

West Valley
ARTS
council

**ARTS AND CULTURAL
PROJECT GRANT
APPLICATION FORM**

2011-12

**APPLICATION DEADLINE:
DECEMBER 12, 2011**



FOR MORE INFORMATION CONTACT:
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WEST VALLEY ARTS COUNCIL MISSION STATEMENT

The West Valley Arts Council exists to build audiences for all of the arts, to drive arts policy forward, and to champion arts education throughout the West Valley.

ARTS AND CULTURAL PROJECT GRANT FY 2011-12

West Valley Arts Council (WVAC) PROJECT GRANTS are available to West Valley arts and cultural organizations and schools. The West Valley is defined for these purposes as west of Interstate 17.

PROJECT SUPPORT

Project Support is for arts organizations or schools seeking funding for a specific arts or cultural project or event, or a series of related projects or events. Project applications may include, but are not limited to, the following:

- a collaborative concert or series of concerts;
- a residency or workshop;
- a festival;
- an art exhibit;
- sponsorship of a performance, production of an arts/cultural event for the benefit of the community;
- technical assistance.
- professional development for arts educators

ELIGIBILITY REQUIREMENTS

- All applicants must be non-profit, tax-exempt 501 (c)(3) organizations.
- Applicant organization must reside in the West Valley (defined as west of Interstate 17 or if the organization resides outside of the defined area, services must be provided within the defined area).
- Applicant must be a WVAC arts member.

RESTRICTIONS

- Projects involving the construction or renovation of facilities, other capital expenditures, and reduction of debts are not eligible for funding assistance.
- Grants will be made for no more than \$2,000.
- No grants to individuals.
- Title I schools applying for funding will be given priority over non-Title I schools.
- Projects must begin no earlier than April 1, 2012 and must be completed no later than March 31, 2013.
- Only one application will be accepted per organization or school.
- No grants will be given to support fundraising events.

MATCHING REQUIREMENTS

- **Project Support** applicants are not required to match funds requested. However, projects must demonstrate that they have the support of the community for which they are planned.

DISTRIBUTION OF FUNDS & FINAL REPORT

- Grantees will be awarded the first half of their grant at the West Valley Arts Council's annual Diamond Ball. The grantee organization will be given one ticket to attend the Ball and receive the check. The remaining half is distributed after the submission and acceptance of the Final Report.
- Detailed records and copies of receipts and invoices must be kept for a **Final Report**, to include a narrative, actual budget and documentation including sample publicity.
- Funds must be used to pay the costs of the project as specified in the application.
- Four weeks after completion of the project, a final report and a full financial accounting must be submitted before final payment is made.

REVIEW CRITERIA

1. Artistic Quality

- Qualifications and experience of artists, consultants, and arts educators involved.
- Clear relationship among the goals, planned activities, and evaluation methods of the project/activities.

2. Ability to Serve the Needs of the Region

- Efforts to improve the cultural life of the West Valley region being served by the activities/project.
- Effort to involve culturally diverse populations.

3. Ability to Complete Project/Activities

- Success of past projects/activities and organization history.
- Effective strategies for marketing the project/activity.
- Available resources and expertise to administer the project/activity.

4. Budget

- Appropriateness of the activities/project costs to the services provided and participants served.
- Balanced and accurate cash budget.
- Financial support from the community.
- In-kind community support.

APPLICATION PROCESS

- Applications are made on the form provided. **Limit your narrative to three pages.**
- Submit original, plus 4 copies, of entire grant package (see Grant Application Checklist). Application Cover Page must include authorizing official's **original**, handwritten signature.
- Support materials, such as programs, brochures, slides and educational materials may be included with the application.
- **Resumes for guest artists, presenters, consultants and arts educators are required.**
- A letter of support is required for all collaborative projects.
- No handwritten copies will be accepted.

APPLICATION DEADLINE AND REVIEW PROCESS

Deadline for Project Support grants:

- Applications are due in the WVAC office by 12:00 P.M. on **December 15, 2011.**
- The WVAC office is located at:

West Valley Arts Council
13243 N. Founders Park Blvd.
Surprise, AZ 85379

REVIEW PROCESS

- **December 2011** – Applications are reviewed by staff for completeness and distributed to the committee.
- **January 2012** – Applications are reviewed by a Grants Review Panel.
- **February 2012** – The Grants Review Panel makes recommendations to the WVAC Board for approval.
- **Late February 2012** – Notification of grant awards.
- **March 10, 2012** – Grant awards made at the Diamond Ball.

Name of Organization: _____

Grant Application Checklist

Please provide the following information in the order requested. Please submit the original plus five (5) copies of the entire grant package, including the Grant Application cover page, narrative, budgets and supporting materials on this checklist:

- Completed Cover Page, with **original** signature
- Application Narrative must not exceed three (3) typed pages
- Project Budget (complete attached form)
- Income Statement and Balance Sheet for most recently completed fiscal year (list of organization's assets, liabilities and equity)
- Letters of Agreement from project collaboration partners (stating financial agreements and specific contributions/services to this project)
- Resumes of artistic and key personnel
- Signed Grant Application Checklist

Items for Organizations (not schools):

- IRS 501 (c) (3) Letter of Determination
- List of organization's staff with job titles
- List of Board of Directors, with affiliations and addresses

Optional materials to documents the artistic quality of the project:

- Any attachments that support the application, such as brochures, educational materials, or publications. Include **no more than 3 examples**; please provide enough copies for 5 (1 original and 4 copies) people. **West Valley Arts Council staff will make these materials available to panelists at the review panel meeting.**

Contact Person Signature: _____ Date: _____

Glossary of Terms

Admissions	Revenue from the sales of admissions, tickets subscriptions and membership.
Applicant Cash	Funds from accumulated resources (including carry-forward from previous year) that applicant has budgeted for specific items.
Corporate Contributions	Cash contributed by businesses or corporations (not individuals).
Marketing/Promotion	All costs for marketing, publicity, and promotion specifically identified with the organization's efforts to tell the community about its programs and services; includes cost of newspaper, radio and television advertising, printing and mailing of brochures, flyers and posters.
Other Private Contributions	Revenue derived from cash donations, including individual contributions. Do not include corporate, foundation or government grants.
Other Revenue	May include income derived from a variety of sources such as catalog sales, advertising space in programs, promotional items, and bake sales.
Production Expenses	Funds expended for supplies, costumes, sets, lights, props, etc., necessary for production or exhibition.
Space Rental	Payments specifically identified with the project for the rental of office, rehearsal studio, theater, hall, gallery, and other such spaces.
Travel	All costs for travel of an individual or individuals specifically identified with the project or with the applicant organization's programs and services. Expenses connected with trucking, shipping or hauling items should be included under "Remaining Operating Expenses."

I. APPLICANT	ORGANIZATION NAME:		FEI OR SS #	
	CONTACT NAME:		TITLE:	PHONE:
	ADDRESS:			
	CITY:		STATE:	ZIP:
	PHONE:	FAX:		EMAIL:
	WEBSITE:		PROJECT DIRECTOR:	
	PRIMARY PROJECT DISCIPLINE: <input type="checkbox"/> Dance <input type="checkbox"/> Theatre <input type="checkbox"/> Crafts <input type="checkbox"/> Literature <input type="checkbox"/> Music <input type="checkbox"/> Visual Arts <input type="checkbox"/> Photography <input type="checkbox"/> Folk Arts <input type="checkbox"/> Opera/Musical Theatre <input type="checkbox"/> Design Arts <input type="checkbox"/> Media Arts <input type="checkbox"/> Arts Education			
	PROJECT DATES: Start Date		End Date	
GRANT REQUEST AMOUNT:				

II. CERTIFICATION	STATEMENT OF ASSUANCES:	
	<p>If this grant is answered in the affirmative, the applicant agrees that:</p> <p>w The activities for which the grant is sought will be administered under the supervision of the applicant.</p> <p>w The funds granted will be spent solely for the described projects and programs.</p> <p>w No major budget changes will be made without consultation with the West Valley Arts Council.</p> <p>w In conducting the said projects, they will comply with Title IV of the Civil Rights Act of 1964 and Section 504 of Title V of the Rehabilitation Act of 1973 and any applicable Arizona Laws. wPhotos and testimonials from the project will be submitted with the final report.</p> <p>w All publicity and program information must contain the WVAC logo and a statement of credit for funding as follows: "This program is funded in part by the West Valley Arts Council."</p> <p>w Four weeks after completion of the project, a final report and a full financial accounting must be submitted before final payment is made.</p>	
	FOR WVAC STAFF: Recommended For:	SIGNED: _____ DATE: _____ Typed Name and Title: _____

I. DESCRIPTION AND ARTISTIC QUALITY

A. What is the project/activity to be funded? Where does it take place? List location and dates. Who are the artistic resources (include resumes)? How will the project/activity be evaluated?

B. What is your organization's mission statement? How does the project/activity support your mission statement? Provide a brief history of your organization.

II. ABILITY TO SERVE THE NEEDS OF THE COMMUNITY

A. Address how this project/activity will serve a community need in the West Valley.
Please tell us how West Valley Arts Council funds will be used.

B. Describe how members of the community you want to reach have been involved in the development of this project/activity.

III. ABILITY TO COMPLETE PROJECT/ACTIVITY

A. What are your plans for marketing and promoting your activities?

B. Describe the successes and challenges of your organization's past activities. What did you learn that contributed to your planning of this project/activity? How will you evaluate this project?

Project Budget

Total income should match total expenses. Please round off all figures to the nearest dollar.

Income

- | | | |
|----|---------------------------|-------------|
| 1. | Grant Request | 1. \$ _____ |
| 2. | Your Match (a+b+c) | 2. \$ _____ |
| | a) Contributions & Grants | \$ _____ |
| | b) Earned Income | \$ _____ |
| | c) In Kind | \$ _____ |

Total Income (1+2)	Total \$ _____
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Expenses

- | | | |
|----|---------------------|-------------|
| a) | Artist's Fees | a) \$ _____ |
| | _____ | \$ _____ |
| | _____ | \$ _____ |
| | _____ | \$ _____ |
| b) | Administrative Fees | b) \$ _____ |
| | _____ | \$ _____ |
| | _____ | \$ _____ |
| | _____ | \$ _____ |
| c) | Other Salaries | c) \$ _____ |
| | _____ | \$ _____ |
| | _____ | \$ _____ |
| | _____ | \$ _____ |
| d) | Production Expenses | d) \$ _____ |
| | _____ | \$ _____ |
| | _____ | \$ _____ |
| | _____ | \$ _____ |
| e) | Marketing Expenses | e) \$ _____ |
| | _____ | \$ _____ |
| | _____ | \$ _____ |
| | _____ | \$ _____ |
| f) | Travel | f) \$ _____ |
| | _____ | \$ _____ |
| | _____ | \$ _____ |
| | _____ | \$ _____ |
| g) | Other (please list) | g) \$ _____ |
| | _____ | \$ _____ |
| | _____ | \$ _____ |
| | _____ | \$ _____ |

Total Expenses (a+b+c+d+e+f+g)	Total Expenses \$ _____
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