



2010-2011 PROJECT GRANT GUIDELINES and Application

Deadline: August 27, 2010 at 4:30 pm

Lodi Arts Commission

Mission Statement: Our mission is to advance the arts in Lodi by Partnering with the entire community to provide quality programs and events that foster creative expression.

Vision Statement: We envision unlimited opportunities and resources available to further the arts so that economic, social or cultural barriers do not hinder access to participation by all community members. Through the arts, our local economy and culture is invigorated for the benefit of our collective future.

Available Grants:

Through the City of Lodi's Arts & Cultural Project Grants (ACPG), financial support is offered each year to promising arts and/or cultural organizations with well-planned, short-term projects that serve the cultural interests of the people of the City of Lodi.

Two types of grants are available for funding:

Project grant - \$2,000.00 and above

Mini Grant - \$2,000.00 and below

Arts Commission members will use the following information in making Arts Grants recommendations:

- Completed application form – Criteria shown on page 2
- Current amount of funds requested
- Amount of funds requested and granted in the past
- Available funding

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Each year, all grant applications are evaluated on their merits and in competition with applicants. An award granted one year does not imply support in subsequent years.

Eligibility

The ACPG is open to not-for-profit Lodi-based organizations that meet all of the following requirements:

- Project's mission must include the development, production and/or presentation of arts or cultural activities in at least one of these forms: literary, media (film and electronic media), visual arts, music, dance or theatre.
- Applicant organization must be composed of at least three ongoing members, who may be volunteers or paid personnel.
- Applicant organization must be 501(c)(3) tax-exempt. If applicant is not a 501(c)(3), it must have and be able to show proof of a 501(c)(3) fiduciary sponsor.
- Organization's headquarters or IRS address must be in Lodi and the bulk of its projects/programs must be in the city, unless an under-served art form is to be presented by an organization based outside the City for the good of the citizens of the City as determined by the Granting Panel.

Selection Criteria

The panel will recommend a limited number of grants after reviewing and ranking applications on the following criteria:

Project Merit based primarily on:

- Clarity, originality and depth of idea
- Qualifications, background and experience of artists and/or other key persons involved in the project
- Likely impact on participants and/or audiences
- Consistency with organization's mission

Implementation Capacity based primarily on:

- Soundness and thoroughness of the project implementation plan and process
- Soundness of the project budget (including the organization's capacity to raise other/future funds)
- Organization's demonstrable ability to carry out successful projects of a similar scope and scale
- How the Organization will address funding this project in the future, if applicable

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Public Benefit based primarily on:

- Whether and how effectively an identifiable community or, alternatively, a large audience is to be served by the project
- What, if any, efforts there will be to increase and/or broaden participation or audiences

Grantee's Responsibilities:

If funded by the Commission:

1. The organization must complete a results-oriented success document, including a complete financial report of the event. Printed and published items such as flyers, programs, news releases, and articles should also be included.
2. The City of Lodi strongly suggests that the applicants promote their event to the best of their ability. Grant recipients are expected to acknowledge the City of Lodi Division of Arts & Culture as a sponsor in all forms of publicity. (Logos will be provided)
3. Liability insurance may be required depending upon the event and the location. Proof of this must also be provided to the commission.
4. Funds shall be used only for the specific purpose stated in the application.
5. Applicants must be willing to help at the Lodi Arts Commission's "Art on the Square" in June and the Division of Arts & Culture's Open House in October.
6. Applicants must be available to speak to the Lodi Arts Commission/City Council Annual Report to the City presentation.
7. Funds granted by the City of Lodi must be returned if the project is cancelled or fails to take place by the stated time frame within the budget year.

Application Procedure

How and When to Apply

Please read carefully and follow the Checklist (follows) in the section on Applying for a Grant (follows). Allow as much time ahead of the application deadline as possible. Incomplete applications will not be accepted for review. If you have questions, please call the Lodi Arts Commission at 333-6800 xt 2458.

PROJECT GRANT GUIDELINES & APPLICATION

Application Deadline

Applications for project grants must be received in the Arts & Culture office by
4:30 p.m. on Friday, August 27, 2010 125 S. Hutchins Street, Lodi 95240.

Faxes will not be accepted.

CHECKLIST

Check the items you included in the application package. See instructions for details.

ONE ORIGINAL AND FIVE COPIES OF THE ITEMS LISTED BELOW ARE REQUIRED:

- Application Form & Budget Pages, Sections 1-3
- Itemized Budget
- Application Narrative
- Copy of Applicant's IRS tax-determination letter (required for 501(c)(3) orgs)
- Sponsored Organization's proof of California nonprofit status from the Secretary of State (required if a Fiscal Agent is used)
- Proof of Insurance

Optional items:

- Printed Support Materials
- Additional Support Material (CDs, audio and video tapes, slides, books, etc.)
- Letters of support on behalf of applicant's project

DO NOT staple or bind the application!
All materials should be paper clipped only.
Sign original in BLUE ink only.

Return application and all attachments and support materials to:

City of Lodi
Div. of Arts & Culture – Project Grants
125 S. Hutchins Street
Lodi, CA 95240

CHECKLIST FOR GRANTEE

- Results oriented success document
- Promotions acknowledging LAC sponsorship
- Proof of Liability Insurance
- Participation in at least one City of Lodi arts event (Arts open house, annual presentation, etc.)
- Final budget

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SECTION I. - APPLICANT INFORMATION

Applicant Organization: _____

Contact Person: _____

Contact Person's Title: _____

Address: _____

City: _____ State: _____ Zip code: _____

E-mail Address: _____

Web Site Address: _____

Telephone (daytime): _____

Telephone (evening): _____

Fax: _____

I am applying as:

Select one:

- Tax-exempt Organization (also includes governmental entities, schools, tribal councils)
- Organization sponsored by a tax-exempt Fiscal Agent

Project Director (if different than contact person above)

Contact Person: _____

Contact Person's Title: _____

Address: _____

City: _____ State: _____ Zip code: _____

E-mail Address: _____

Telephone (daytime): _____

Telephone (evening): _____

Fax: _____

FEDERAL EMPLOYER ID NUMBER: _____

Proof of tax-exempt status: All applicants must include EITHER a copy of their 501(c) (3) IRS letter stating the organization's tax-exempt status, OR a copy of their fiscal agent's IRS letter stating tax-exempt status.

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Please list most recent City of Lodi grants received:

| Grant Type (project or mini) | Program/Project Name | Year Received | Amount Received |
|------------------------------|----------------------|---------------|-----------------|
| | | | |
| | | | |
| | | | |

PROJECT TITLE: _____

AMOUNT REQUESTED: _____

SUMMARY OF PROJECT: In 50 words or less summarize your proposal, including names of artists, if known. (Use the space below. This is separate from and not to be confused with your application narrative.)

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SECTION II. – PROPOSED BUDGET

INCOME

A. Contributed

1. Federal Government _____
2. State Government _____
3. County Government _____
4. City Government _____
5. Individual Contributions _____
6. Business/Corporate contributions _____
7. Foundations _____
8. Memberships _____
9. Fundraising Events (Gross) _____
10. Other: _____

Subtotal Contributed _____

B. Earned:

1. Admissions _____
2. Touring _____
3. Other Contracted services _____
4. Tuition/Workshops _____
5. Product Sales/Concessions _____
6. Investment Income _____
7. Other: _____

Subtotal Earned: _____

Total Income (A+B) _____

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EXPENSES

A. Personnel

- 1. Artistic Full-Time _____
- 2. Other Artistic _____
- 3. Administrative Full-Time _____
- 4. Other Administrative _____
- 5. Technical Production Full-Time _____
- 6. Other Technical Production _____

Subtotal Personnel: _____

B. Operating Expenses

- 1. Facility Expenses/ Space Rental _____
 - 2. Marketing _____
 - 3. Productions Exhibition _____
 - 4. Travel _____
 - 5. Fundraising Expenses _____
 - 6. Other Expenses _____
- (if greater than 10% of budget, attach itemized list)

Subtotal Operating Expenses:

Total Expenses (A+B): _____

Surplus Income/Deficit

(Income minus Expenses) _____

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ASSURANCES / CERTIFICATION

I certify that the applicant organization meets all eligibility requirements and the information contained in this application, including all attachments and support materials, is true and correct to the best of my knowledge. I am authorized to legally obligate the grant applicant.

_____ Date _____
Signature of Legal Authorizing Official of the Grant Applicant (blue ink only)

_____ Title _____
Typed or Printed Name

NARRATIVE INSTRUCTIONS

Follow the instructions and respond to the following narrative questions in the order they are listed. Failure to follow this prescribed format will result in your application being declared ineligible.

- Type your narrative (handwritten applications are not accepted).
- Use up to four pages, 8.5 x 11-inch white paper. Use a 12-point font and typeface such as Times New Roman or Helvetica. Use 1.5 spacing.
- Margins must be at least 1-inch on all four sides.
- Type the name of the applicant and title of the grant project on the top of each page.
- Use bold headings for each question and underline each question heading so reviewers can identify each section.

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NARRATIVE QUESTIONS

1. Applicant Profile

In 150 words or fewer describe your organization.

Example of information to include: history of the organization, type of organization and primary discipline areas, mission statement, primary service area and constituents you serve, number of members, etc.

For Applicants serving as a Fiscal Agent: Profile the nonprofit organization for which you are serving as fiscal agent.

2. Project Description

Summarize the project. Be specific (who, what where, when, and why).

3. Goals and Priorities

Describe how your project addresses the art and cultural goals of the City of Lodi and the funding priorities of this grant program. You do not need to meet all of the goals and funding priorities, only those that directly relate to your project.

4. Partnerships/Participants/Community Involvement

Describe all partnerships and primary participants and their role in the project. Describe how the community will be involved, if applicable.

5. Planning, Preparation, Implementation

Describe what will happen during the planning, preparation and implementation phases of the project. Describe what will be accomplished and when. Include (or attach) a timeline for the project.

6. Benefit to Community

Demonstrate how the project will benefit participants and/or target audience.

7. Unserved and/or Underserved Populations

Describe how the project will reach and involve unserved or underserved populations or regions of the state. An unserved or underserved population is one in which individuals lack access to arts programs due to geography, economic conditions, ethnic background, disability, or age.

8. Evaluation and Follow-up Activities

Explain how you will evaluate the project and any follow-up activities that will occur after the ending date of the project.