



Peoria Arts Commission
Arts Program Grant

Fiscal Year 2013
Application Instructions

Grant Deadline: Postmarked by July 9, 2012

Peoria Art Grant Application Workshops:

- Tuesday, June 19, 2012 at 10:00 a.m.
City of Peoria, Development and Community Services Building
Point of View Conference Room
9875 North 85th Avenue
- Wednesday, June 20, 2012, 3:30 p.m.
City of Peoria
Development and Community Services Building
Point of View Conference Room
9875 North 85th Avenue

Please contact Andre Licardi if you plan to attend the workshops or for more information at 623-773-5193 or andre.licardi@peoriaaz.gov.

PEORIA ARTS PROGRAM GRANTS

Arts Program 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. To achieve this, the Peoria Arts Grant Program offers four types of grants: General Operating Support, Festival, City Performance and Program Grants.

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 **July 9, 2012**. Applications must be typed, concise, and filled out completely.

Applicants will be notified of grant awards in mid-August 2012.

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.

Respectfully,

PEORIA ARTS COMMISSION



City of Peoria Arts Grants Arts Program Grant Application

Application Deadline: Postmarked by Monday, July 9, 2012

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 _____
Fair/Festival _____ School _____ Other (describe) _____

Title of the Arts Program: _____

Description of the program activities:

Certification of Application

Arts Program 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 3, 2013. If this application is approved, I certify that the project will begin promptly, and will be completed as described.

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

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

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

Signature of person authorized to apply for grant funds

Date

MAIL COMPLETED APPLICATION TO:

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

andre.licardi@peoriaaz.gov

City of Peoria Arts Grants

Arts Program Grant Application Instructions

Fiscal Year 2012-2013

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 Arts Program 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 Program Grants, with individual awards of up to \$2,500 based on City Council budget approval.

Timeframe

Art Program Grant awards will be announced in mid August 2012.

All awarded funds shall be expended by June 3, 2013.

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, nonprofit 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 by no later than June 3, 2013.

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 3, 2013. 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 June 3, 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." 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 with one-inch border on all four 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 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 outline and order listed below. Limit the narrative to five pages - using no less than a 12-point font with one-inch margins on all four 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 in the last year.
- 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?

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?

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, 2012 to June, 2013.

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.

Peoria Arts Commission: Art Program Grant

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		
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	\$	\$	\$	\$

