

**City of Naperville**

**Community Arts without a 501(c) - SECA Application CY2025**

**For Individual Artists and Artist Groups**

**Before you Begin**

Please refer to the Special Events & Community Arts (SECA) Fund Policy and Procedures Manual for a complete list of eligibility and application requirements. The manual may be downloaded on the City's website.

By submission of this application, you are certifying that to the best of your knowledge and belief, data in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant will comply with all regulations applicable to the City of Naperville SECA program. The applicant agrees that this application is a public document and is subject to the Freedom of Information Act.

**Eligibility Quiz**

**Yes**

[ ]  Is your project/program located within incorporated Naperville?

[ ]  Is your project/program going to be held in the current SECA funding cycle?

[ ]  Can you confirm your project/program will not promote religion or a religious organization?

[ ]  Have you read the SECA Fund Policy and Procedures Manual?

[ ]  Have you attended one of this year’s mandatory SECA fund workshops?

You must check **Yes** to each item on this list in order to be eligible for SECA funding from the City of Naperville.

If you have questions regarding your eligibility or this application form, please contact:

Miranda Barfuss

Community Grants Coordinator

630-305-5315

barfussm@naperville.il.us

**Section 1: General Information**

Artist/Group Name: Click or tap here to enter text.

Title of Grant Request: Click or tap here to enter text.

Primary Contact:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Phone: Click or tap here to enter text.

E-mail: Click or tap here to enter text.

Address: Click or tap here to enter text.

City: Click or tap here to enter text.

State: Click or tap here to enter text.

Zip Code: Click or tap here to enter text.

**Section 2: Performance Art Grant Request and Applicant Details**

**2.1 Request Details:** Provide the details regarding the program, including: (a) title and description, (b) date of the program, (c) location of the program, (d) anticipated attendance (if applicable), (e) number of years the program has existed.

 Click or tap here to enter text.

**2.2 Cost:** Provide the details regarding the program cost, including: (a) total cost of the program, (b) total SECA grant funding requested, (c) number of years this request has received a SECA grant, (f) if a SECA grant has been awarded in the past, please list the award amounts for the last 3 years.

 Click or tap here to enter text.

**2.3 Supplemental Funding:** Explain why supplemental funding is necessary for the program.

 Click or tap here to enter text.

**Section 3: Physical Art Grant Request and Applicant Details**

**3.1 Request Details:** Provide the details regarding the project, including: (a) title and description of the project, (b) artist(s) involved, (c) location of the project, (d) estimated completion date, (e) proposed installation and decommission dates, (f) scope/dimension of the project, (g) materials to be used.

 Click or tap here to enter text.

**3.2 Cost:** Provide the details regarding the project cost, including: (a) total cost of the project, (b) total SECA grant funding requested, (c) number of years this request has received a SECA grant, (f) if a SECA grant has been awarded in the past, please list the award amounts for the last 3 years.

 Click or tap here to enter text.

**3.3 Supplemental Funding:** Explain why supplemental funding is necessary for the project.

 Click or tap here to enter text.

**Section 4: Impact to the Naperville Community**

**4.1 Artist/Organization Objectives:** Explain (a) how the objectives of the request support the SECA mission of assisting the City in furthering special events and artistic cultural experiences that support an inclusive community that values diversity for Naperville and its visitors, (b) the target audience for the project/program, (c) whether the project/program is open to the public and if not, provide a reason why,(d) what the cost is to attend/view.

 Click or tap here to enter text.

**Section 5: Finance Details**

Note: All budgets must be reviewed by the applicant for accuracy prior to submission. The application will not be considered if the budget section is inaccurate or not completed.

The documents below must be submitted with the application:

* Budget worksheet
* Resume(s) of the proposed artist(s)
* References or Letters of Recommendation
* For performance art, links to video(s) of the performance or similar performances
* For physical art, sample, model, photograph or drawings of the proposed art
* For physical art, site plan including proposed placement of art, orientation of art, distance in measurement between the piece of art and public streets
* For physical art, written statement of the valuation of the art
* For physical art, maintenance plan for short and long term preservation of the art
* For physical art on private property, property owner agreement

**Section 6: Required Documentation**

All applicants are required to submit the following documentation, if applicable.

[ ]  Attachment A – Budget Worksheet

*Attach your completed Budget Worksheet*

[ ]  Attachment B – Resume

*Attach resume of the proposed artist(s)*

[ ]  Attachment C – References

*Attach three professional references for the proposed artist(s)*

[ ]  Attachment D – Samples of Work

*Attach samples of past work or links to video(s) of the performance or similar performances*

[ ]  Attachment E – Physical Art Rendering

*Attach sample, model, photograph or drawings of the proposed art*

[ ]  Attachment F – Site Plan/Landscaping Plan

*Attach plan for proposed placement of art, orientation of the art, distance in measurement between the piece of art and public streets, location of trees and shrubbery, and types of trees if applicable*

[ ]  Attachment G – Maintenance Plan

*Attach instructions for routine preservation and long-term preservation of the art*

[ ]  Attachment H – Written Valuation Statement

*Attach written statement by the artist of the valuation of the art*

[ ]  Attachment I – Property Owner Agreement

*Attach agreement with private property owner*