Peoria Arts Commission

General Operating Support Grant

Fiscal Year 2012
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
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 three types of grants: General Operating Support, Festival and Program Grants.

The Peoria Arts Commission will be awarding $100,000 in General Operating Support Grants, with individual awards of up to $50,000. It is anticipated that up to four General Operating Support 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 19th, 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 André Licardi, Cultural Arts Coordinator at 623-773-5193 or andre.licardi@peoriaaz.gov.

Respectfully,

PEORIA ARTS COMMISSION

City of Peoria Arts Grants
General Operating Support 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: **General Operating Support 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_____ School_____ Other (describe) _____

Brief description of the financial needs of the organization:

_____

_____

_____

_____

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, 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.

_____
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

IMPORTANT
The Grant Application MUST be postmarked by August 19, 2011
to be eligible for consideration. Please type or print clearly.

MAIL COMPLETED APPLICATION TO:

André Licardi
Cultural Arts Coordinator
Peoria Main Library
8401 W. Monroe Street
Peoria, AZ 85345
623-773-5193

City of Peoria Arts Grants

General Operating Support Grant
Application Instructions
Fiscal Year 2012

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. Organizations may use these funds for general operating expenses as well as leverage for other public and private funding. **Funded applicants will be required to participate in two City sponsored events.**

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.

Grant Application Workshops:
Peoria Staff will conduct Art Grant Application Workshops to meet with interested parties. Application guidelines for the General Operating Support Grants, Festival Grant and Program Grant 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:
General Operating Support Grant awards will be announced in late September 2011. All awarded funds shall be expended by June 30, 2012.

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

Funding Amount and Reimbursement:
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. It is anticipated that up to four General Operating Support Grant applications will be awarded from this announcement. The applicant is not required to provide matching funds.

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:
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. Funded applicants will be required to participate in two City of Peoria sponsored events during the grant cycle.

2. 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.

3. Grants are awarded for one funding period (year). An award does not guarantee or imply support in subsequent years.

4. Grant funds are distributed based upon a reimbursement basis.

5. 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. 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, basic operating support, other capital expenditures, or reductions of debts.

8 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.

9 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.

10 Grantees shall expend funds awarded only for the purposes and uses specified in the approved Grant application.

11. Grantees are required to complete a final project report/program evaluation on a form provided by the City of Peoria within 60 days after completion of the project. This will include: project summary, program achievements, a closing itemized financial statement, 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 <u>will not consider applications</u> 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 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, letters 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. Grant award amounts will be determined by City Staff.

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. **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 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 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 July 1, 2011 to June 30, 2012.

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 André Licardi, Cultural Arts Coordinator at 623-773-5193 or 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.

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	$	$	$	$