



Project & Program Grant

City of Livermore
Office of Innovation & Economic Development
Commission for the Arts

Application Form, Instructions, and Checklist

Applications are due on March 1 and September 1 each year

Completed grant applications must be:

- ❖ Delivered (in person or by commercial service such as FedEx, UPS, etc.) to the Office of Innovation & Economic Development c/o Commission for the Arts by 5 p.m. on March 1 and September 1, or
- ❖ Sent First Class or Priority Mail by the US Postal Service to be received at the City no later than March 1 and September 1.

Send or deliver applications to:

**City of Livermore
Office of Innovation & Economic Development
Staff Liaison for the Commission for the Arts
1052 S. Livermore Avenue
Livermore, CA 94550**

This packet contains the Application Checklist and instructions for completing the application.

Applicant Name: _____

APPLICATION CHECKLIST - This Checklist is required and must be submitted as part of the completed Application. All Project & Program Grant applicants are required to submit the following:

One original set of the Application, collated in the following order:

- 1. Application Checklist (this page).
- 2. Start date: Do(es) the event(s) related to this project begin at least two (2) months after the application deadline?
- 3. Organizational Summary, signed by the organization's executive director, managing director, president, board chair, or other authorized officer of the organization, or by the applying artist.
- 4. If you are an organization, submit a list of current officers and Board members with their term of office.
- 5. If you are a 501(c)(3), submit a copy of your 501(c)(3) determination letter from IRS.
- 6. Application Form, beginning on page 1, continuing through the Project Budget Summary.
- 7. Notes to the Project Budget, and a detailed list of In-Kind contributions.
- 8. List of key project individuals, including principal artists and project managers, with a very brief job description (e.g., a self-explanatory job title) for each.
- 9. Resumes/biographies of key project individuals, generally one page each.
- 10. Up to four items in any combination of brochures, catalogues, performance programs, or similar organizational publications/materials; if available.
- 11. Up to four recent press reviews or articles, or similar independently generated published materials, if available. (*Note: Calendar listings are not suitable.*)
- 12. NOTE: During the review process you may be requested to submit samples of other work you have produced (work samples). See Chapter 3 – Grants for more information about work samples.

Standards for Preparing Applications

Please read the following carefully. Applicants are responsible for completing and submitting a full application package with all required attachments by the deadline. Incomplete applications will not be accepted for Commission evaluation.

1. Applicants must not modify the format of the application form or exceed the maximum length of any section of the form, except where otherwise noted.
2. All required attachments (except pre-printed ones) must be typed or computer-prepared in a type size that is no smaller than 12 pt. Times/Times New Roman, or 10 pt. Arial/Helvetica.
3. Complete all pages of the application form and all required attachments. (Use "N.A." if a section does not apply to your organization.) Provide information that is current as of the application deadline. Budget pages and budget notes must be complete.

Certification

If applicant is an organization:

I certify that the by-laws of this organization or a resolution of its governing body authorizes me to enter into legal agreements for the organization and to submit this application. To the best of my knowledge and belief, this organization meets the appropriate eligibility requirements. I have reviewed the information in this application and all attachments, and I certify that they are true and correct.

Authorized Officer's Signature

Date

Print Name of Officer signing this form

Title of Officer signing this form

- or -

If applicant is an individual artist:

To the best of my knowledge and belief, I meet the appropriate eligibility requirements. I have reviewed the information in this application and all attachments, and I certify that they are true and correct.

Artists Signature

Date

Print name of Artist signing this form

Application Form - Project & Program Grants

Deadline: Hand delivered or received via US Mail by 5:00 pm on March 1 or September 1

Submission Date: _____

Amount of Grant Request: \$_____ Total Project Budget: \$_____

Applicant/Organization: _____

Applicant/Organization's Address: _____

Applicant/Organization's Web site: _____

Preparer's Name and Title: _____

Preparer's Phone: _____ Preparer's E-mail: _____

Address (for formal notification): _____

Describe the art form of the project or program for which support is requested (i.e., Dance, Theater, Visual Arts, Heritage, Infrastructure, Media/Film/New Media, etc.):

Briefly describe the project or program for which support is requested:

Number of people intended to reach: Audience: _____ Participants: _____

For the purpose of this application, "audience" means the people who will attend the project or program; "participant" means someone who attends a workshop or class, or else has hands-on involvement in the project or program. If the project or program will have both audiences and participants as defined here, please enter both goals.

Date project or program is scheduled to begin: _____

Note: Project events may begin no earlier than two (2) months after the application deadline.

Date project or program is scheduled to end: _____

Application Form - Project & Program Grants

If needed, please use additional paper for this section.

1. State/describe your organization's mission or provide an artist's statement. Include the kind of arts work the organization or artist has done previously and does now. How does this work relate to the proposed project/program? If yours is not an arts organization, state briefly how the arts relate to its mission. (250 words or less)
2. Describe the project or program for which you are seeking the grant. Discuss the project's origins. Describe the venue/location, the implementation process, and the timeframe. Discuss the resources — people, money, etc. — you will need to implement the project, whether you already have those resources within your organization or, if not, how you plan to obtain them.
3. How will the requested grant be used in the planning and implementation of the project or program? (500 words or less.)
4. Describe how the program or project specifically addresses one or more of the main strands found in the Cultural Arts Master Plan, artsAlive! (Refer to the Cultural Arts Master Plan Executive Summary in the Public Art Policy Guideline manual.) (250 words or less.)
5. List the individual(s) or organization(s) you will be partnering with on this project. Be specific regarding the support, both financial and in-kind, they will be providing.

Application Form - Project & Program Grants

Project/Program Budget Worksheet (enter N/A if item does not apply. Attach Budget Notes if necessary.)

PROJECT SUPPORT (Do not include in-kind support)

Earned Revenue	Amount	Notes
Ticket Sales/Admissions	\$	
Tuition/Workshop fees	\$	
Other:	\$	
Subtotal: Earned Revenue	\$	

Contributed Income	Amount	In-hand	Pending
Contributions (Individuals/Businesses)	\$	\$	\$
Grants (Foundations/Government other than City)	\$	\$	\$
City of Livermore (other than this grant request)	\$	\$	\$
Other:	\$	\$	\$
Subtotal: Contributed Income	\$	\$	\$

Project & Program Grant Amount Requested	\$
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Total Project Support (Revenue + Income + Grant)	\$
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PROJECT EXPENSE (Do not include in-kind expense)

Personnel	Amount	Notes
Artistic	\$	
Production	\$	
Administrative	\$	
Other: (describe in Notes)	\$	
Subtotal: Personnel	\$	

General	Amount	Notes
Venue Rental	\$	
Materials and Supplies	\$	
Marketing and Promotion	\$	
Transportation	\$	
Insurance	\$	
Other: (describe in Notes)	\$	
Subtotal: General	\$	

Total Project Expenses (Personnel + General)	\$
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Project Surplus (Loss) (Total Support minus Total Expense)	\$
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If Project Net is a negative value, explain in the Budget Notes how it will be covered.

Matching Funds

All Project and Program Grant applicants must provide at least a dollar-for-dollar (one-to-one) match for the grant award, no less than 50 percent of which must be a cash match. The cash match must be from sources other than the City of Livermore.

In-kind contributions are allowed as part of the match only on the following limited basis:

1. In-kind contributions cannot be used for more than half of the required match, in other words, they cannot represent more than 50 percent of the value of the grant award; and,
2. The value of in-kind contributions, i.e., goods and services, must offset line item expenditures in the project budget and their value must be documentable with invoices or billing statements.

In-kind contributions must be listed below or on a separate sheet attached to the Budget Notes.

Source	Description	Fair Market Value
		\$
		\$
		\$
		\$
		\$
		\$

Requested Grant Amount: \$ _____

Cash Match Amount: \$ _____

In-kind Match Amount: \$ _____