**​**ARTS AND CULTURE DEPARTMENT – PROJECT SUPPORT PROGRAM

A panel per Project Type comprised of conflict-free arts and cultural workers specialized in the respective project area will review and score all completed applications based on the evaluation criteria.

An application is considered complete if it has responded to all the narrative questions and has included the required attachments (work samples and budget). **All applications must be submitted via the** [**MARGO portal**](https://phoenixarts.smartsimple.com/s_Login.jsp) **(**[**https://phoenixarts.smartsimple.com**](https://phoenixarts.smartsimple.com)**).**  
In this document, you will find the FY25 Project Support Program grant application questions. Feel free to answer your questions here, and copy/paste your answers into your application in the [MARGO platform](https://phoenixarts.smartsimple.com/s_Login.jsp).

# OVERVIEW**​**

* Project title
* Briefly describe the proposed project (50 words)
* Start and end dates (funded project activities must take place between July 1, 2024, and June 30, 2025)
* Project location\*
* Amount requested (between $1,000 to $5,000)
* Project Activity—Tell us what type of activities you will be doing in this project (Select all that apply): Arts and Cultural Festival**,**Exhibitions/Presentations (visual arts, media arts, design)**,**Performances/readings**,**Art instruction (classes, demonstrations, lectures, and other instruction used to teach knowledge of and/or skills in the arts)

\*Project location is subject to City of Phoenix Council approval.

# COMMUNITY SIGNIFICANCE

Who is the audience that your project intends to serve/benefit directly? (Select all that apply): Children, Teens, Adults, Older Adults, General public, Families.

* Why is the project artistically and/or culturally meaningful? (200 words)
* What is your outreach and promotion plan? (300 words)

**​​**ARTISTIC/CULTURAL VALUE  
​Highlight the artistic and cultural activities people will participant in. (300 words)

* List and describe the artists and culture workers and describe their roles and participation in the project. (300 words)
* Upload project support materials (2-4 attachments and descriptions). Include samples of past and current work, past flyers, brochures, etc.

# LOGISTICS AND FEASIBILITY

* Use the provided table to outline your project planning tasks and include estimated due dates. These are the planning tasks and activities that happen before your event/project.
* How will you determine if your project was successful? (300 words)
* Attach a detailed project budget. Use the provided template.

Evaluation Criteria

# OVERVIEW: The applicant provides a project overview and a succinct description of the project. (10 points)

# COMMUNITY SIGNIFICANCE: The applicant identifies the primary beneficiary of the project; demonstrates an understanding of the project's meaning and importance to participants; has a plan to ensure the project is accessible to diverse group of participants. (30 points)

**​​**ARTISTIC/CULTURAL VALUE:  The applicant proposes a project with arts and culture as a primary experience; artists have an important role in the design and delivery of the project​; support materials are evidence that the project can be completed. (30 points)

# LOGISTICS AND FEASIBILITY: The applicant has outlined a clear and plausible planning timeline; defines evaluation criteria of the success of the project; the budget is a reflection of the activities and is clear and organized. (30 points)

View the Review Rubric that panelists will use to evaluate applications [here](https://www.phoenix.gov/artssite/Documents/PSP%20Panel%20Review%20Rubric%20FINAL.pdf).