

Peoria Arts Commission
Guide to Grants for Organizations
Fiscal Year 2010

General Operating
Support Grant



Grant Deadline: Monday, October 19th, 2009

OVERVIEW

General Operating Support (GOS) Grants assist arts organizations with administrative and/or artistic expenses. GOS Grants are available to arts organizations of all sizes and local arts agencies, whose primary mission is to produce, present or serve the arts. Organizations may use GOS funds for general operating expenses (frequently the most difficult type of grant to obtain) as well as leverage for other public and private funding. All funds must be spent by June 30th, 2010. **Project Narrative:** Limit your response to a total of five pages.

1. Project Summary:

Briefly describe the project, by completing the following: The goal of this project is _____ ; Funds will be used to _____ ; Community members will benefit because _____. Limit your response to 100 words and not a word more!

2. Project Description:

- a. What will you do, and how will you do it? Give specific information about the types of activities, number of programs, or resources you'll make available.
- b. How will the general public participate or use this product? Who will participate, and how many will directly participate in the first year? How will you publicize this activity or product?

3. Justification:

- a. What community need or opportunity does your project address? How do you know this is a need? Why is this project the best approach?
- b. What audiences are you targeting with this project and why?
- c. How does this project relate to your mission or other plans? What steps have been taken to prepare for this project? If successful, will you continue this project once the grant period has ended? If so, how will you sustain it?

4. Outcomes /Activities/Evaluation:

- a. What specific change do you intend to achieve with this project?
- 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.

5. Project Personnel:

- a. Provide a list of the names of project personnel, the organization they represent and their title, and a description of their duties for this project.
- b. Identify the project director, and explain why he or she is appropriate for this project.

6. Timeline/Schedule of Activities:

- a. What are the major steps you'll take to reach the outcomes you've listed? Provide a timeline that includes planning, implementation and evaluation. Funds must be spent by June 30, 2010.
- b. Provide specifics about each public program activity, including the date and location.

7. 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. Quotes, estimates, mileage, and other methods of calculating budget items should be detailed. In-kind services or funds are not required, but are encouraged.

STAFF CONTACTS

Please contact Andre Licardi, Cultural Arts Coordinator at 623-773-5193 or andre.licardi@Peoriaaz.gov for any questions.



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, which will include a narrative and budget by July 31st, 2010. 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 October 19th, 2009
to be eligible for consideration. Please type or print clearly.

MAIL COMPLETED APPLICATION TO:

André Licardi
Cultural Arts Coordinator
8463 W. Monroe Street

Peoria, AZ 85345
623-773-5193
Andre.licardi@peoriaaz.gov



City of Peoria Arts Grants

Arts Grant Application

Deadline for Application Oct. 19, 2009
Notification of Funding after Nov. 2, 2009

Project must be completed by June 30, 2010

Please fill this application out completely (typed) Submit the original plus 6 copies Be concise, use only the space provided Do not attach extra sheets.

CATEGORY: Program_____ Festival_____ General Operating Support_____

ORGANIZATION BENEFITTING FROM GRANT_____

ADDRESS, CITY, STATE, ZIP_____

STATUS: Individual_____ Organization_____ Non-profit_____ Government_____

501-C3: Yes_____ No_____

INSTITUTION: Performance Facility_____ Gallery/Exhibit Space_____ Fair/Festival_____ School_____ Other_____

DISCIPLINE (e.g., Art, Dance, Music, Theater, Festival)_____

PROGRAM DESCRIPTION/TITLE_____

ORGANIZATION APPLYING FOR GRANT (if different from above)_____

CONTACT PERSON_____ POSITION_____

TELEPHONE_____

Peoria Arts Commission

Grant Budget Form

(round all amounts to nearest dollar)	Grant Funds	Local Funds (cash or in-kind)	Total Funds
1. <u>Salaries & Benefits</u> (List each position separately)	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	
_____	\$ _____	\$ _____	
_____	\$ _____	\$ _____	
_____	\$ _____	\$ _____	
2. <u>Contractual Services</u> (List each Vendor separately)	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	
_____	\$ _____	\$ _____	
_____	\$ _____	\$ _____	
3. <u>Travel</u> (Compute at state rate)	\$ _____	\$ _____	\$ _____
4. <u>Equipment</u>	\$ _____	\$ _____	\$ _____
5. <u>Supplies</u>	\$ _____	\$ _____	\$ _____
6. <u>Other</u> (specify)	\$ _____	\$ _____	\$ _____
Total	\$ _____	\$ _____	\$ _____