

NATIONAL ENDOWMENT FOR THE ARTS – OUR TOWN GRANT

Request for Proposals to Represent Louisville

The National Endowment for the Arts (NEA) has released program guidelines for the **Fiscal Year (FY) 2016 Our Town Grant Program**. In order to meet the NEA Application Restrictions (see below), organizations interested in applying for Our Town grant funding must submit a proposal as follows to Louisville Metro Government in order to obtain a formal statement of support as required by the NEA.

Grant application timeline:

By August 24, 2015– Proposal submitted to Public Art Administrator

By August 31, 2015 – Proposals selected by Mayor’s Office, applicants notified

By September 14, 2015– Final application draft submitted for Metro review/approval

September 21, 2015 – NEA Deadline to submit SF-424 through Grants.gov (registration)

October 1-8, 2015 – NEA window to submit application through NEA-GO

NEA Our Town:

The purpose of the program is to support creative placemaking projects that help to transform communities into lively, beautiful, and resilient places with the arts at their core. Creative placemaking happens when artists, arts organizations, and community development practitioners deliberately integrate arts and culture into community revitalization work - placing arts at the table with land-use, transportation, economic development, education, housing, infrastructure, and public safety strategies. Our Town funding will support local efforts to enhance quality of life and opportunity for existing residents, increase creative activity, and create a distinct sense of place. There are two project areas:

1. Matching grants for *Arts Engagement, Cultural Planning, and Design Projects* will provide support for projects that represent the distinct character and quality of their communities. Local government entities must partner with a nonprofit organization to apply as a partnership. One of the partners must be a cultural organization. These grants will range from \$25,000 to \$200,000 per award.
2. Matching grants for *Projects that Build Knowledge about Creative Placemaking* are only available to arts and design service organizations, and national or regional industry or university organizations that provide technical assistance to those doing place-based work. These entities may include housing, transit, community development, environmental, and economic development organizations who want to engage in creative placemaking activities. These grants will range from \$25,000 to \$100,000 per award.

Application Restrictions:

An organization may submit as a lead applicant two applications to Our Town.

A partnering organization may serve as a partner on as many applications as they like.

All applications must include a formal statement of support for the project from the highest ranking official of the local government participating in the project. Each local government -- whether applying as the lead applicant or as the primary partner with a nonprofit organization -- is limited to two applications. The local government must coordinate internally to ensure that only two applications are submitted to the NEA, rather than multiple applications through its various offices. The submitted applications must be identified as proposing the chosen projects by formal statements of support from the highest ranking official of the local government. If more than two applications are submitted for a government, we will ask the highest ranking official to select two applications to move forward.

It is recommended that applicants review the complete [NEA grant application guidelines and related materials](#). Please contact NEA staff at OT@arts.gov if you have any questions or if you would like to set up a time to speak to staff.

All qualified Our Town applicants must submit a proposal to the Public Art Administrator. Depending on the number of submissions, applicants may be contacted to make a presentation. Please find following a *Proposal Form* template to submit a proposal. The completed proposal must be submitted via email to: Sarah Lindgren, Public Art Administrator at Sarah.Lindgren@louisvilleky.gov **no later than August 24.**

FISCAL YEAR (FY) 2016 OUR TOWN GRANT PROGRAM

Proposal Form

Contact Information

Name:

Title:

Organization:

Email:

Phone:

Address:

Project type (please check one)

Arts Engagement, Cultural Planning, and Design Projects

Projects that Build Knowledge about Creative Placemaking

Organizational Information

- Mission (150 word limit):
- Organization budget including most recently completed fiscal year, the previous fiscal year, and the fiscal year two years prior.
- If any significant discrepancies in budget, please explain (100 words maximum):

Project Information:

- Proposed Project Title:
- Proposed Project Description (300 words maximum):
- Project Dates:
- Project Budget: *Funds for this grant must be matched at least 1:1. A minimum of half the total cost of each project must be from nonfederal sources. Matching funds may be all cash or a combination of cash and in-kind contributions.* Please include total committed funds, if any, as of August 2015, and specify amount requested from NEA Our Town. Project budget should include income and expenses.

Project Team: *Introduce all key collaborators, including artists, arts organizations, city agencies, and private sector groups. Please list each entry on a separate line. (200 words maximum)*

Project Activity/Venue locations: *For multiple locations, please list each entry on a separate line (200 words maximum).* A map in JPG or PDF format highlighting the site(s) of proposed work may also be submitted.

Audience Engagement: Briefly describe your desired audience (100 words maximum).

Attachments: *When adding attachments to your proposal for submission, please save as Your Project Name _____ (Examples: Samuel Street Map, Samuel Street Image 1, Samuel Street Image 2, Samuel Street Budget).*

Work Samples:

Work Samples are an integral part of the NEA application. Please submit a preliminary draft of Work Samples for the purpose of the proposal. These must be samples of previous completed work by both the principal artist(s) and, if applicable, artistic director and/or curator. One work sample may be of the proposed project, or portion of the project. No more than a total of 5 work samples may be submitted. Please make sure each work sample is labeled.

Images: Only JPG or PDF format will be accepted. Please include artist's name, artwork title, dimensions, media, year of completion, and a brief description of each attachment.

Video and Sound: These may be submitted as web links. Please include artist's name, title, year of completion and a brief description of each attachment. Video and sound samples are to be no

more than 5 minutes in length. If submitting a longer sample, please indicate a start and end point within the sample.

I/We have reviewed the NEA eligibility requirements and confirm that the organization meets these requirements.

Initial here:

I/We understand that if our proposal is selected for a statement of support from the Mayor's Office that the organization will enter into an Agreement with LMG to seek approval from and file grant reports with LMG as required by the granting organization.

Initial here:

Organization Director Signature:

Proposal and attachments must be submitted via email to:

Sarah Lindgren, Public Art Administrator at Sarah.Lindgren@louisvilleky.gov no later than **August 24.**

Thank you for your application.