



Peoria Arts Commission Festival Grant

Fiscal Year 2012 Festival Grants Application Instructions

Grant Deadline: Postmarked by August 19, 2011

Peoria Art Grant Application Workshops:

- Monday, July 11, 2011 at 9 am
Peoria Public Safety Administration Building
Peoria Conference Room
8351 W. Cinnabar, Peoria, AZ 85345
- Wednesday, August 3, 2011 at 1 pm
Peoria Main Library, Willow Room
8463 W. Monroe, Peoria, AZ 85345

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

PEORIA ARTS GRANT PROGRAM

Festival 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 Fine Arts in the City of Peoria. To achieve these results, the Peoria Arts Grant Program offers three types of grants: Festival Grants, Program Grants and General Operation Grants.

The Peoria Arts Commission will be awarding \$15,000 in Festival Grants, with individual awards of up to \$3,000. It is anticipated that five Festival Grants awards will be made from this announcement.

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 **August 19, 2011**. Applications must be typed, concise, and filled out completely.

Applicants will be notified of grant awards in late September 2011.

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

Festival Grant Application

Application Deadline: Postmarked by Friday, August 19, 2011

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

Category: Festival Grant

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 ____

Type of Organization: Performance Facility____ Gallery/Exhibit Space____

Fair/Festival____ School____ Other (describe) _____

Title of the Festival: _____

Description of the festival activities: _____

Certification of Application

Festival 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, guidelines and requirements pertinent to the application and to the use of award funds. The applicant agrees to submit a final report within 60 days of the completion of the project. If this application is approved, I certify that the project will begin promptly, and will be completed as described.

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

IMPORTANT

**This form MUST be postmarked by August 19, 2011
to be eligible for consideration.**

MAIL COMPLETED APPLICATION TO:

**André Licardi
Cultural Arts Coordinator
Peoria Main Library
8401 W. Monroe Street
Peoria, AZ 85345
623-773-5193
andre.licardi@peoriaaz.gov**

City of Peoria Arts Grants

Festival Grant Application Instructions

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 Festival Grants to assist with the costs of connecting artists, or their artistic works, with communities. 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. **Funded applicants will be required to participate in two City sponsored events.**

Festivals allow communities to share cultural traditions that create vibrant opportunities and experiences for citizens and visitors. A festival is often a person's first experience and point of entry with the arts. Festivals may be multidisciplinary in scope and include music, dance, art, food, and traditional demonstrations, but also may be specific to an artistic discipline. Interested parties may request up to \$3,000.00 for an event.

Grant Application Workshops:

Peoria Staff will conduct two Art Grant Application Workshops to meet with interested parties. Application guidelines for the Festival Grant, Program Grant and Operational Grants will be discussed with the applicants. The intent is to ensure that the applicants clearly understand the application process and have the most up-to-date information available. All interested applicants are encouraged to attend. Please contact André Licardi if you plan to attend the workshops or for more information at 623-773-5193 or andre.licardi@peoriaaz.gov.

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Timeframe:

Festival Grant awards will be announced in late September 2011. All projects shall be completed and grant funds expended by June 30, 2012.

II. General Guidelines

Eligibility:

All funded festivals shall be held 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.

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 a maximum of \$3,000 per application. Grant award amounts will not exceed \$3,000 and may be less than the amount requested. It is anticipated that five Festival Grant applications will be awarded from this announcement. 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 cost claims have been incurred and are applicable to the grant. All expenditures must occur within the effective dates of the Grant Agreement.

Use of Grant Funds:

Festivals Grants support guest artist fees/expenses, marketing and production expenses for festival projects.

Important Conditions of Award:

1. All applicants agree by accepting a grant award from the Peoria Arts Commission and City of Peoria that 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 on the basis of race, color, national origin, sex, religion, age, or disability.
2. Grants are awarded for one funding period (year). An award does not guarantee or imply support in subsequent years.
3. Grant funds may be 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.

5. Events must be promoted in Peoria publications such as, but not limited to the *Peoria Times*, *Arizona Republic*, *Prospector*, and *Daily News Sun*.
6. Grant funds may not be used for construction or renovation of facilities, basic operating support, other capital expenditures, or reductions of debts.
7. Applications for university or college-sponsored projects will be considered only if they are open to non-credit participants and the funds are not used for direct costs.
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.
10. Grantees are required to complete a final project report/program final report on a form provided by the City of Peoria within 60 days after completion of the event, showing program achievements, a closing detailed financial statement, and general observations.
11. 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.
12. The Peoria Arts Commission will not consider applications for festival 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

Application Components:

Please compile the application in the following order:

1. Festival Grant Application Form
2. Grant narrative portion (see Section III, Narrative for questions to be addressed). Limit the narrative to five pages - using no less than a 10-point font.
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.

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 10-point font.

1. Goal and benefits:

- A. Describe the goals and objectives of the festival.
- B. Explain how the festival will benefit the community. If applicable, list any economic benefits, jobs created, environmental benefits or services provided to the community.

2. Project Description & Justification:

- A. Describe the festival activities, programs or resources that will be available to the attendees.
- B. What community need or opportunity does your project address? How do you know this is a need? Why is this project the best approach?
- C. Describe the target audience for this festival.
- D. How will you promote or advertise this festival to the target audience?
- E. Identify the date, location, (street address) and time of the festival.
- F. Identify and describe any fees that will be charged to attendees.
- G. Identify and describe the role of each partner (institutional, organization, public entity) that will be involved. Include a letter of support from each institutional partner.
- H. How does this project relate to your mission? What steps have been taken to prepare for this project? Will you continue this project once the grant period has ended? How will you sustain it?

3. Outcomes /Activities/Evaluation:

- A. Identify and describe the outcomes that you intend to achieve with this festival.
- B. List at least one product or activity that will help you meet the outcome. All products and activities that are a part of your project should be linked to an outcome.
- C. Describe what tool(s) or method(s) you will use to evaluate each activity listed.

4. Project Personnel:

- A. Provide a list of the names and titles of project personnel, the organization they represent and a description of their duties for this project.
- B. Identify the project director, and explain the background and experience that allows them to manage the project.
- C. If special skills/expertise are necessary for a participant, briefly list his or her qualifications.

5. Timeline/Schedule of Activities:

- A. What are the major planning, implementation and evaluation activities?
- B. Provide a project timeline that includes activities and milestones.

6. Budget:

- A. Complete the budget form for the project described in this application.
- B. As a part of the narrative, provide a detailed explanation and justification of the proposed expenditures for Art Grant funds and Grantee's contribution (in-kind or cash). Quotes, estimates, mileage, and other methods of calculating budget items must be explained.

Peoria Arts Commission: Festival Grant

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

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

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	\$	\$	\$	\$