

2018 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 May 25, 2018. 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.

Please provide the following information as pdf document(s) attached to your e-mail:

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.