

2023 Horizons Enrichment Grant Guideline

Application Deadline: four (4) weeks before the start of the proposed project, six (6) weeks for first-time grant applicants.

Grants Available: Annually, from February 1 – November 15, projects must be complete, and the Final Report must be turned in by December 15, 2023.

Salina Arts & Humanities (SAH), a department of the City of Salina, 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 the application was not made during the regular grant cycles.

Eligible Applicants: Any individual artists, nonprofit organization, or local governmental unit in Saline County, KS, may apply. Individual artists are eligible to apply for up to \$1000 and must have been a resident of Saline County for at least one year before the application due date. Organizations are eligible to apply for up to \$500 and 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 a fiscal agent. Enrichment Grant Awardees must skip a year before reapplying for subsequent enrichment grants.

Application Deadline: Applications for Horizons Enrichment Grants may be submitted any time from *February 1 through November 15*; however, the application must be received at least four (4) weeks before the starting date of the activity and six (6) weeks for first-time applicants and the project must be complete and Final Report turned in by December 15, 2023. Funding is available until budgeted funds for the Horizons Enrichment Grant Program are expended. Please check with staff before beginning the application to ascertain that funds are still available, especially late in the year. Due to budgetary purposes, grants will not be awarded from November 16 through January 31.

Grant Guidelines

\$500-1000 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 expenses associated with an exhibit
- **Study and Training** – may include the costs of tuition to attend a master class, workshop, conference, or another kind of mentorship
- **Artistic Promotion** – the cost associated with the development of demonstration recording or portfolio of work samples
- **Equipment** – costs associated with purchasing equipment or resources related to the applicant's project or art form, such as software, books, musical instruments, photography equipment, etc.
- **Travel** – costs associated with research opportunities, including travel to performing and visual art events and institutions

Enrichment Grants are awarded without a match requirement.

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 aligned with the developing work.

Staff will evaluate recipients, and recommendations will be submitted to the Salina Arts & Humanities Foundation for approval. Each applicant, through a written statement, budget, work sample, and recommendation letter, provide 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 the proposal

How to Apply

1. Notify Salina Arts & Humanities staff of your intent to apply at least four (4) weeks before the start of the project (first-time applicants must notify staff six (6) weeks before the beginning of the project). The staff will arrange a short, informal meeting to provide the necessary information and assistance in preparing application materials.
2. Complete the online application form found at salinaarts.com. Be sure to keep a copy of the application for your records. PDF and paper applications are available upon request.

Support Materials

Applicants must submit the following support materials with the application (Electronic/PDF/JPG versions are best, will accept physical copies if necessary):

1. Resumes or bios for the applicant and any other key personnel involved in the proposed project.
2. A detailed budget of all cash expenses and income (collated into the application). This breakout should describe how requested funds will be spent. Be sure to include personal contributions, organizational funds (if applicable), and any other outside funding.
3. Include one letter of recommendation from someone with professional qualifications in the arts who knows the quality of your or the organization's work and can act as a knowledgeable reference.
4. Submit work samples – one (1) copy directly related to this proposal, such as webpages, audio or video recordings, literary writing, musical scores, etc.
5. Please include a website link, brochure, catalog, or copy thereof describing the class if attending a conference or pursuing an educational opportunity.
6. Promotional materials, if available, from past activities. Include newspaper articles, concert programs, event posters, etc.

Funding Procedures

1. The Salina Arts & Humanities staff assists applicants in the grant process details.
2. Staff reviews grant applications and will ratify the final funding decisions within 14 days of submitting the proposal. Two types of decisions may be made: a) Applicant receives funding amount requested, or b) Applicant receives no funding.
3. Staff will inform applicants of funding decisions. A 90% check will be issued upon signing the agreement, and a brief final report will be required within 30 days of the project completion date. After staff approval of the Final Report, the 10% balance 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 a 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.

FOR YOUR INFORMATION

Any grant funds received in conjunction with this application may be expended only for the project as described in the application form. Any changes in this project or budget must be submitted in writing and are subject to the approval of the Salina Arts & Humanities Foundation.

The Horizons Grants Program is funded in part through donations from the Horizons donors group. During the grant process, artists or key project personnel may be requested to participate in an activity for donors. If necessary, additional artistic costs will be assumed by the Horizons program. Also, requests for special seating, showings, or other appropriate activities may be made, working in cooperation with the Grantee.

Applicant hereby agrees to comply with Title IV of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and, where applicable, Title IX of the Education Amendments of 1972. Title IV, Section 504, and Title IX prohibit discrimination on the basis of race, color, national origin, handicap, or sex.

If funds are awarded, Grantees must maintain financial records relating to this project for a period of three (3) years and are subject to periodic audits by SAH. In addition, SAH reserves the right to monitor the Grantee to ensure that applicable terms of the grant are being met.