Project Grant: Information

Project Grants are available to schools and non profit organizations to help fund arts-related projects serving Tempe residents. Project Grant requests are available up to a maximum of $8,000 and the budget must show 50 percent matching dollars. Funded projects must occur between July 1, 2012, and June 30, 2013.

Completed applications must be received by **5 p.m. on Tuesday, April 17, 2012. This date is not a postmarked deadline**. No late applications will be accepted or deadline extensions given. Mail or hand deliver completed applications to the Tempe Center for the Arts, 700 W. Rio Salado Parkway, Tempe, AZ 85281. For assistance and questions, contact Maja Aurora: 480-350-5160; maja_aurora@tempe.gov

GRANT AMOUNT

- Applicants may request grant support *up to* a maximum of $8,000.
- Amount requested must be matched by a minimum contribution of 50 percent of the grant.
- Requests may include services of artists and arts educators, supplies, student stipends, production costs, space rental, marketing, printing and travel.
- One request per applicant will be funded per fiscal year (July 1 through June 30).

ELIGIBILITY

At the time an application is submitted and the grant is awarded, an applicant must be:

- a public school, non profit charter school, school district located in the City of Tempe or an after-school program;
- a registered non profit 501(c)3 organization;
- a neighborhood association or homeowners association that is registered with the City of Tempe Neighborhood Services Division;
- an organization submitting a project in which its participants/audiences are drawn *primarily* from Tempe city limits.

RESTRICTIONS

Project Grants *do not fund:*

- for-profit organizations, for-profit schools or for-profit after-school programs;
- schools located outside of the City of Tempe boundaries unless the school primarily serves Tempe residents;
- an organization or learning institution's administrative or artistic staff salaries; construction or renovation of facilities, capital expenditures, reduction of debt, feasibilities studies, receptions, lobbying expenses, re-granting, scholarship programs or awards;
- organizations that are incorporated for religious purposes or projects that focus on religious themes;
- university- or college-sponsored projects unless they are open to non-credit participants;
- an applicant who failed to submit a Final Report from a previously funded grant.

Project Grant: Information

REVIEW PROCESS

- To ensure fairness in the distribution of public funds, the arts grant panel comprised of experts in the arts, art education professionals and individuals knowledgeable in the arts will review and rank the applications.
- Based upon the arts grant panel rankings, the Tempe Municipal Arts Commission reviews and makes funding recommendations to the Tempe City Council. Please note that the arts grant review process is competitive; some applications may receive partial or no funding. (If partial funding is received, you may be asked to submit a revised narrative and budget to show how you plan to implement the project for approval.)
- The Tempe City Council has the final approval on all arts grant awards.

REVIEW TIMELINE

• Application Deadline	April 17, 2012
• Arts Grant Panel review	May 2012
• Tempe Municipal Arts Commission review	June 2012
• Tempe City Council review and approval	July/August 2012
• Grant award letters sent	August 2012

EVALUATION CRITERIA

Applications are evaluated based on:

- QUALITY: Overall quality of the project
- IMPACT: Impact of the project on the Tempe community
- BUDGET: Appropriateness of the project budget
- ABILITY: Ability to complete the project

FINAL REPORT

Within 60 days of completing your project, you will be required to submit a Final Report. A form will be enclosed with the award letter.

CREDIT LINE

If you receive funding from the City of Tempe, you are required to acknowledge support in all programs, press releases and advertisements for grant-supported activities using the following credit line:

(Name of organization or project) is partially supported by funding from the City of Tempe.

The City of Tempe logo is also available to use in materials prepared for the project.
tempe.gov/logostandards

Project Grant: Narrative

DIRECTIONS
For the "Narrative" section, please include your own typed pages. To ensure fairness, clarity and readability, it is *very* important that you submit the narrative using the following format:

- Maximum length is three one-sided pages, with each page identified by the organization's name and project title. Use a readable font with a type size 11 or 12 point.
- Please use 1-inch margins.
- Discuss each of the four criteria listed below (Quality, Impact, Budget and Ability). *Label each narrative section by the numbers and criteria headings listed.*
- Put "breathing space," or white space, within your narrative. Format your narrative in a way that is visually easy to read and the information is easy to understand.

NARRATIVE CONTENT
Discuss each of the four criteria (Quality, Impact, Budget and Ability). Because your application will compete with other proposals, be sure to address as many points under each criterion as possible.

1. QUALITY: Overall quality of the project

- Describe the main goals for the project.
- Discuss the project's relationship to the mission and goals of your organization. Please include your mission statement.
- Describe the specific activities that will take place including dates, length of time, and locations. Be clear about the activities of the artist(s), participants, and possible volunteers.
- Describe how you will evaluate the success of the project. Provide a clear relationship among the goals, planned activities and evaluation methods. If available, include a copy of your proposed evaluation tool.
- Discuss the artist(s) or project partners participating in the project:
  - Provide information on the qualifications and overall experience of each artist as it relates to this proposal. (One-page resumes should be attached.)
  - Include "Project Partner Form" Partners include all artists, arts groups, venues, facilities, organizations and/or schools collaborating on a project with the applicant. Each partner listed in the application must complete this form. (page 7)

2. IMPACT: Impact of the project on the Tempe community

- Discuss how this project will work toward serving a community need in the City of Tempe.
- How many total people do you expect to serve included but not limited to participants, artists, volunteers, audience members? How many Tempe residents do you expect to serve?
- If the proposed project involves youth, address how the program is relevant to the youth it serves.
- If proposed project is located within a school, discuss how this project relates to the school's curriculum or how it enhances the existing educational programs at the site.
  - If possible, address the connection to the Arizona Arts Education Standards. ade.state.az.us/standards/arts

Project Grant: Narrative – Continued

3. BUDGET: Appropriateness of the project budget

- Be specific and describe exactly how the City of Tempe's funds will be used.

4. ABILITY: Ability to complete the project

- List your marketing methods for this project including social media, email newsletters, print advertisement, fliers, radio, website and others. How will you specifically target Tempe residents?
- Explain the shared commitment and responsibility of all partners. What resources and expertise does your organization have available to administer the project?
  - Who will administer this project and what is their role in your organization?
- If you have completed a similar project in the past, describe the changes or improvements that will be implemented the following year included but not limited to programming, marketing, and educational outreach.

Project Grant: Checklist

CONTENTS OF YOUR APPLICATION PACKAGE

- ☐ **Project Grant Application Form.** (page 6)
- ☐ **Project Grant Narrative.** (maximum 3 one-sided 8½ x 11 pages)
- ☐ **Grant Budget Form.** Balanced and accurate Project Budget.
- ☐ **Résumé or Biography of all artists named in the application.** (1 page per artist)
- ☐ **Project Partner Form(s); one for each partner named in the application** (page 7)
- ☐ **IRS 501(c)3 Letter of Determination.** (Not required for schools)
- ☐ **List of organization's staff members with job titles.** (Not required for schools)
- ☐ **List of Board of Directors with affiliations.** (Not required for schools)
- ☐ **Support Materials.** Include two of the following; promotional brochure, profile, educational material, copy of the website homepage, CD or DVD (no originals, duplicate copies only)

  If submitting audio or video examples:
  - Limit your selection to 2-3 minutes and identify the appropriate section/track

  If submitting JPG Images or PowerPoint Slides
  - Limit your submission to no more than five JPG images or PowerPoint slides

- ☐ **Mail or hand deliver a hard copy** (email and fax versions are not acceptable) of your Project Grant Application, with an original signature and attachments, to:

Maja Aurora, Arts Grants
Tempe Center for the Arts
700 W. Rio Salado Parkway
Tempe, AZ 85281

Due: **5 p.m. on Tuesday, April 17, 2012.**
This date is not a postmarked deadline. No late applications will be accepted or deadline extensions given. Tempe Center for the Arts hours: 8 a.m. to 6 p.m. Monday through Friday, except city-recognized holidays. Use stage door entrance if you are hand delivering the application.

For assistance and questions, contact Maja Aurora: 480-350-5160; maja_aurora@tempe.gov

Project Grant: Application Form

Name of Organization or School: _____

Mailing Address: _____

City: _____State: _____ Zip Code: _____

Phone: _____Organization or School Website:_____

Grant Contact's Name and Title: _____

Grant Contact's Email: _____ Phone:_____

(Grant Contact answers questions and receives all correspondence about the grant proposal.)

Authorizing Official's Name and Title: _____

Authorizing Official's Email: _____ Phone:_____

(Person with legal authority to accept and disburse funds for the organization.)

Federal Tax Identification Number: _____

Project Title: _____

Dates of proposed project: Start: _____ End: _____

Location of proposed project: _____

Amount Requested: _____ + Other Income: _____= Total Budget: _____

Total number served by proposed project: _____

Total number of youth served by propped project: _____

Signature certifies that the narrative, budget, and supporting documentation are accurate and true.

_____

Grant Contact's Signature Date

_____

Authorizing Official's Signature Date

All arts grants are in accordance with the City of Tempe prohibition of discrimination on the basis of race, color, national origin, sex, religion, age or disability.

Project Grant: Project Partner Form

This form documents that the applicant and project partner have discussed a proposed partnership contingent upon grant approval by the city of Tempe. Project Partners include all artists, arts groups, venues, facilities, organizations and/or schools collaborating on a project with the applicant. Each partner listed in the application must complete this form. This document is a statement of intent only and in no way constitutes a legal or binding contract between the parties.

Name of Project Partner: _____

Partner's Address: _____

City: _____State: _____ Zip Code: _____

Partner's Contact Name and Title: _____

Partner's Email: _____ Phone:_____

As a Project Partner, identify only your specific contributions/services to this project.

1. Artistic Services: _____

_____

2. Administrative Services: _____

_____

3. Venue/Facility: _____

_____

4. Supplies/Materials: _____

_____

5. Other: _____

_____

_____

Project Partner's Signature Date

_____

Grant Contact's Signature Date