



LANE ARTS COUNCIL

Community Arts Program Grant Guidelines Due April 19th, 2024 at 5:00pm

LANE ARTS COUNCIL GRANT PROGRAMS

Program Grant – Eugene-based community arts organizations that are non-profit, tax-exempt, and provide year-round programming, may be eligible for Community Arts Program Grants instead of Project Grants.

Project Grant - A project is a specific art presentation, performance, exhibit, or creation of work that demonstrates clear benefit and is accessible to the constituency for which it is intended. A project possesses artistic quality, imaginative scope and vision, and is fully executed within a specified timeline.

Artist Grant – Individual artists of all disciplines seeking to advance or develop their own artistic careers may apply for an Artist Grant.

Consider the grant that is right for you:

- Established nonprofit organizational applicants can apply for a Community Arts Project Grant or a Community Arts Program Grant, but not both.
- Individual applicants can apply for a Community Arts Project Grant or an Artist Grant, but not both.
- Artist groups, for-profit businesses, and established nonprofits that do not have the arts as a core part of their mission can only apply for the Project Grant.

ABOUT THE COMMUNITY ARTS PROGRAM GRANT

Lane Arts Council's 2024-2025 Community Arts Program Grant, funded by the City of Eugene Cultural Services Division, provides operating support to Eugene's small and mid-sized community arts organizations. Through investments in Eugene's nonprofit arts organizations, the Community Arts Program Grant enriches the lives of residents and visitors by increasing opportunities for arts engagement, ensuring opportunities for artists, and cultivating a diversity of art forms.

The primary goal of the 2024-2025 Program Grant is to support arts organizations in their strategic development and organizational goal fulfillment.

This program provides operating support to 501(c)(3) organizations who have arts as the core of their mission. The most competitive applicants are arts organizations that provide public access to ongoing, sustained, artistic programming and outreach programs in Eugene.

This is a competitive grant awarded to arts organizations in Eugene. Organizations can apply for grant amounts equal to up to 10% percent of their overall operating budget, or a maximum of \$5,000. Awards will generally range between \$1,000 and \$5,000. Lane Arts Council determines awards based on the review criteria, number of applications, and available grant funds. There are limited resources and not all applicants will receive funding.

Spanish Interpretation services available. Email grants@lanearts.org to schedule an appointment. | Servicio de interpretación disponible. Envíe un correo electrónico a grants@lanearts.org para programar una cita.

GRANT CYCLE: JULY 1, 2024 – JUNE 30, 2025

All funds must be utilized and spent within the grant's defined cycle dates. frame. Awards will be paid out no later than July 31st, 2024.

PROGRAM ELIGIBILITY

Lane Arts Council has final determination on eligibility and may review eligibility at any time, requesting more information as necessary.

At the time of the application deadline, all applicant organizations must:

- Operate as a nonprofit as evidenced by:
 - Current IRS 501(c)(3) federal tax-exempt status
 - Active registration with the State of Oregon for corporate, nonprofit status
- Operate within a mission that describes arts and culture as the primary purpose of the organization; arts programming or services must be the primary focus.
- Headquartered in Eugene.
- Have been in existence for a minimum of two years as evidenced by an IRS determination letter, and/or demonstrate at least a two-year history of providing access to ongoing arts programs serving the Eugene community.
- Maintain continuous and active leadership (board, volunteers, or paid staff).

Ineligible Applicants

- Applicants that have not historically provided programming clearly accessible to the residents of Eugene.
- Applicants using a fiscal sponsorship.
- Applicants that have applied or intend to apply for Community Arts Project Grant funds in this same funding cycle.
- Resident companies of the Hult Center for the Performing Arts.
- Fiscal agents or organizations composed exclusively for re-granting.
- Applications that are incomplete or not finalized and submitted to Lane Arts Council by 5:00pm on April 19, 2024. Late applications will not be accepted.
- Applicants with overdue Community Arts Grant obligations, including Community Arts Program Grants and Community Arts Project Grants.

Note on already secured funds from the City of Eugene

Applicants scheduled to receive direct financial support or subsidy from the City of Eugene during July 1, 2024 - June 30, 2025 are still allowed to apply for Community Arts Program Grant funds. However, applicants who are not already provided funding support from the City will be prioritized.

SELECTION PROCESS

For each grant, Lane Arts Council assembles a team of four to seven community members to review and assess submitted applications and make funding recommendations. This committee is made up of artists, arts administrators, arts advocates, college/university staff, and nonprofit leaders. These committees look different each year to ensure a diverse range of voices and perspectives are able to inform selection over time. Each committee member will be provided the Review Criteria to ensure they are assessing applications similarly. A Conflict of Interest policy is also in place to ensure any personal or professional relationships committee members have with applicants are not able to influence the decision.

Lane Arts Council staff are present to manage materials, coordinate meetings, and disrupt any bias that may enter the process. Lane Arts Council staff do not participate or weigh in on funding recommendations.

After funding recommendations are made, final approval is given by the Lane Arts Council Board and City of Eugene Cultural Services.

APPLICATION MATERIALS

We use Google Forms for grant application submission. We encourage applicants to prepare all responses in a separate document to copy/paste into the Google Form for submission. Google Forms cannot be saved mid-completion. Working on responses outside of the Google Form will help with losing any progress in the case there is an error or refresh mid-process. All questions and direction for required materials can be found in this PDF document.

Narrative Questions and Review Criteria

When crafting your responses to the narrative items, please keep the grant goals and review criteria in mind. A panel will apply the following criteria in review of applications:

- Clarity of organizational programming, services, and reach within the community (target audiences, community impact, etc.)
- Impact of the organization and/or its programming in relation to the realities, needs, and interests of our community
- Organizational assessment strategies and ability to incorporate feedback
- Strategic organizational planning and goal-setting

Financial Statements: *All documentation listed below is required as part of this grant application.*

- Organization's current annual budget
- Organization's most recent year-to-date financial statements, including profit & loss statement and balance sheet
- Last completed fiscal year financial statements, including profit & loss statement and balance sheet

Supplementary Materials: *All applicable documentation listed below is required as part of this grant application.*

- List of current staff and their roles
- List of current board members, terms, and officers, including affiliations

STEPS FOR SUBMITTING AN APPLICATION

1. Log into your Google account. If you do not have one, create a Google account and login. [See this "How to Setup a Google Account" guide for assistance \(LINK\)](#). We are utilizing Google Forms for submissions, which requires applicants to use or create a Google account to submit their materials. Please contact us if you have any questions or concerns at grant@lanearts.org or (541) 485-2278 during normal business hours.
2. Prepare the application, questions, and supplementary materials, following the instructions carefully and completely. Please double-check for accuracy, arithmetic errors, and legibility.

NOTE: We encourage applicants to prepare all responses in a separate document to copy/paste into the Google Form for submission. Google Forms cannot be saved mid-completion. Working on responses outside of the Google Form will help with losing any progress in the case there is an error or refresh mid-process. All questions and direction for required materials can be found in this PDF document.

3. Enter all application responses in and attach supplemental materials to this Google Form (LINK) application by 5:00pm on April 19, 2024.

NOTE: Please be sure to provide time for file upload, as file size may impact the time it takes to complete the submission.

4. If you are unable to submit electronically, please contact Lane Arts Council for support by emailing grants@lanearts.org or calling (541)485-2278 during normal business hours.

ACKNOWLEDGEMENT

Program Grant recipients must acknowledge support by Lane Arts Council and the City of Eugene Cultural Services Division in relevant digital and printed materials. The Lane Arts Council and City of Eugene logos shall be used when space and format permit. Materials shall acknowledge Lane Arts Council and City of Eugene Cultural Services with the logos and/or the following acknowledgement: *"This program is supported in part by a grant from Lane Arts Council and the City of Eugene Cultural Services Division."*

FINAL REPORT REQUIREMENTS

Community Arts Program Grant recipients will be required to submit a final report by July 14th, 2025. This report will address actual financial information, audience demographics, organizational and programmatic highlights, successes, and challenges.

LANE ARTS COUNCIL MISSION AND STATEMENT OF NON-DISCRIMINATION

Lane Arts Council cultivates strong and creative arts communities throughout Lane County. Lane Arts Council is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, sex, sexual preference, age, national origin, disability, veteran status, or any other classification by law.

CONTACT FOR ASSISTANCE

Assistance with technical requirements is available from Lane Arts Council staff prior to the application deadline. To ensure you are able receive assistance, please make contact as early as possible. Applicants may also seek feedback after funding decisions have been made. For questions, please contact Lane Arts Council at (541)485-2278 or grants@lanearts.org.



LANE ARTS COUNCIL

Community Arts Program Grant Application

APPLICANT INFORMATION

Name of Applicant Organization:

Address:

City:

State:

Zip Code:

Federal Tax ID:

Website:

Phone:

Contact Name:

Contact Title:

Contact Email:

Contact Phone:

Amount Requested:

Total Individuals Served by Organization Annually (estimate is fine):

APPLICATION NARRATIVE QUESTIONS

1. Please provide a summary of the services and programming your organization provides and the organization's key target audiences, including artists. *(Up to 2,000 characters, including spaces)*
2. What impact and benefit does the organization's programming and/or services have in our community? *(Up to 2,000 characters, including spaces)*
3. How does the organization assess and respond to the needs and interests of the communities you serve? *(Up to 1,000 characters, including spaces)*
4. What strategic goals does the organization have for the next one to two years? What plans does the organization have in place to reach these goals? *(Up to 2,000 characters, including spaces)*
5. OPTIONAL: If relevant, describe any major fluctuations in your organization's budget or financials, if not addressed above. *(Up to 1,000 characters, including spaces)*

FINAL CHECKLIST

Please review this final checklist to confirm that you have completed and will submit all required parts of this application.

- Applicant Information
- Application Narrative Questions
- Financial Statements:
 - Organization's current annual budget
 - Organization's most recent year-to-date financial statements, including profit & loss statement and balance sheet
 - Last completed fiscal year financial statements, including profit & loss statement and balance sheet
- Supplementary Materials
 - List of current staff and their roles
 - List of current board members, terms, and officers, including affiliations

STATEMENT OF NON-DISCRIMINATION

The applicant agrees to comply in every way with all applicable entity or individual receiving grant provisions of the Americans with Disabilities Act of 1990. 42 USC Sec. 12101, et seq. and the applicant agrees not to discriminate on the basis of race, creed, religion, color, sex, marital status, political opinion, familial status, national origin, age, gender, mental or physical disability, sexual orientation, military status, gender identity and source of income or disability status.

SIGNATURES

By submitting this application, the applicant certifies that all information contained in this document is true and accurate. The applicant agrees to comply with the Statement of Non-Discrimination, as listed above.



LANE ARTS COUNCIL

Community Arts Project Grant Guidelines

Due April 19th, 2024 at 5:00pm

LANE ARTS COUNCIL GRANT PROGRAMS

Project Grant - A project is a specific art presentation, performance, exhibit, or creation of work that demonstrates clear benefit and is accessible to the constituency for which it is intended. A project possesses artistic quality, imaginative scope and vision, and is fully executed within a specified timeline.

Program Grant – Eugene-based community arts organizations that are non-profit, tax-exempt, and provide year-round programming, may be eligible for Community Arts Program Grants instead of Project Grants.

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Consider the grant that is right for you:

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- Artist groups, for-profit businesses, and established nonprofits that do not have the arts as a core part of their mission can only apply for the Project Grant.

ABOUT THE COMMUNITY ARTS PROJECT GRANT

Lane Arts Council's 2024-2025 Community Arts Project Grant, funded by the City of Eugene Cultural Services Division, provides opportunities for Eugene artists, and strive to ensure diverse, accessible arts experiences for Eugene participants and audiences.

The Community Arts Project Grant prioritizes projects that emphasize accessibility to underserved audiences and provide programming that takes place in the City of Eugene. Proposals might include exhibits, performances, festivals, workshops, events, programs and other arts and culture projects.

Competitive project proposals demonstrate community impact and clear access to underserved and underrepresented communities whose opportunities to experience the arts are limited by race, ethnicity, economics, or disability. Below are some examples of project strategies that emphasize accessibility. Project strategies could include, but are not limited to:

- Utilizing public spaces as an opportunity to engage residents and visitors with the arts
- Lowering barriers to entry by providing free or subsidized participation costs
- Preserving and commemorating local and multicultural traditions and histories
- Encouraging partnerships among artists, businesses, organizations, and agencies
- Building existing and developing new arts and culture audiences in Eugene
- Providing outlets for underserved artists to share their work
- Providing comprehensive arts learning experiences for youth and adults

The maximum grant for a single project is \$2,500. However, proposals can be submitted for any amount up to

\$2,500. In most cases, a Community Arts Project Grant will represent a portion of the project budget. However, a match is not required.

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GRANT CYCLE: JULY 1, 2024 – JUNE 30, 2025

Projects funded by Community Arts Project Grants, including all activities that involve the public, must be completed within the grant cycle. All funds must also be spent in this time frame.

PROJECT ELIGIBILITY

- The Community Arts Grant is open to all creative and cultural arts media and disciplines.
- Applicants may only submit proposals for one project.
- Projects must take place between July 1, 2024 and June 30, 2025.
- Projects must take place in the City of Eugene and/or result in a product or program that will be primarily available to the public in Eugene.
- Applicants must be headquartered/physically residing within Lane County.
- Applicants submitting a proposal for a **Public Art*** project must review the Public Art Guidelines for eligibility requirements. These can be found on Lane Arts Council's website at: <http://lanearts.org/community-arts-grants/>

**Public Art - Visual public art proposals are defined as any visual art intended for public space, including both public and private property where there is free and open access for viewers.*

Ineligible Projects or Applicants

- Projects that are not clearly accessible to the residents of Eugene.
- Projects that are not scheduled to take place during the project period.
- Applicants that have applied or intend to apply for Program Grant or Artist Grant funds in this same funding cycle.
- Resident companies of the Hult Center for the Performing Arts.
- Members of Lane Arts Council staff or board.
- Members of the City of Eugene staff (temporary staff are eligible to apply).
- Applications that are incomplete or not finalized and submitted to Lane Arts Council by 5:00pm on April 19, 2024. Late applications will not be accepted.
- Applicants with incomplete/outstanding Community Arts Grant obligations.

Note on already secured funds from the City of Eugene

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SELECTION PROCESS

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arts administrators, arts advocates, college/university staff, and nonprofit leaders. These committees look different each year to ensure a diverse range of voices and perspectives are able to inform selection over time. Each committee member will be provided the Review Criteria to ensure they are assessing applications similarly. A Conflict of Interest policy is also in place to ensure any personal or professional relationships committee members have with applicants are not able to influence the decision.

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APPLICATION MATERIALS

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Narrative Questions and Review Criteria

When crafting your responses to the narrative questions, please keep the Community Arts Project Grant Goals and Grant Review Criteria in mind. A panel will apply the following criteria in the review of applications:

- Strength of concept including evidence of strong planning and proposal clarity
- Project impact on audience, participants, or community
- Informed and relevant strategies for accessibility, specifically to reach underserved audiences
- Applicant demonstrates capacity to meet proposed project objectives

Statement of Commitment – Required ONLY for Permanent Artwork Installation

Projects that include the permanent placement of artwork must include a statement of commitment from the owner(s) and/or caretaker(s) of the potential site or location.

OPTIONAL - Supplementary Materials

Supplementary materials are optional but encouraged, and are limited to three pieces. You may include materials that directly support the proposal and/or demonstrate your ability to complete your project.

Optional support materials might include up to three of any of the following:

- Letter(s) of support from partner(s) including:
 - Previous individual or group collaborators who can speak to the skillset of the applicant(s)
 - Partner(s) for the proposed project (venue contact, collaborators, etc.)
 - Community member(s) who will directly benefit from the project
- Sample(s) of Completed Work that relates to the proposal and represents the artform therein. If submitting multiple Samples, each must be of a different type, e.g. Audio/Video, Image, etc. Sample(s) must align with one of the following options below and adhere to the applicable guidelines:
 - Audio/Video Sample: One written digital file containing link(s) to audio and/or video, with a brief description and date for each link. Total running time of audio and/or video may not

exceed five minutes for all linked materials combined.

Up to five minutes total of audio and/or video counts as one sample.

- **Image Sample:** One digital file (PDF or PPT) including no more than 10 images. Images must be labeled with artist name, title, and date. File size must not exceed 10 MB per image.
Single file with no more than 10 images counts as one sample.
- **Promotional Material or Review Sample:** One digital file (PDF suggested) containing up to three pieces of promotional material or reviews. Total number of pages for all pieces combined may not exceed six pages.
Single file with no more than three pieces of promotional material or reviews counts as one sample.
- **Writing Sample:** One digital file (PDF suggested) containing ONE of the following:
 - A long-form writing selection/excerpt not exceeding two pages; OR
 - A playwriting selection/excerpt not exceeding five pages; OR
 - A poetry selection not exceeding five pages, with max one poem per page.*Single file containing one of the writing examples listed above counts as one sample.*

STEPS FOR SUBMITTING AN APPLICATION

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2. Prepare the application, questions, budget, and supplementary materials, following the instructions carefully and completely. Please double-check for accuracy, arithmetic errors, and legibility.

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4. If you are unable to submit electronically, please contact Lane Arts Council for support by emailing grants@lanearts.org or calling (541)485-2278 during normal business hours.

GRANT AWARDS

The maximum grant for a single project is \$2,500. However, proposals can be submitted for any amount up to \$2,500. In most cases, a Community Arts Project Grant will represent a portion of the project budget, however a match is not required.

Project Grants will depend on the funds available through the City of Eugene's budget. Once an agreement between Lane Arts Council and the grant recipient is completed, a payment will be made in full at the start of the grant cycle. Final Report submission is required in order to remain eligible for all future grant funding with Lane Arts Council.

ACKNOWLEDGEMENT

Project Grant recipients must acknowledge support by Lane Arts Council and the City of Eugene Cultural Services Division in all project printed materials such as programs, newsletters and press releases, as well as digital materials relevant to the project. The Lane Arts Council and City of Eugene logos shall be used when space and format permit. Materials shall acknowledge Lane Arts Council and City of Eugene Cultural Services with *"This project is supported in part by a grant from Lane Arts Council and City of Eugene Cultural Services."*

FINAL REPORT REQUIREMENTS

At the close of the Community Arts Project Grant cycle, grant recipients will be required to submit a completed Final Report, along with project documentation. This includes highlights, successes, and challenges of the project, project partners, audience, and number of people served, as well as actual revenue and expenses. Final Report completion is required for any consideration for future funding from Community Arts Grants and Artist Grants. Grant recipients will be required to submit a final report by July 14th, 2025.

New Final Report Option: Grantees may schedule a Final Report interview in lieu of a written report. This will involve the key leader/s of the project meeting with a Lane Arts Council team member to share verbally the success stories of your project. Individuals who choose this option will still be asked to submit photos of the project in action. A written Final Report will still be an option for those groups/individuals who prefer written word over conversational reporting.

LANE ARTS COUNCIL MISSION AND STATEMENT OF NON-DISCRIMINATION

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CONTACT FOR ASSISTANCE

Assistance with technical requirements is available from Lane Arts Council staff prior to the application deadline. To ensure you are able to receive assistance, please make contact as early as possible. Applicants may also seek feedback after funding decisions have been made. For questions, please contact Lane Arts Council at (541)485-2278 or grants@lanearts.org.



LANE ARTS COUNCIL
Community Arts Project Grant Application

APPLICANT INFORMATION

Name of Applicant Group, Organization, or Ensemble (if not an individual):

Lead Contact - Forename:

Lead Contact - Surname:

Lead Contact - Position Title:

Address:

City:

State:

Zip Code:

Phone:

Email:

Website or Social Media Link (Optional):

Title of Project:

Project Start Date:

Project End Date:

Amount Requested (up to \$2,500):

Brief Description of Project (150 characters or less, including spaces):

Check the arts area(s) that best describes this application:

- Architecture/Landscape
- Dance
- Film/Video
- Literature/Writing
- Music
- Theatre
- Visual Art
- Multidisciplinary (three or more disciplines)
- Other:

Will you receive resources from the City of Eugene for this project? ___ Yes ___ No

If yes, please explain.

Were you awarded a Community Arts Grant or Artist Grant in the past? ___ Yes ___ No

If yes, please list the most recent year you received an award.

If you plan to have a public presentation:

Are your proposed venue(s) projected or confirmed? ___ Projected ___ Confirmed

Are your proposed venue(s) ADA Accessible? ___ Yes ___ No ___ Not yet known

AUDIENCE & EVENTS

Identify and estimate the number of people expected to participate in and benefit from your project:

Artists:

Audience:

Others (*Describe and list numbers*):

TOTAL:

PROPOSAL DATES & LOCATIONS

Please use the questions below to provide an outline of key dates and locations, including a short description of each, for your proposal. This will provide the panel an understanding of the steps it will take to bring your proposal to fruition and showcase your understanding and preparedness.

Timeline: List the schedule of key project activity dates with a short description of each. This may include preparation time, installation and deinstallation, performances, assessment, etc.:

Locations: List the locations and addresses involved in the completion of the proposal (e.g., location of displays, workshops, performances, installations, etc.).

APPLICATION NARRATIVE

This year we are providing two options for how applicants can answer these questions, EITHER:

- Through written response: use the text boxes on the Google Form to provide your answers.
- Through audio or video recording: See more information in italics below.

Applicants are invited to submit responses to the Application Questions using audio or video recording, if they choose. These recordings should not be edited with supplemental images, videos, or sound. They should only be a spoken response to the questions provided. This is an effort to deprioritize the written word and create greater accessibility. Please take note of time restrictions for each question listed after wordcount expectations.

If choosing the video or audio response, please begin each response by referencing the question number you are replying to. For examples, "Question 1: Our project is a visual arts installation..."

There should be a separate video or audio file for each question. Please do not upload one single file with all responses – they must be separated.

QUESTIONS

1. Provide a summary of your project. Describe project elements, project goals, artist(s) involved, final presentation, and any other relevant information. This is your opportunity to tell the story of your project.
(Up to 2,000 characters, including spaces, OR up to 5 minutes of recorded response)
2. What is the impact you expect to see in the community as a result of your project?
(Up to 2,000 characters, including spaces, OR up to 5 minutes of recorded response)
3. Who is/are your target audience/s and how will you reach them? How will your project provide accessibility to arts experiences, especially to underserved audiences?
(Up to 2,000 characters, including spaces, OR up to 5 minutes of recorded response)
4. Describe your past experience in administering similar projects where you, your artist group, or your organization has been financially responsible for the outcome.
(Up to 1,000 characters, including spaces, OR up to 3 minutes of recorded response)

PROJECT BUDGET

[Google Sheets Link](#)

Project Revenue

List all cash or donated (in-kind) contribution sources you will put toward your total proposal cost. Indicate whether the contribution is confirmed or projected. (Examples: other grants, fundraisers, sponsorships, event ticket sales, work or merchandise sold, etc.) In your first line, include the amount of funding you are requesting from Lane Arts Council and mark it as Projected.

	Item	Projected or Confirmed?	Cash	In-Kind
1	LAC Community Arts Project Grant Request	Projected		
2				
3				
4				
5				
6				
7				
8				
9				
10				
	TOTAL <i>Total in-kind and cash revenue in each column:</i>			

Project Expenses

List all expenses directly related to the total cost of what you are proposing. (Examples: artist fees, supplies/materials, registration fees, marketing costs, ASL interpretation and Access services, other purchases, etc.).

	Item	Cash	In-Kind
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
	TOTAL <i>Total your in-kind and cash expenses in each column:</i>		

Please Note: Total Project Revenue must equal Total Project Expenses in both Cash and In-Kind categories.

FINAL CHECKLIST

Please review this final checklist to confirm that you have completed and will submit all required parts of this application.

- Applicant Information
- Application Narrative (written or audio/video)
- Project Budget
- Statement of Commitment (only for projects that include permanent placement of work)
 - Projects that include the permanent placement of artwork must include a statement of commitment from the owner(s) and/or caretaker(s) of the potential site or location.
- Supplementary Materials (OPTIONAL)

STATEMENT OF NON-DISCRIMINATION

The applicant agrees to comply in every way with all applicable entity or individual receiving grant provisions of the Americans with Disabilities Act of 1990. 42 USC Sec. 12101, et seq. and the applicant agrees not to discriminate on the basis of race, creed, religion, color, sex, marital status, political opinion, familial status, national origin, age, gender, mental or physical disability, sexual orientation, military status, gender identity and source of income or disability status.

SIGNATURES

By submitting this application, the applicant certifies that all information contained in this document is true and accurate. The applicant agrees to comply with the Statement of Non-Discrimination, as listed above.