



**Peoria Arts Commission**  
**Arts Program 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](mailto: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 three types of grants: General Operating Support, Festival and Program Grants.

The Peoria Arts Commission will be awarding \$25,200 in Arts Program Grants, with individual awards of up to \$2,500.

Applicants must meet all the eligibility requirements and submit a grant proposal application to be considered. The deadline for submitting the application is **August 19<sup>th</sup>, 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](mailto:andre.licardi@peoriaaz.gov).

Respectfully,

PEORIA ARTS COMMISSION



# City of Peoria Arts Grants Arts Program 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: **Arts Program**

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 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, 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, 2012. 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

### 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  
[andre.licardi@peoriaaz.gov](mailto:andre.licardi@peoriaaz.gov)

**City of Peoria Arts Grants**  
**Arts Program Grant Application Instructions**  
**Fiscal Year 2011-2012**

## 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 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. **Funded applicants will be required to participate in one City sponsored 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](mailto:andre.licardi@peoriaaz.gov).

### **Peoria Art Grant Application Workshops:**

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### **Timeframe:**

Arts Program 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:**

**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 performance must be held in the City of Peoria.

**Funding Amount and Reimbursement:**

Applicants may request up to \$2,500 per application. Grant award amounts will not exceed \$2,500 and may be less than the amount requested. The applicant is not required to provide matching funds. It is anticipated that 10 Art Program Grant applications will be awarded from this announcement.

Grant funds may be distributed on a reimbursement bases. 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 within the effective dates of the Grant Agreement.

**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 may be required to participate in City 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. 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 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 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.
- 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 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.

**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 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 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 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.

## 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.*

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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		
<b>Total</b>					

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

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

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

Type	Grantee's Contribution		Requested Grant Funds	Total
	Monetary	In-kind		
<b>Total</b>				

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

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