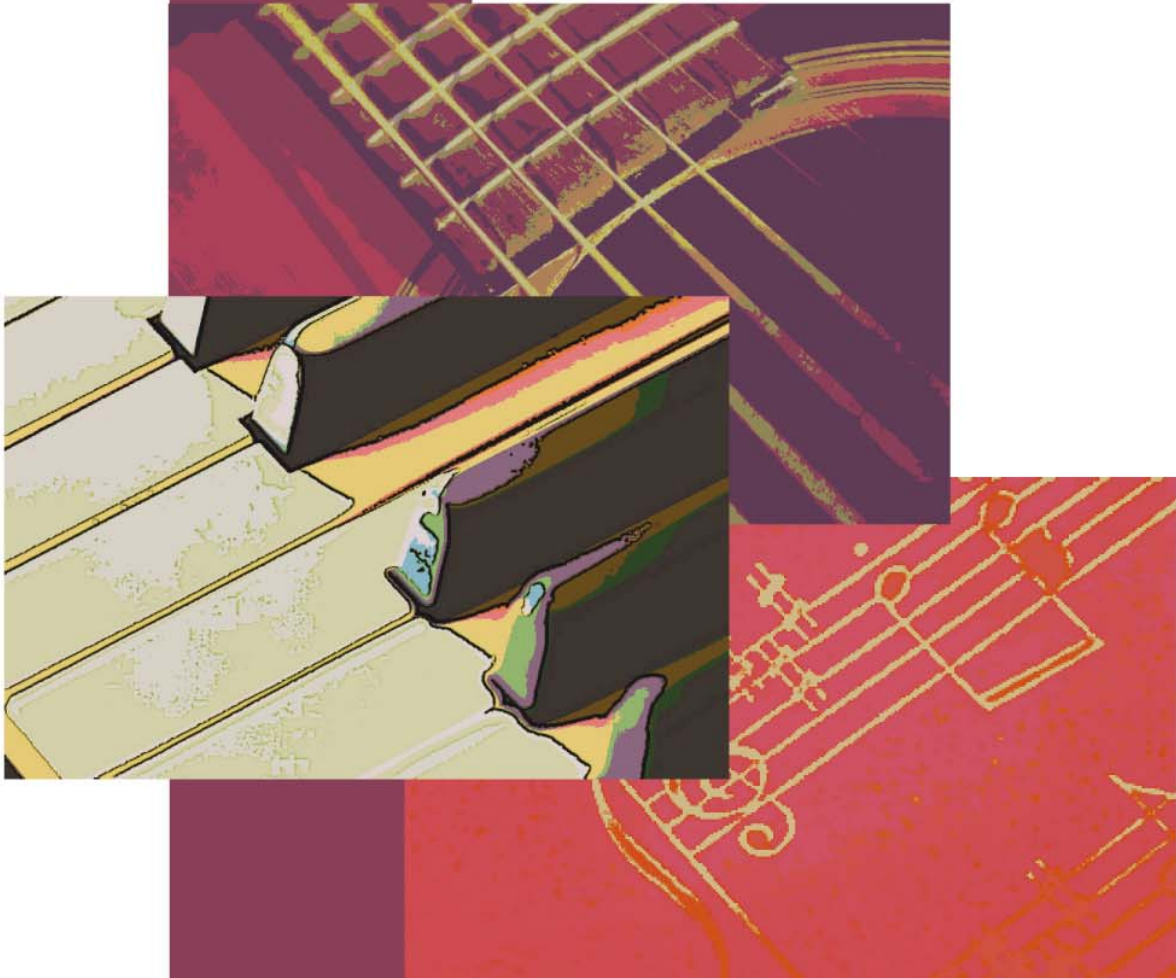


GLENDALE
ARTS
COMMISSION



2009 - 2010

PERFORMING

ARTS

GRANTING

PROGRAM

City of Glendale
Library & Arts Department
Glendale Public Library
5959 West Brown Street
Glendale, Arizona 85302

Deadline for applications:
Thursday, April 16, 2009

Glendale Arts Commission, City of Glendale, Arizona

2009-2010 Performing Arts Granting Program

The Glendale Arts Commission is pleased to announce the 2009-2010 Performing Arts Granting Program. We have developed this program to motivate, increase and support the performing arts in the City of Glendale.

This year due to funding limitations, the Glendale Arts Commission will only accept one grant application per applicant organization.

The Arts Commission awards grants up to \$4,000 for projects in the fields of theater, dance and music. To be considered for this granting program, the applicant must reside in or work in partnership with an organization domiciled within the city limits of Glendale.

Grant Guidelines, Application Form, Project Budget and Project Partner Agreement Form are online at www.glendaleaz.com/arts and then click on Performing Arts Grants.

Applications will consist of:

- Application Form.
- Project Budget Form.
- Project Narrative – maximum of two typewritten pages.
- Project Partner Agreement Form for applicants domiciled outside of Glendale - signed by both parties and at least one organization must be domiciled in Glendale. This form is not required for applicants residing within the Glendale city limits.
- Resumes of participating artist(s) – one page each.
- For nonprofit organizations, copy of 501©3 letter of tax exemption from Internal Revenue Service.

Ten collated copies of your applications plus attachments (original plus 9 copies of all application materials) must be delivered to the Glendale Library and Arts Department, Glendale Public Library by **4:00 p.m., Thursday, April 16, 2009**. This is **not** a postmark deadline.

Please see Formatting the Narrative section to ensure your application is presented in the required format. Faxed or emailed applications will not be considered. You may recreate the forms on your computer, but applications not submitted in the required format or without the completed and signed Application, Project Budget and Project Partner Agreement Forms will not be considered.

If you are hand delivering your application, please leave it with the Circulation Desk staff at the Glendale Public Library, 5959 West Brown Street, no later than **4 pm on Thursday, April 16, 2009**.

We are looking forward to an exciting year of performances in Glendale. If we can help you with your application, please contact us.

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GUIDELINES

MISSION: To motivate, increase and support performing arts within the City of Glendale. The goals of the Arts Commission are to:

- Increase and support artist participation in public performances in Glendale.
- Increase the number of public performance arts events in Glendale.
- Encourage integration of traditional performing arts areas in sponsoring multi-disciplinary events.
- Help to coordinate sponsorship of these events among city government, school districts, colleges and universities, and neighborhood art organizations.
- Contribute in a positive way to the overall quality of life in Glendale.

PROGRAM: This grant program is designed to offer support for projects, which are targeted for the entire Glendale community.

PERFORMING ARTS: Theater, dance and music.

GRANTS: Funding may be used to support:

- Artist Fees.
- Project-related expenses for producing performances and workshops.
- Project-related expenses for cultural exchanges, which result in performances in Glendale.

COLLABORATIONS: Projects, which combine more than one arts discipline.

PARTNERSHIPS: Projects, which involve multiple organizations and include at least one organization domiciled within the Glendale city limits.

ELIGIBILITY: All grant-funded activities must take place within the city limits of Glendale. Applicants must be located in or co-sponsor with an organization domiciled within the city limits of Glendale and meet the following requirements:

- **Individuals:** Must apply through a 501©3 tax exempt nonprofit organization, which is willing to serve as the fiscal sponsor (fiduciary agent) on behalf of applicant individual. City of Glendale employees are not eligible to apply as individuals.
- **Organizations:** At the time of application, must be a 501©3 tax exempt nonprofit organization. Organizations without this status may apply through a 501©3 organization, which is willing to serve as the fiscal sponsor (fiduciary agent) on behalf of the applicant organization.
- **Schools:** Applicant schools must be located in Glendale or have a portion of their enrollment area located within the city limits of Glendale. The project must take place within the city limits of Glendale.
- **Neighborhood Groups:** Same eligibility requirements as Organizations.
- **University or college-sponsored projects** are eligible if open to non-credit participants and the grant funds will not be used for indirect costs.

NOT ELIGIBLE: Grant funds may not be used for:

- Construction or renovation of facilities or other capital expenditures including purchasing equipment.
- Basic operating support.
- Reduction of debt.
- Private or exclusive performances or events.
- Religious worship.

EVALUATION CRITERIA: The following criteria are the basis for the review of grant applications:

- Artistic quality and creativity of the project.
- Ability of the project to serve the needs of the community, including potential public exposure and public benefit, and efforts to reach artists and audiences from culturally diverse groups community-wide.
- Managerial and administrative ability of the applicant organization to carry out arts programming and properly administer funds granted.
- History of the applicant organization in producing, presenting or serving the arts.
- Appropriateness of the applicant's budget to carry out its proposed program(s).

OTHER:

- **Late or incomplete applications will not be reviewed.**
- Requests must not exceed \$4,000.
- Grant awards may be less than the amount requested.
- Funding will be limited to one award per applicant.
- Grants awarded in one funding period do not imply support in subsequent years.
- Grantees are required to expend grant funds during the fiscal year funds are awarded and no extensions will be granted.
- Grantees shall expend grant funds only for the purposes and uses specified in the approved grant application.
- The Glendale Arts Commission reserves the right to reject any and all grant applications.
- If funded in prior year(s), applicant organizations must be current in submitting final reports for previous projects.

PROMOTION: Grantees must acknowledge the Glendale's support in press releases, performance programs and advertisements with the following credit line: "(name of organization) is supported in part by a grant from the City of Glendale and the Glendale Arts Commission."

FINAL REPORTS/EVALUATION: Grantees must submit a final report and project evaluation to the City within 30 days after the completion of the project. Any unexpended funds must be returned to the City.

NON-DISCRIMINATION: Grantees agree, by acceptance of a Glendale Arts Commission Performing Arts Grant, 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, gender, age, sexual orientation or disability.

GRANT APPLICATION CHECKLIST: Submit the following by Thursday, April 16, 2009, 4:00 p.m. to Glendale Library and Arts Department, Glendale Public Library, Glendale, AZ 85302. Please see Formatting the Narrative section to ensure your application is presented in the required format. Faxed or emailed applications will not be considered.

- ___ Application Form.
- ___ Project Budget Form.
- ___ Project Narrative – maximum of two typewritten pages.
- ___ Project Partner Agreement Form for applicants domiciled outside of Glendale - signed by both parties and at least one organization must be domiciled in Glendale. This form is not required for applicants residing within the Glendale city limits.
- ___ Resumes of participating artist(s) – one page each.
- ___ For nonprofit organizations, copy of 501©3 letter of tax exemption from Internal Revenue Service.
- ___ Ten (10) collated copies of the application - original plus 9 copies of all application materials.

NOTIFICATION/PROJECT COMPLETION: Written notification of the application status will be made after July 1, 2009. The project must be completed by June 30, 2010.

APPLICATION FORM

(Please Type)

Organization:

Project Director (Mr./Ms.):
(This is the person to whom all correspondence will be addressed)

Title:

Authorizing Official:
(This is the person who is legally able to obligate the applicant)

Title:

Organization Mailing Address:

City/State/Zip:

Phone/Fax/Email:

Website:

Organization Federal Identification Number:

Applicant Nonprofit Status. (Check One)

501©3 Public School Government Applicant is not 501©3, but using Fiscal Sponsor

Name of Organization, Address and Phone of Fiscal Sponsor:

Fiscal Sponsor' Contact Person:

Title:

Fiscal Sponsor Signature: _____
(Attach a copy of Fiscal Sponsor's 501©3 tax exempt letter)

Project Title:

Grant Amount Requested:

Location(s) of performance(s):

Date(s) of performance(s):

Has applicant received Glendale funding in prior years? If yes, what year(s)?

Race/Ethnicity of Applicant Organization:
(Please use Race/Ethnicity Codes)

and of Project:
(Please use Race/Ethnicity Codes)

Number of schools involved in Project:

and number of Artists:

Number of artists from racial/ethnic minorities involved in Project:

Expected Attendance Size:

Certification. We understand that failure to respond to any of the items requested in this application may seriously hinder its consideration. We certify that we are committed to the completion of the proposed project in compliance with legal requirements and granting procedures. We certify that the information contained in this application, including attachments and supporting materials, is true and correct to the best of our knowledge.

Project Director's Signature: _____ Date: _____

Authorizing Official's Signature: _____ Date: _____

**GLENDALE ARTS COMMISSION
2009-2010 PERFORMING ARTS GRANTING PROGRAM**

PROJECT BUDGET FORM

(Please Type)

Applicant:

Project Title:

Cash Expenses	\$	Cash Income – Revenue (earned income)	\$
1. Salaried Personnel/Staff		9. Admissions	
2. Contracted Services		10. Contracted Services	
a. Guest Artists		11. Other Revenue	
b. Consultants/Other Experts		Cash Income – Support (contributed income)	
3. Production Expenses		12. Corporate Contributions	
4. Space Rental		13. Foundation Grants	
5. Travel		14. Other Private Contributions	
6. Marketing/Promotion		15. Government Support	
7. Remaining Operating Expenses		a. Federal	
8. Total Cash Expenses	\$	b. Regional	
		c. State	
		d. County	
		e. City (do not include this request)	
		Total Government Support	
		16. Applicant Cash	
		17. Cash Income without Grant	
		18. Grant Amount Request	
		19 Total Cash Income	\$

Note: Cash Expenses Must Equal Cash Income.

**GLENDALE ARTS COMMISSION
2009-2010 PERFORMING ARTS GRANTING PROGRAM
PROJECT PARTNER AGREEMENT FORM**

This form is for applicants domiciled outside of Glendale. It documents that the participants have agreed on the services to be provided contingent upon grant funding. This form is not required for applicants residing within the Glendale city limits.

Applicant Organization:

Grant Contact:

Name of Project Partner:

Partner's Address:

Partner Contact:

Phone:

Date(s) of Project:

As a project partner, how does the project described in the application help to meet your artistic needs and/or organization's mission?

State any financial agreements between you and applicant:

As a project partner, identify your specific contributions/services to this project:

Administrative:

Facilities/Space:

Supplies:

Other:

Signature of Project Partner: _____ Date: _____

Title: _____

Signature of Applicant: _____ Date: _____

Title: _____

This signed form is a statement of intent only and in no way creates a legal or binding contract between the parties.

FORMATTING THE TWO-PAGE NARRATIVE

The application format has been designed to provide applicants with flexibility in responding to and formatting the narrative portion of the application. Applications not submitted in the required format or without the completed Application, Project Budget and Project Partnership Agreement Forms will not be considered. Please respond to the criteria in the order and format shown, stating each criterion and then giving your response. Assume that the reviewers of your proposal know nothing about your community, school, organization or project.

Describe your project and the context in which it is taking place. The bullet points are suggestions of things to address in your narrative; you may expand beyond these ideas.

Formatting the Narrative

- Narrative must be presented in typed form, no more than two pages. Do not use type size smaller than 12 points.
- Page margins must be at least 1" on all sides.
- Each page must be labeled at the top with organization name and project title.
- Use paper clips only; no binding or staples.

First Page of the Narrative

- Applicant name.
- Project title.
- Beginning and ending dates for grant (Projects may take place anytime from July 1, 2008 to June 30, 2009).
- Provide a one-sentence summary of the project for which you are seeking Arts Commission funding.

Second Page of the Narrative

- Applicant name.
- Project title.

Narrative

1. Artistic quality and creativity of the project.

- Describe the project: name the guest artist(s) and include the number of performances, workshops, readings, etc. to be supported by the project and its timeline.
- Describe the project's artistic goals and its contribution to the artistic growth of your organization; its significance and appropriateness to your organization; how the project supports the long-term direction of your organization's program and how you will evaluate the contribution this project has made to your programs.

2. Ability of the project to serve the needs of the community, including potential public exposure and public benefit, and efforts to reach artists and audiences from culturally diverse groups.

- Describe how this project serves the needs of your community, helps you reach new participants, and/or how this deepens the experience of existing participants; what strategies you will use to accomplish these goals and how you will evaluate the project's success in reaching these goals.
- Describe how you will promote the project.

3. Managerial/administrative ability of the applicant organization to carry out arts program and properly administer funds granted.

- Outline what your measures of success will be in relation to the stated artistic goals of the project.

4. History of the organization in presenting, producing or serving the arts.

- Describe your organization, its mission and history including the year it began operation. (Describe the organization carrying out the project, not the fiscal sponsor if one is used.)

RACE/ETHNICITY CODES FOR APPLICATION FORM

Applicant's staff and board members

- N – 50% or more American Indian/Alaska Native.
- A – 50% or more Asian.
- P – 50% or more Native Hawaiian/Pacific Islander.
- B – 50% or more Black/African American.
- H – 50% or more Hispanic/Latino.
- W – 50% or more White.
- 99 – No single group listed above comprises 50% or more of staff or board.

Race/ethnicity of people served by applicant's project

- N – Primarily serves/represents American Indian/Alaska Native individuals.
- A – Primarily serves/represents Asian individuals.
- P – Primarily serves/represents Native Hawaiian/Pacific Islander individuals.
- B – Primarily serves/represents Black/African American individuals.
- H – Primarily serves/represents Hispanic/Latino individuals.
- W – Primarily serves/represents White individuals.
- 99 - Does not primarily serve/represent any single group.