

# Performing Arts Society Arts Grant Program

## General Information

In keeping with the mission of the Performing Arts Society (PAS), a PAS Arts Grant has been established to support projects, activities, performances or events that enhance the arts at Western Illinois University.

### Performing Arts Society Mission Statement

The purpose of the Performing Arts Society shall be to assist the College of Fine Arts and Communication in raising funds to support arts programming through the Youth Performing Arts Series, the Bureau of Cultural Affairs, and other programming centered around the arts at Western Illinois University and the Macomb community. Activities shall include community and audience development, fund-raising, providing a social atmosphere for cultural activities, and increasing the public awareness of the need and value of the performing arts.

## Eligibility

1. Applicants must be faculty, faculty emeritus, or staff from the College of Fine Arts and Communication.
2. All facets of the application must be complete to be eligible for consideration.

## Selection Criteria

1. Grants are awarded based on projects, activities, performances or events that directly relate to the mission of the Performing Arts Society. Special consideration will be given to activities that seek to build audiences, impact student recruiting, and/or enhance the programming of the WIU Center for Performing Arts.
2. Projects, activities, performances or events must promote excellence in the performing or visual arts, provide cultural activities, and increase the public awareness of the need and value of the arts.
3. Special consideration will be given to those proposals that include matching funds from department, college, university, or other entity.

## Requirements

1. Grant recipients must coordinate all promotional and marketing efforts with the COFAC Assistant to the Dean for Marketing and Communication.
2. All printed promotion and marketing efforts must include the PAS logo.
3. Grant recipients are responsible for all promotion and marketing costs.
4. Promotion and marketing efforts must include, at a minimum: a press release, mention on all appropriate university and community calendars, and inclusion in all

available social media. Consideration will be given to posters and invitations, as appropriate.

5. Grant recipients must identify the Performing Arts Society as sponsor if the grant exceeds 50% of the total budget. Grant recipients must identify the Performing Arts Society as co-sponsor if the grant is 50% or less of the total budget.
6. Upon completion of the grant, awardees are required to submit a final grant report to the PAS board. The report should include a narrative that includes attendance numbers, participation numbers, outcomes achieved and any other information that documents the success or failure of the grant program, project, or event.
7. Funding may NOT be used to fund receptions, to pay travel, to pay stipends to WIU employees or students, or to fund graduate assistantships.
8. Funding must be expended during the fiscal year, for which it is awarded.
9. All awards contingent upon available funding in the fiscal year. If funds are not available, no awards will be given.

### **PAS Arts Grant Proposal Review Committee**

The purpose of the committee is to review funding proposals from applicants and to make recommendations to the PAS Board of Directors for approval. This committee shall be a *standing committee* of PAS.

The committee will be comprised of five members elected from the PAS Board of Directors. The Vice President of PAS shall serve as the chair of the committee and as liaison to the Executive Committee.

The committee shall recommend to the PAS Board of Directors each year an annual amount of funding to be allocated under the program.

### **Application**

Applications for funding will be awarded to programs, projects or events that meet all criteria, submit a complete application, and are positively reviewed by the committee. All proposals are subject to review and approval by the PAS Board of Directors.

For an award to be renewed, the grantee must submit a report addressing how the funds were used and what benefits were derived. The committee may then recommend the award be renewed for one additional year. PAS Arts Grant awards are intended to provide support for new projects or programs. Ongoing projects or programs are expected to become self-sustaining.

### **Deadline**

Applications and interim reports must be received by the dean's office by the due date, to be eligible for the following academic year.

# Performing Arts Society Arts Grant Program Application

Name \_\_\_\_\_ Date \_\_\_\_\_

Name of Organization/Affiliation \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Please review the Arts Grant Program Guidelines and respond to the following prompts. Please include any additional materials that will aid your grant application.

1. Provide general description of the project, activity, performance or event. Please include the name, date(s), and venue/location.
2. Provide a detailed description of how the request relates to the mission of the Performing Arts Society.
3. Provide a detailed explanation of your target audience and expected attendance or participation.
4. Describe your efforts to promote, market or advertise your project, activity, performance or event.
5. If not stated elsewhere, identify the overall benefit(s) of the project, activity, performance or event to Western Illinois University and/or the surrounding community.
6. Identify your additional funding sources for this project, activity, performance or event to include any matching funds.
7. Attach a budget with a narrative explanation of each budget item and its purpose.

**Email your completed application to [cofac@wiu.edu](mailto:cofac@wiu.edu) by May 10, 2024**

Revised: October 3, 2019

Awards contingent upon available funding.