

**COLES COUNTY ARTS COUNCIL
P. O. Box 163
Charleston, Illinois 61920**

**SUPPLEMENTAL GRANT FUNDING PROGRAM
AND
FUNDING GUIDELINES**

THE SUPPLEMENTAL GRANT FUNDING PROGRAM is the “Community outreach” arm of the Coles County Arts Council. It supports, *in part*, arts related programs developed and presented by Coles County Community Groups.

APPLICATIONS are available online at the CCAC website (colescountyartscouncil.org) or by mailing Coles County Arts Council, P. O. Box 163, Charleston, IL 61920.

WHO IS ELIGIBLE TO PARTICIPATE? The program is open to Coles County Community Groups organizing arts related programs for area residents.

ITEMS OF NOTE

*Grants are intended to be supplemental to other project funding or seed money to get events started and should not become regular funding commitments.

***Individual grants are capped at a maximum of \$500. Please note that applicants may have their requests partially funded at the discretion of the CCAC board.**

***Recurring requests may not necessarily receive funding.** A CCAC priority is to support new projects.

THE APPLICATION PROCESS

*Community groups complete an application requesting funding. **Eligibility guidelines, deadlines for submission and requirements to be followed are below.** *Applications may be submitted via email or U. S. Mail.*

* The application is submitted to the CCAC Board of Directors. After being acted upon, the applicant will be notified of funding approval or rejection. **The deadline for a grant application is the first Friday of the month. However, to ensure time for consideration and possible adjustments they should be submitted at least one month prior to the month in which the event will be held (e.g. by the first Friday in March for an event held in April).**

*The applicant will be notified by letter or email of the approval or rejection of the grant application. A check for amount approved by the CCAC board will be written by the CCAC Treasurer at a time specified in the application and mailed to the applicant.

*The applicant is required to submit a summary report of the event and the use of grant funds to the CCAC within one month following the end of the event. This report will be kept on file.

FUNDING AVAILABILITY

*The Supplemental Grant Fund is a budgeted amount. When the amount is exhausted, no more funds will be available until the next budget year.

*To ensure adequate funds for the whole year, the grant budget is split into two (2) periods. The first grant period covers projects occurring between January and August. The second period covers projects occurring between September and December.

FUNDING GUIDELINES

The Coles County Arts Council supports educational, entertaining arts-related programs, lectures, performances, workshops and exhibits that promote and encourage creativity and benefit individuals of all ages in Coles County.

Events shall be open to the public and shall not discriminate due to sex, age, race, religion, or disability.

As stated above, grant funds are supplemental funds and are not intended to fund a project in whole. Applicants should secure adequate funding sources for their project.

ELIGIBLE GRANT FUND EXPENDITURES

- *Performing Artists/Groups
- *Instructors/Workshop Presenters/Lecturers
- *Publicity/Marketing of the Event
- *Art Materials related to the project
- *Event Brochures/Flyers

INELIGIBLE GRANT FUND EXPENDITURES

- *Personal promotion and/or benefit/gain
- *Promotion/benefit of a commercial business
- *Equipment
- *Housing expenses
- *Tuition fees, Registration fees, Admission fees for individual personal benefit
- * Food/meals
- *Travel to an event
- *No t-shirts, caps, clothing, etc.

If you have questions concerning the application or eligibility of an expense, contact Paul Hinson at phinson@consolidated.net or call 217-346-2687 for clarification.

(3/4/2019)