

## 2019 ComEd Powering the Arts Program Application

**Grant applications will not be accepted from applicants that have received grant/sponsorship funding from ComEd or Exelon within the past two years.**

**Application deadline is 5:00 p.m. CST on March 15, 2019.** All applications must be submitted by this time. Incomplete or late applications will not be considered. Applications are accepted via e-mail delivered to [PoweringTheArts@ChicagoPlays.com](mailto:PoweringTheArts@ChicagoPlays.com).

Please provide the following information as one single pdf document attached to your e-mail. Incomplete applications will not be accepted.

**1) Project Name**

**2) Contact information:**

*Eligible applicants include non-profit arts and cultural institutions in the ComEd service area. See the Program Guidelines for more information about eligibility.*

- Name of institution.
- Business address.
- Primary contact person's name and title. All correspondence, including award notifications and distribution of grant funds, will be addressed to the designated contact person listed here.
- Primary contact person's mailing address.
- Primary contact person's e-mail address. Please note that nearly all correspondence is done by e-mail, and we encourage you to check your e-mail account regularly for important information about the status of applications.
- Primary contact person's phone number.

**3) Provide a brief description of your project (1000 word limit) that includes the following elements:**

- Whether the project is a standalone project or part of a larger multi-year or multi-phase endeavor.
- Describe the audience(s) that will benefit from your project, including any benefits your project will present beyond the immediate community. If your project is part of a larger initiative, explain how it is connected.
- Describe how the intended audience(s) will be reached.
- Describe how you will continue to reach the intended audience(s) after the proposed program is completed.
- The number of underserved audience members you expect to serve during the implementation of this proposed project.
- The number of underserved audience members you expect to continue to serve annually after the completion of the project.

**4) The total annual operating budget for your organization.**

5) **Total project budget, that includes the following information:**

- All expenses involved in the project even if you are not requesting reimbursement for them.
- The total amount of funding that you are requesting from the ComEd Powering the Arts Program. Grants are awarded up to \$10,000.
- The percentage of your total estimated project budget that would be funded by the ComEd Powering the Arts Program, if your grant request is awarded.
- Describe each of the costs in your project that you will apply ComEd Powering the Arts Program funding to. Please be specific.

6) **A list of the matching funds you will apply to this project, including the total amount (both pending and secured).** Matching funds are a requirement of the ComEd Powering the Arts Program and must cover at least 25% of the total project budget.