



**Peoria Arts Commission**

# **Arts Grant**

**Fiscal Year 2015**

## **Application Instructions**

**Grant Deadline: Postmarked by May 30, 2014**

Please contact Andre Licardi if you need clarification or need more information at 623-773-5193 or [andre.licardi@peoriaz.gov](mailto:andre.licardi@peoriaz.gov)



## PEORIA ARTS GRANTS Arts Grant

The Peoria Arts Commission is pleased to support the Arts Grant Program. The purpose of the grant program is to inspire, enhance and support the Fine Arts in the City of Peoria.

The Peoria Arts Commission will be awarding \$25,200 in Arts Program Grants, with individual awards of up to \$2,500 based on City Council budget approval.

Applicants must meet all the eligibility requirements and submit a grant proposal application to be considered. The deadline for submitting the application is **May30, 2014**. Applications must be typed, concise, and filled out completely.

Applicants will be notified of grant awards end of August 2014.

Thank you for your interest in the Peoria Arts Grant Program. If you have any questions about the application or the granting procedures, please contact Andre Licardi, Cultural Arts Coordinator at 623-773-5193 or [andre.licardi@peoriaaz.gov](mailto:andre.licardi@peoriaaz.gov).

Respectfully,

PEORIA ARTS COMMISSION



City of Peoria Arts Grant  
Arts Grant Application  
Application Deadline: Postmarked by May 30, 2014

Contact Name	
Contact Title	
Contact Address	
Contact Phone	
Contact E-mail	
Organization Name	
Organization Website	
Organization Address (if different from above)	

Status (Choose One): Organization  Nonprofit  Government

Does your organization have a U.S. Internal Revenue Service 501(c)(3) nonprofit status approval?

Yes  No

Amount Requested: \_\_\_\_\_

Type of Grant (Choose One): Performance Facility  Gallery/Exhibit Space   
Fair/Festival  School  Other (describe) \_\_\_\_\_

Title of Arts Grant Request:

Grant Category (Choose One): Program  Festival  Performance  Workshop

Description of your grant request and the proposed activities:



**Certification of Application  
Arts Grant**

I certify this grant application to be true and accurate to the best of my knowledge. On behalf of all organizations participating in this application, I hereby assure and certify that I will comply with all regulations, policies, contract requirements, guidelines and requirements pertinent to the application and to the use of award funds. The applicant agrees to submit a final report by May 1, 2015. If this application is approved, I certify that the project will begin promptly, and will be completed as described.

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Print or type the name of person authorized to apply for grant funds for the Applicant Organization

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Title of person authorized to apply for grant funds for the Applicant Organization

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Mailing address of person authorized to apply for grant funds for the Applicant Organization

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Signature of person authorized to apply for grant funds

Date

**MAIL COMPLETED APPLICATION TO:**

**André Licardi  
Cultural Arts Coordinator  
Community Services  
9875 N. 85<sup>th</sup> Avenue  
Peoria, AZ 85345  
623-773-5193**

[andre.licardi@peoriaaz.gov](mailto:andre.licardi@peoriaaz.gov)



## **I. Overview**

The Peoria Arts Commission is committed to enhancing the quality of life in the community by fostering and supporting cultural opportunities for both local artists and the general public. The City of Peoria provides Arts Grants to assist with the costs of connecting artists, or their artistic works, with the community. These special programs and arts experiences serve to fulfill public value for the arts and become the rationale for the investment of public funds in these areas. Program Grants are available to fine arts organizations of all sizes, whose primary mission is to produce, present or serve the arts. The Peoria Arts Commission defines Fine Arts as visual art and performing art forms. Visual Arts include: painting, drawing, ceramics, sculpture, photography, printmaking, and mixed media. Performing Arts include music (Instrumental and Voice), dance and theatre. To be considered a Fine Arts Institution/Organization, the majority of product is Fine Art by definition.

The Peoria Arts Commission will be awarding \$25,200 in Arts Grants, with individual awards of up to \$2,500 (based on City Council budget approval) for Programs, Festivals, Performances, and Workshops.

### **Timeframe**

Art Program Grant awards will be announced end of August 2014.

All awarded funds shall be expended by April 1, 2015.

## **II. General guidelines**

### **Eligibility:**

**Individuals:** Must apply through a qualified tax-exempt, non-profit agent under Section 501(c)(3) of the U.S. Internal Revenue Code.

**Organizations:** At the time of application, applicant organization must be a tax-exempt, non-profit organization under Section 501(c)(3) of the U.S. Internal Revenue Code. Organizations without this status must apply through a fiscal agent which is a tax-exempt, non-profit organization or through a government agency.

**Schools:** Applicant schools must be located within the City of Peoria, or have a portion of enrollment area within the City of Peoria. The festival performance must be held in the City of Peoria.



### **Funding Amount and Reimbursement**

Applicants may request up to \$2,500 per application and grant awards may be less. The applicant is not required to provide matching funds.

Grant funds may be distributed on a reimbursement basis. The grantee is responsible for submitting supporting documentation (paid invoices, receipts etc.) adequate to demonstrate that costs claims have been incurred and are applicable to the grant. All expenditures must occur no later than April 1, 2015.

### **Important Conditions of Award**

The grant applicant agrees to the following contract conditions by accepting a grant award from the City of Peoria's Arts Commission:

1. All performances or events shall be open to all members of the public and no person shall be denied access to, or participation in, the performance or event based on race, color, national origin, sex, religion, age, or disability.
2. Grants are awarded from the date of the executed contract through June 2, 2015. An award does not guarantee or imply support in subsequent years.
3. Grant funds are distributed based upon a reimbursement basis.
4. Non-school performances must be open to all residents of Peoria and held in Peoria. Grant funds cannot be used for private or exclusive showings.
6. News/press releases regarding events should be promoted in Peoria publications such as, but not limited to the *Peoria Times*, *Arizona Republic*, *Prospector*, and *Daily News Sun*.
7. Arts Program grant funds may not be used for construction or renovation of facilities, basic operating support, other capital expenditures, or reductions of debts.
8. Grant funds may not be used to support events which constitute a religious worship or which would advance or promote a religion or religious purpose.
9. Grantees shall expend funds awarded only for the purposes and uses specified in the approved Grant application.
11. Grantees are required to complete an annual progress and expense report on forms provided by the City of Peoria no later than May 1, 2015. This will include: project summary, program achievements, a closing itemized financial report, receipts, and general observations.
12. Groups receiving grant awards from the City of Peoria Arts Commission will acknowledge this support in all programs, press releases and advertisements for grant-supported activities with the following credit line: "(name of organization) is supported in part by a grant from the Peoria Arts Commission." Failure to acknowledge support may jeopardize future grant requests.



13. The Peoria Arts Commission will not consider applications for projects which promote, contain or advance the following:
- Political activities, candidates or issues
  - Pornography or sexually explicit or suggestive materials
  - Substance abuse or the use of any illegal substance
  - Excessive violence
  - Material which advocates or implies the discrimination of, or degradation of any person because of that person's race, color, religion, national origin, sex, or disability

### **Grant Application Components**

Please compile the application in the following order:

1. Art Program Grant Application Form
2. Grant narrative portion. Limit the narrative to four pages - using no less than a 12-point font using the space provided.
3. Grant Budget Form
4. A copy of the U.S. IRS letter documenting Section 501 (c)(3) tax exempt status.
5. A list of the applicant's Board of Directors and staff members
6. If applicable, letter of support from each institutional partner.

### **Submittal Directions**

- Submit the original application (with signature) plus **6 copies**
  - Write "original" in the upper right hand corner of the grant application that has the original signature on the grant application form.
  - Write "Copy" in the upper right hand corner of the 6 copies of the grant application.

### **Application Evaluation and Selection Process:**

The evaluation process will begin after the grant application due date. Each application will be reviewed to ensure that it is eligible for funding based on compliance with the guidelines indicated in the grant application instructions. Applications that fail to meet requirements may be rejected and will not be further evaluated. If the grant application meets all eligibility requirements, it will be evaluated by a grant review committee based on the criteria outlined in the application instructions.



### III. GRANT NARRATIVE:

Answer the narrative questions in the space provided using no less than a 12-point font. Limit to Space provided.

#### 1. Organization Information:

- a. State your organization mission and vision statement.
- b. Identify the types of fine art functions that your organization supports. Give specific examples.

a.

b.



**2. Activities/schedule of events:**

- a. Provide a schedule of events that were offered in the last year. (Can attach separate sheet)
- b. Do you plan to expand or reduce the events in the coming year? Please explain your answer.
- c. How will the general public participate in your art activities? Who participated, and how many directly participated in last years events? How do you publicize your activities?

a.

b.

c.



**3. Justification:**

- a. What community need or opportunity does your organization address? How do you know this is a need?
- b. What audiences are you targeting and why?
- c. How do your activities relate to your mission or other plans? What steps have been taken to ensure success?

a.

b.

c.



**4. Evaluating Outcomes:**

- a. What specific results do you intend to achieve during the grant period.
- b. List at least two activities or functions that will help you achieve your intended results.
- c. Describe what tool(s) or method(s) you will use to evaluate each activity listed.

a.
b.
c.



**5. Project Personnel:**

- a. Identify organizational personnel (name, title and description of duties).
- b. Identify Board of Directors (name, organization and title).

a.

b.



**6. Timeline/Schedule of Activities:**

- a. Provide your proposed schedule of activity for the period of September 4<sup>th</sup> to June 30, 2015.

**7. Budget**

- a. Complete the budget form for the operational expenses for which you are requesting grant funding assistance.
- b. As a part of the narrative, provide a detailed explanation and justification of the proposed operational expenditures.

**Grant Budget Form** (round all amounts to nearest dollar)

*Important note: Explain and justify all listed budget items in the budget narrative.*



**Contractual Services:** (List each vendor separately)

Contractor/Vendor	Grantee's Contribution		Requested Grant Funds	Total
	Monetary	In-kind		
<b>Total</b>				

**Other Direct Costs:** (travel, equipment, materials and supplies)

Type	Grantee's Contribution		Requested Grant Funds	Total
	Monetary	In-kind		
<b>Total</b>				

**Total Budget:** (Total the columns)

	Grantee's Contribution		Requested Grant Funds	Total
	Monetary	In-kind		
<b>GRAND TOTALS</b>	\$	\$	\$	\$

**Budget Narrative**