

2025 TOPARTS GRANT APPLICATION FORM

FILLABLE VERSION

Please use this version of the application only to draft your responses. This form cannot be used to submit your grant application. ALL GRANTS MUST BE SUBMITTED USING THE ONLINE FORM FOUND HERE.

HOW TO USE THIS DOCUMENT

1. Navigate to the upper left side of the screen and click on “FILE”
2. Select “DOWNLOAD” and you will be able to choose your preferred file format.
3. Once the document has been downloaded, you can open it and make any and all edits that you would like to make.
4. After you have finished drafting your application responses, you can COPY/PASTE your answers from your downloaded document to the online application.

APPLICATION QUESTIONS

The following questions are asked on the 2025 TopArts Grant Application. All questions preceded by an asterisk (*) are required.

***Applicant is a(n):**

(Select one.)

- Non-profit organization
- Individual
- Other

***Organization Name:**

(Only required for applicants who have selected “non-profit organization” on the first question. Please tell us the primary organization name or artist name responsible for organizing/overseeing this project.)

***Primary Contact Name:**

(This should be the name of the person who will receive information about funding decisions and, if funded, will sign the grant agreement.)

***Primary Contact Email Address:**

(This should be the email address of the person who will receive information about funding decisions and, if funded, will sign the grant agreement.)

***Project Name:**

(Project names that are concise and related to the work at hand are greatly appreciated.)

Phone Number (optional):**Website (if applicable):**

(A website is not required but is strongly encouraged.)

Social Media URL (if applicable):

(If applicable, please share a link from the social media presence that will be most closely linked with this project.)

***The primary goal of the proposed project is to:**

- Increase access to arts programs in Topeka.
- Install new works of public art.
- Maintain/expand existing works of public art.

IF THE APPLICANT HAS SELECTED “INSTALL NEW WORKS OF PUBLIC ART” or “MAINTAIN/EXPAND EXISTING WORKS OF PUBLIC ART, THE FOLLOWING THREE QUESTIONS WILL BE REQUIRED.**(PUBLIC ART APPLICANTS ONLY) Project Location:**

(Please indicate the location either with an address or intersection.)

(PUBLIC ART APPLICANTS ONLY) Applicant has secured permission to install a new work or undertake maintenance of public art as proposed in this application.

(Site permission is not a requirement for consideration of funding but is strongly encouraged.)

- Yes
- No

(PUBLIC ART APPLICANTS ONLY) FILE UPLOAD: Photo of site where you are proposing to install/expand/maintain public art. (Optional but encouraged.)

THEMES & CULTURAL DISTRICTS/CORRIDORS

The TopArts Grant Program is especially interested in funding projects/programs that address the following themes listed below. While eligible projects/programs can take place anywhere in Topeka, we will focus some of this grant funding in support of the cultural districts & corridors listed below.

Applicants can find additional information about the themes and cultural districts/corridors in the Topeka Arts & Culture Master Plan at www.artstopeka.org/thinkartsfirst and in the grant guidelines which can be found at www.artstopeka.org/toparts.

***Which of the following themes best aligns with the goals of this program/project?**

- Crossroads to Freedom: Recognize, engage, and understand the role that Topeka has had in the fight for civil rights.
- Cultural Fabric: Embrace, nurture and highlight the tapestry of rich cultural heritage in Topeka.
- Separate & Not Equal: Address issues of inequity in areas such as housing, healthcare and transportation.
- More Places, Fewer Space: Activation of underused/vacant/dilapidated spaces.
- None. The proposed project does not address any of these themes.

***Which (if any) of the following cultural districts/corridors will benefit from this project/program?**

- Downtown Topeka
- East Topeka
- Golden Mile (6th ave between Branner/Adams & Golden Ave)
- NOTO Arts & Entertainment District

- Oakland
- South Topeka Boulevard
- None. This project/program takes place outside of these cultural districts/corridors.

***What is the primary goal of this project?** (Max 300 words)

***Please provide a detailed project description.** (Max 300 words.)

***How does this project fill a gap in our community?** (Max 300 words.)

***Please describe the population served by this project.** (Max 300 words.)

***Please estimate the number of people in the City of Topeka that this project will serve.**

(Because this funding is made available through the general fund of the City of Topeka, we prioritize the funding of projects that primarily serve residents in the city of Topeka.)

Total Project Budget: \$\$\$

Grant Amount Requested: \$\$\$

Budget Narrative: Tell us more about how you calculated your budget and any other information that will help us to understand the information presented in your budget worksheet. (Max 300 words.)

Please tell us specifically how you intend to spend funds if awarded by the TopArts Grant Program. (Max 300 words.)

Please upload your budget worksheet here.

(Please title your budget spreadsheet using the following naming convention: PROJECTNAME_budget. We have provided a budget worksheet that we

suggest using. You can find that worksheet on our website at www.artstopeka.org/toparts.)

Please upload your IRS determination letter here.

(Please name your file using the following naming convention: ORGNAME_IRSletter.)

Please upload images, letters of support or any other supporting documents that you feel support your case for funding.

(This information is optional but encouraged especially for applicants proposing projects related to public art.)