Application Deadline
March 23, 2015
5:00 P.M.

Phoenix Office of Arts and Culture
Festivals Grant
2015-2016 Grant Application

This application can be downloaded from the Phoenix Office of Arts and Culture (POAC) website: www.phoenix.gov/ARTS. If you need this form in an alternate format, please call the POAC Office 602-495-0188.

Application Deadline: Submit one completed application with original, handwritten signatures, and materials listed on checklist to: Phoenix Office of Arts and Culture, 200 West Washington, Tenth Floor, Phoenix, Arizona 85003-1161. The final deadline for submission is March 23, 2015. Applications must be postmarked by this date or hand-delivered to the POAC Office by 5:00 PM. Late applications will not be considered.

APPLICANT DATA

Applicant _____ Phone _____

Applicant Street Address _____ City, Zip _____

Applicant Mailing Address _____ City, Zip _____

E-mail Address _____ Fax _____

Website _____

Grant Contact _____ Phone _____

Authorizing Official _____ Phone _____
(Person with legal authority to accept and expend funds for the organization.)

Find Your Council District

Applicant Federal ID # _____ Phoenix City Council District(s) of Project Select

Project Title _____

Proposed Project Activity Dates Start: _____ End: _____

(Projects must take place between July 1, 2015 and June 30, 2016)

GRANT REQUEST _____ + OTHER INCOME _____ = TOTAL BUDGET $ 0
(Amount in Budget - Line #18) (Budget Line #17) (Budget Line #19)

SIGNATURE

Signature by Authorizing Official certifies that the application and support documentation are accurate and true.

Authorizing Official's Signature _____

Title _____ Date _____

All Phoenix Office of Arts and Culture grants are made in accordance with the City of Phoenix prohibition of discrimination on the basis of race, color, national origin, sex, religion age or disability.

Narrative for Festivals Application

Directions: Please replace this section with your completed narrative pages. To ensure fairness, clarity and readability, it is *very* important to submit your narrative in the following format:

- Maximum length is 3 one-sided pages, with each page identified by the organization's name. Use a very readable font, with font size no smaller than 12 point. (If panelists have to struggle to read it, your narrative will not be effective.) Recommended lengths for each section are suggested, but you may modify the size of each section to communicate the strengths, challenges, and plans of your project to the panel.

- Please use 1-inch margins.
  Content outside a 1-inch margin may be lost in the processing of applications.

- Label each section, and discuss each topic in the sequence given below. (It is much easier for panelists to compare applications when the content is ordered in the same way.)

- Put "breathing space" or white space within your narrative. Format it so that it is inviting to read, and the information is easy to find.

Narrative Content

1. Festival Description

a) Festival Goals:

- *State the mission of your organization.*
- *Describe how the festival relates to one of the following criteria:*
  - *Advance, preserve, present or celebrate one or more particular cultural forms or genre within an art form (e.g. music, dance, theater, film)*

  OR
  - *Advance, preserve, present or celebrate multidisciplinary cultural forms that are the expressions of diverse populations, including but not limited to communities originating in Africa, Asia, the Americas, Europe, the Pacific Islands, and Australia.*
- Describe how the festival will broaden, deepen, and/or diversify Phoenix culturally.

b) Festival Activities:

- *Describe specific arts/cultural activities that will take place, including dates, locations, and personnel involved. (Be sure to state the duration of the festival.)*
- *Describe educational or interactive activities involving artist(s)/cultural contributors and the participants.*

c) Grant Funds:

- *Describe exactly how the Phoenix Office of Arts and Culture grant funds will be used. (Be sure to review the list of restricted uses of grant funds.)*
- *If applicable, please attach a list of any in-kind goods or services with approximate dollar value. (**In-kind contributions cannot be counted toward cash match of grant.**)*

2. Audience/Participants

- *Describe the target audience/participants for the proposed festival.*
- *How many people do you expect to attend the festival?*
- *Is your festival location accessible to those with a disability? If not, what is your plan for making it accessible?*
- *Describe how you will market the festival. Be sure to mention any new strategies to broaden or diversify your audience/participants.*

3. Artistic/Cultural Resources

- *List names of the artists, arts groups, or cultural contributor(s) participating in the festival. If not confirmed, list names of artists, individuals, or groups that participated in past festivals*
- *Provide information on artist or contributor qualifications and experience, especially as it relates to the festival. (One page resumes should be attached.)*

4. Past Project(s)

- *Briefly describe a recent project that your organization completed. Be sure to include the activities, number of artist, collaborators, participants, and partners, etc.*
- *Describe the success of the project. Include mention of any challenges that were overcome or opportunties that were leveraged.*

5. Administration

- *Who will administer the festival and what is his/her role in your organization?How much time will he/she be devoting to the project?*
- *What is the role of your board/volunteers in this festival?*

Festival Budget

Outline below the budget for the specific project described in this application. **Itemize expenses/revenues in each category**.

EXPENSES

Expenses *(cash only)*

1. Salaried Personnel/Staff
   a) Administrative # of staff _____ _____
   b) Artistic # of staff _____ _____
   c) Technical/Prod # of staff _____ _____

2. Contract Services

   a) Artists: _____

   _____
   _____
   _____
   _____
   _____

   b)Consultants/Other Experts _____

   _____
   _____

3. Production Expenses _____

   _____
   _____
   _____

4. Space Rental _____

   _____
   _____

5. Travel _____

   _____
   _____

6. Marketing/Promotion _____

   _____
   _____

7. Remaining Operating Expenses _____

   _____
   _____
   _____
   _____
   _____

8. **Total Cash Expenses** $ 0
   (Total Items 1 thru 7)

CASH INCOME
(Revenue + Support)

Revenue *(earned income - cash only)*

9. Admissions _____

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10. Contract Services _____

    ---

11. Other Revenue _____

Support *(contributed income)*

12. Corporate _____

    ---

13. Foundation _____

    ---

14. Other Private Contributions _____

15. Government Support
    a) Federal _____
    b) Regional _____
    c) State _____
    d) County _____
    e) City _____
    (do not include this request)

    Total Government Support $ 0

16. Applicant Cash _____

17. Cash Income Without Grant $ 0
    (Total items 9 thru 16)

18. Grant Amount Request _____

19. **Total Cash Income** $ 0
    (Total Items 17 and 18)

Note Cash Expenses Must Equal Cash Revenues

Phoenix Office of Arts and Culture
Festival / Operator Agreement Form

The purpose of this form is to clarify services, resources, and use requirements between the Festival Presenter (Applicant) and the Festival Site Owner/Operator.

Site Owner/Operator _____

Site Street Address _____

Owner/Operator Contact _____ Phone _____

Owner/Operator email address: _____

Please briefly describe the services and resources that the Owner/Operator will provide to and/or for the Festival (insurance, security, fencing, set-up, clean-up, electrical and other utility services, etc.).

Please briefly describe the Owner/Operator's requirements for the Festival Presenter (insurance, set-up, clean-up, security, fencing, provisions for electrical and other utility services, etc.).

Please provide any additional details related to the agreement or partnership between the Festival Presenter and Site Owner/Operator.

All financial arrangements between the Applicant and the site Owner/Operator are transacted between the parties, including full and complete compliance with the Owner/Operator's requirements, including but not limited to payment, insurance, and provisions for security, fencing, set-up and clean-up, and utility services. The Phoenix Office of Arts and Culture will release funds only to the Applicant.

NOTE: Any change to the festival site location between the submission of this application and the Festival date must be approved in writing in advance of the Festival date by the Phoenix Office of Arts and Culture.

Signature of Site Operator Representative _____ Date _____

Title _____

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

Grant Application Checklist for Festivals

Contents of Your Application Package

- ☐ Completed Applicant Data and Signature
- ☐ Completed Narrative (maximum 3 one-sided pages)
- ☐ Balanced and accurate Project Budget
- ☐ A one-page listing of In-Kind contributions to the project (cannot be counted towards cash match)
- ☐ Letters of Support from project partner(s)
- ☐ Resumes/bios/background of all proposed artists, no more than 1 page per artist/consultant
- ☐ IRS 501(c)3 Letter of Determination
- ☐ A one page Fact Sheet outlining the primary programs or services of your organization
- ☐ A list of your organization's staff members with their job titles
- ☐ A list of Board of Directors with affiliations and addresses

Guidelines for Support Materials

Support materials are critical to the review of your application and sometimes serve as an introduction of your organization to members of the panel. Support materials include video, images, or sound files relevant to the project or to the organizations' mission.

To share support material with the panel

- You must upload the material to a file sharing website, such as Google Drive, Dropbox, Youtube, or some other file sharing service.
- Send the link to the shared file material to: Dwight.walth@phoenix.gov. The file sharing link will then be sent to the appropriate panel members for access to your material.
- You are limited to one link only. Multiple samples (images, etc.) must be packaged in one link

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. This is analogous to an individual's checking account.
Artists'/Contributors' Fees	Payments to firms or persons for the artistic/cultural services of persons who are *not* considered employees of the applicant organization.
Arts Standards	Standards adopted by the Arizona State Board of Education which identify what students should know and be able to do in the arts at specific points in the academic careers; they specifically focus on Creating Art; Art in Context; and Art as Inquiry. For complete standards documents, see www.ade.az.state.us
Concessions	A subsidiary business maintained and operated on an ongoing basis by the applicant organization. Income from concessions is used to support the operations of the applicant organization. Examples include sales shops, bingo, and food services.
Contract Services	Includes the sale of workshops/classes or other services performed by the applicant organization to other community organizations; government contracts for specific services; performance or residency fees; or tuition.
Contract Services: Artists	Payments to firms or persons for the artistic services of persons who are *not* considered employees of the applicant organization.
Contract Services: Consultant/Other	Payments to firms or persons for the technical, educational and consultant services of other persons who are *not* considered employees of the applicant organization.
Corporate Contributions	Cash contributed by businesses or corporations (not individuals).
In-kind Contributions	Donations of time and services by individuals and businesses; includes contributions of use of equipment, employees and facilities. In-kind contributions are not allowable for matching POAC grants and must *not* be included in budgets. You may include a supplemental statement to document in-kind contributions for panelists' information.
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.
Match	The applicant's financial contribution to the project, in addition to the grant, that demonstrates the community support of the project.
Mission Statement	An organization's broad statement of purpose providing specific direction for the organization's programs, services, and activities. The mission statement should provide a structure against which meaningful evaluation of the organization's effectiveness can be carried out in future years.

Non-Profit Organization	Corporations, governmental units and schools that are exempt from taxation under Section 501c3 of the Internal Revenue Code.
Production Expenses	Funds expended for costumes, sets, lights, props, etc. necessary to the production.
Salaried Personnel/Staff	Salaries, wages and benefits paid to persons considered employees of the applicant organization. Does not include artists under contract.
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"
Working Capital Reserves	Accumulated resources, including carry-forward from previous fiscal years, that applicant intends to retain as a cash flow management tool. Working Capital helps to provide fiscal health to the organization. This is analogous to an individual's savings account. Do not include funds restricted for expenses other than operating, such as endowment or capital campaigns.
Workshop	An activity provided by an artist or artist ensemble which provides hands-on training to a group in a particular artform or to create a particular art object. Workshops may be one-time, or may consist of multiple, sequential activities.