from the Office of the Governor and the New York State Legislature.

APPLICATION CHECKLIST

Sections

1. Applicant Information
2. Project Information
3. Narrative Questions
4. Supplemental Materials:
 1. Proof of Livingston or Monroe County Residency
 2. Letter of Commitment
 3. Artist (s) Resumes
 4. Artist (s) Work Samples*
 5. Organization logo- if you have a logo
 6. Budget
 7. Signature Page

Work Samples*

Applicants must submit samples of work using any one of the following formats. Materials should be examples of your best work and, if possible, relate to the topic of the project you are applying for.

- Audio files and video files. Please provide a document with a link to these presentations.
- Digital images
- Manuscripts or creative writing samples (3 pages maximum).
- A brief outline of the proposed plot arc and/or storyboards are also encouraged.

Depending upon your artistic discipline and specific project proposal, submission of a mock-up, sketch, model, etc., of your proposed project is strongly encouraged.

The Individual Artist Grants Application

Statewide Community Regrant 2024

What County are you applying from? *

- Livingston
- Monroe

What Grant Are You Applying For? *

- Arts In Education
- Individual Artist
- Community Arts

Organization Information

Contact name

Email

Address *

Phone #

Name of Contact #2 for Program*

Email for Contact #2*

Phone Number for Contact #2*

Have you or your organization ever applied directly to The Statewide community regrant formally called the Decentralization grant?

- Yes
- No

Have you or your organization ever applied directly to the New York State Council on the Arts?

- Yes
- No

Did you attend an informational seminar this year?

- Yes
- No

Did you meet with the grant's coordinator?

- Yes
- No

Demographic Information

The following information is for internal use only. The Grant Coordinator will be the only person with access to this information.

EIN/ Social Security #*

What is Your Age?

- 18-24
- 25-34
- 35-44
- 45-54
- Over 55

What is your gender? *

- Male
- Female
- Prefer not to say
- Other

What is your ethnicity? (Check all that apply) *

- White
- Hispanic or Latino
- Black or African American
- Native American
- Asian/ Pacific Islander
- Other

What is the highest degree or level of school you have completed? *

- Less than a high school diploma
- High School Degree or equivalent
- Associates Degree
- Bachelor's Degree
- Master's Degree
- Doctorate
- Other

What is your current employment status?

- Employed Full Time (40 + Hours a week)
- Employed part-time (less than 40 hours a week)
- Unemployed (currently looking for work)
- Unemployed (not currently looking for work)
- Student
- Retired

- o Self- Employed
- o Unable to work

Project Information

Project Title*

One Sentence Project Description* Limit:150 characters

Project Dates* Limit: 500 characters

Facility Address*

Address

Target Audience Age*

- o Adults
- o Prek-5th
- o 6th-8th
- o 9th-12th

Target Demographic (Check all that apply) *

- o White
- o Hispanic or Latino
- o Black or African American
- o Native American
- o Asian/ Pacific Islander
- o Other

Estimated number of Audience Served*

Estimated number of Children Served*

Estimated Number of Adults Served*

Narrative Questions

- 1. Program Description Limit: 2000 characters
- 2. Community Engagement & Outreach: Describe your plan for working with the community, how you envision the community's participation, and how the community will benefit. Limit: 2000 characters.
- 3. Describe how your project will fulfill the award priorities as stated in the policies and guidelines? * Limit: 2000 characters
- 4. Who is your underserved population? How have you identified them? 2000 Characters
- 5. How are you compensating any artists on this project? 2000 characters
- 6. Explanation of Finances Limit: 2000 characters
- 7. If you are granted 50% or less of your request, will you go forward with your project? And if so, how will you adapt? Limit: 2000 characters.

- **8. How will you compensate any artists involved in this program* 2000 Characters**
- **9. How will you assess the success of your project? Limit: 1500 characters.**
- **10. Please explain who is and how you identified the underserved population you wish your program to reach. * 2000 Characters**

SUPPLEMENTAL MATERIALS & ARTISTS' WORK SAMPLES

- Proof of Residency
- Artist Resumes* Select up to 10 files to attach
- Letter of Endorsement/ Cooperation from the proposed site and/ or community
- Artist Samples*- Select up to 15 files to attach. It is highly recommended that performing arts submit a video when applicable.
- Budget
- Grant Request Amount-
- Signature Page

BUDGET

- **Project Budget:** This refers only to the project for which you are seeking funds, not for your organization's total arts programming budget for the year.
- **Community Arts Grant Request:** This should equal Total Project Expenses minus Total Project Income. Do not include In-Kind contributions in your calculations.

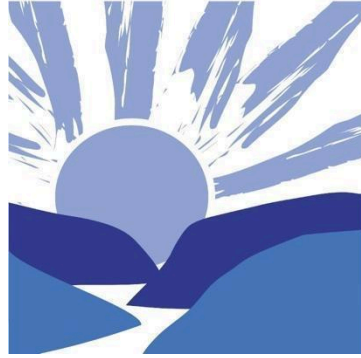
Common Budget Terminology:

- **Personnel Expenses:** Anyone you hire for the project, such as teachers, artists, assistants, etc.
- **Non-Personnel Expenses:** space rental, travel, advertising cost.
- **Remaining Operating Expenses:** Supplies and materials, equipment rental.
- **Earned Income:** Money your project will generate (ticket sales, fundraisers, merchandise, etc.)
- **Unearned or Contributed Income:** Money your project will receive (donations, other grants, etc.)
- **In-Kind Contributions:** Anything donated to you that you would normally have to pay for. You must give these items or services a realistic market value.

INDIVIDUAL ARTIST BUDGET EXAMPLE

Genesee Valley Arts Grants Budget Form			
<p>Note: The maximum grant request is \$5000 for Community Arts and Arts in Education Grants and \$2,500 for Individual Artist Grants. In-Kind Contributions may be listed on this form, but SHOULD NOT be included in the calculation of your grant request. In the "Grant Amount Requested" column total, please indicate which expense lines you would like this grant to pay for. Please review the guidelines to ensure your requested expenses are allowed to be funded by this grant.</p>			
EXPENSES	\$ Amount	Notes	Grant Amount Requested
Personnel:			
-Administrative	600	Director	x
-Technical			
-Artistic	1000	Hiring an outside fight coordinator	1000
Non-Personnel:			
-Space Rental			
-Travel			
-Advertising/Promotion	1770	Local Newspaper 1/2 page ad, Tshirts with show informat	1200
Remaining Operating Expenses:			
-Supplies/Materials (Consumables)	460	Batteries, Gels, Gobos	x
Sets, Scripts, rights (THIS IS AN ADDED LINE)	610	Wood for flats and paint, Scripts, rights to produce three	x
Concessions	260	Drinks, cookies, and candy to sell FOH	x
-Equipment Rental	300	Stage Weapons- swords, bow, club, fencing foils	x
Total Expenses:	5000		2200
INCOME			
Earned:			
-Admissions/Tuition/Workshop Fees	1800	Presale tickets and tickets at the door	
-Fundraising	800	Ads and parent shout outs in program	
-Concessions/Sales	200	candy and drinks sold at intermission Estimate \$40 a show	
Unearned:			
-Corporate Sponsorship			
-Other Grants			
-Individual/Member Contributions			
-Government			
Total Income:	3670		
IN-KIND CONTRIBUTIONS**			
Venue rental	700	The school has given us use of the auditorium for rehears	
Office supplies	200	The school has given us use of the print room and it's fac	
Staff	500	Vollenteer teachers and parents who assist	
Total In-Kind Contributions:			
SUMMARY			
Total Expenses	5000		
Minus Total Income**	-2800		
Grant Request	2200		

**** Do not include In-Kind Contributions in your Calculations****
 CA and AE Grants cannot be funded more than \$5,000. IA grants are paid in the amount of \$2,500.



**GENESEE
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ARTS
GRANTS**

Signature Page

CERTIFICATION AND RELEASE

The undersigned certifies that he or she

1. is a principal officer of the applicant with authority to obligate it;
2. has knowledge of the information presented herein;
3. has read the guidelines of the Genesee Valley Council on the Arts incorporated herein by reference, and that this applicant complies with and is made subject to said guidelines;
4. on behalf of the applicant releases the Genesee Valley Council on the Arts and their agents with respect to damages to property or material submitted in connection herewith.

Name:	Date:
Signature:	

Genesee Valley Council on the Arts Statewide Community Regrant Program 2024 (SCR)

Individual Artist Grant Rubric

The following definitions and rubrics are based on the New York State Council on the Arts Criteria for the Statewide Community Regrant Program.

- **Creativity:** The use of imagination or original ideas
- **Community Support/Letter of Support:** Agencies, groups, or individual members of your community who believe in your project and support it in any number of ways including, but not limited to, furnishing a venue for a public event, providing a location for an art project such as a mural, or marketing. *A letter of support should be included in your application.* This letter should NOT be from a service provider you are paying for services to complete the project.
- **Commitment Letter or contracts:** If you contract with a service provider for services to complete your project, such as an art teacher, filming agency, marketing firm, etc., and you are paying this person for their service, you may also add a letter of commitment or a contract to your application. This is different from a Letter of Support.
- Individual Artist projects **must** include a form of community engagement, to be determined by the artist. The purpose is to impact a segment of the community, and it could take the form of a public program or engagement with community members during the creation of the artist's work.
 - Artists are **not** expected to do both a public program and engagement with a segment of the community during the creative process. Rather, they can select the type of engagement that is appropriate for their project.
 - Engagement through a public program may take the form of an exhibition, performance, reading, screening, workshop, or artist talk that is open to the general public.
 - Alternatively, artists can include community involvement in the development and creative process of the artists' project. This can be in the form of feedback, response, interaction and/or social practice by or with community members. Some examples of this type of interaction are interviews with a segment of the community, creation of parallel work by a community group, or stories and anecdotes collected from a community group that relate to the concept or content of the project.

Question	1 Does not meet criteria	2 Poor	3 Satisfactory	4 Excellent	5 Exceptional
Creativity: How original or imaginative is this application?	The application shows no creativity. Lacks ideas that are new or exciting.	The application demonstrates some originality and/or imagination.	The application is moderately creative. It attempts to bring new interest to a common project/topic.	The application shows a high level of creativity showing imagination and originality.	The application is filled with original thoughts and/or imaginative projects and processes. It goes above and beyond.
Objectives: Are the objectives detailed and define a practical way to achieve them ?	There are no clear or discernible objectives defined.	The objectives are defined, but lack detail.	The objectives are defined and somewhat detailed, but are lacking a method to achieve them.	The objectives are well-detailed and define a practical way to achieve them.	The objectives and the means to achieve them are detailed, well-written, and exceed expectations.
Process and success: Is the plan clearly defined with details that would make it easy for staff to evaluate the process and success of the project?	There is no process for review or evaluation mentioned.	The application includes the process for review, but not evaluation.	There are moderate plans for review and evaluation of the project.	There are clearly defined plans for review and evaluation of the project.	There are clearly defined and detailed plans for the project to be reviewed during production and evaluated for success.
Letters of support: Does the application include at least one letter of support from	There is no community support or participation.	There is minimal community support or participation mentioned in the narrative.	There is some community support or participation evidenced by 1 letter of support.	There is strong, clear community support or participation evidenced by more	There is strong, clear community support or participation that goes above and

community members?				than 1 letter of support.	beyond expectation. There are several letters of support.
Budget: Is the budget detailed and includes all anticipated costs such as venues, supplies, labor?	The budget is missing or unclear.	The budget is lacking in areas or is unclear how the funds will be used.	The budget could be clearer, but shows how the funds will be used.	The budget is detailed and clearly shows how the funds will be used.	The budget is detailed and includes anticipated costs of all materials and labor.