



**Peoria Arts Commission**  
**General Operating**  
**Support Grant**

*Fiscal Year 2014*  
*Application Instructions*

**Grant Deadline: Postmarked by May 2, 2013**

**Peoria Art Grant Application Workshops:**

- Thursday, April 18, 2013 at 9:00 a.m.  
City of Peoria, Development and Community Services Building  
Point of View Conference Room  
9875 North 85<sup>th</sup> Avenue
- Thursday, April 18, 2013, 6:30 p.m.  
City of Peoria  
Main Library  
Willow Room  
8463 W. Monroe Street

**PEORIA ARTS GRANT PROGRAM**  
**General Operating Support Grant Projects**

The Peoria Arts Commission is pleased to support the Arts Grant Program. The purpose of the grant program is to motivate, enhance and support the arts in the City of Peoria. To achieve this, the Peoria Arts Grant Program offers four types of grants: General Operating Support, Festival, City Performance Grants and Program Grants. Funding of these grants is subject to City Council approval.

The Peoria Arts Commission will be awarding \$100,000 in General Operating Support Grants, with individual awards of up to \$50,000.

To be considered for this grant program, applicants must meet all the eligibility requirements and submit a grant proposal application. The deadline for submitting the application is **May 2, 2013**. Applications must be typed, concise, and filled out completely.

Applicants will be notified of grant awards end of August 2013.

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 Grants  
General Operating Support Grant Application  
Application Deadline: Postmarked by Friday, May 2, 2013**

Please fill this application out completely (typed). Be concise, using only the space provided.

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Address, City, State and Zip Code: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Org Website: \_\_\_\_\_

Organization Address (if different than contact address):  
\_\_\_\_\_

STATUS: Individual \_\_\_\_\_ Organization \_\_\_\_\_ Non-profit \_\_\_\_\_ Government \_\_\_\_\_

Does your organization have an U.S. Internal Revenue Service 501(c)(3) nonprofit status approval?: Yes \_\_\_\_\_ No \_\_\_\_\_

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

Type of Organization: Performance Facility \_\_\_\_\_ Gallery/Exhibit Space \_\_\_\_\_  
Other (describe) \_\_\_\_\_

Brief description of the operational needs this grant request will support: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# **Certification of Application General Operating Support Grants**

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 June 2, 2014. 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**

# City of Peoria Arts Grants

## General Operating Support Grant

### Application Instructions

### Fiscal Year 2013

#### **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 General Operating Support Grants to assist fine arts organizations in Peoria with administrative and/or artistic expenses. General Operating Support 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.

Organizations may use these funds for general operating expenses as well as leverage for other public and private funding.

The City of Peoria supports connecting artists, or their artistic works, with communities. These special programs and arts experiences serve to fulfill public value for the fine arts and become the rationale for the investment of public funds in these areas.

#### **Timeframe**

General Operating Support Grant awards will be announced end of August 2013.

All awarded funds shall be expended by June 2, 2014.

#### **II. General guidelines**

##### **Eligibility:**

All funded fine art organizations shall be located within the Peoria City boundaries.

**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 that support Arts in Peoria.

### **Funding Limits**

Applicants may request a maximum of \$50,000 per application. Grant award amounts will not exceed \$50,000 and may be less than the amount requested. The applicant is not required to provide a cash match.

The grantee is responsible for submitting supporting documentation that validates allowable expenditures in the grant category. Examples to verify expenses may include paid invoices, receipts, annual financial report, etc. adequate to demonstrate cost claims. All expenditures must occur by no later than June 2, 2013.

### **Use of Grant Funds**

General Operating Support Grants assist arts organizations with administrative and/or artistic expenses.

### **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, 2013. An award does not guarantee or imply support in subsequent years.
3. Grant funds may be distributed based upon a disbursement basis.
4. Performances must be open to all residents of Peoria and/or 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. Grant funds may not be used for construction or renovation of facilities, 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 June 2, 2013. 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 and the City of Peoria.” 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. Operating Grant Application Form
2. Grant narrative portion (see Section III- Grant Narrative). Limit the narrative to four pages - using no less than a 12-point font, with one-inch borders on all sides.
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 Award 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. Grant applications will be evaluated to determine if they meet the criteria outlined in the application instructions.

### **III. GRANT NARRATIVE:**

Answer the narrative questions in the outline and order listed below. Limit the narrative to four pages - using no less than a 12-point font and one-inch borders on all sides.

#### **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.

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

- a. Provide a schedule of events that were offered during the past 12 months.
- 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 year's events? How do you publicize your activities?

#### **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?
- d. How many Peoria citizens do you estimate to serve? How will you benefit the City of Peoria community?
- e. What type of entertainment will you provide as a requirement in your participation at City of Peoria community events?

#### **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.

#### **5. Project Personnel:**

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

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

- a. Provide your proposed schedule of activity for the period of September 1, 2012 to June 2, 2014.

**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.

**STAFF CONTACTS**

Please contact Andre Licardi, Cultural Arts Coordinator at 623-773-5193 or [andre.licardi@peoriaaz.gov](mailto:andre.licardi@peoriaaz.gov) for any questions.

## Peoria Arts Commission: General Operating Support Grant

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

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

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#### Personnel Costs: (List names, hourly rate and number of hours)

Personnel Name	Hourly Rate and Number of Hours	Grantee's Contribution		Requested Grant Funds	Total
		Monetary	In-kind		
Total					

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

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

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

Type	Grantee's Contribution		Requested Grant Funds	Total
	Monetary	In-kind		
Total				

#### Total Budget: (Total the columns)

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