

NEIGHBORHOOD ARTS

2019-2020 Grant FAQs

Neighborhood Group Questions

1. What is considered a neighborhood group?

There are two types of neighborhood groups: Official neighborhood groups and unofficial neighborhood groups. To be considered a neighborhood group (either official or unofficial), the eligibility is the same for both:

- a. Must have held meetings within the last six months
- b. Must have at least five active members who are also residents
- c. Group's primary focus is to benefit the neighborhood and its residents

What is an official neighborhood group?

Examples of an **official neighborhood group**: neighborhood association, block watch, coalition, organization, or home owners' association (HOA).

What is an unofficial neighborhood group?

A group of people who live in the same neighborhood. The group must meet eligibility outlined in question 1.

2. Can an apartment complex, assisted living facility, public housing complex, senior living community, or other similar group apply as a neighborhood group?

Depends. If members living within a complex or facility meets the neighborhood group eligibility criteria above, they can apply for a Neighborhood Arts grant as the neighborhood group. However, if they are not a registered 501 (c) 3 nonprofit organization, they will need either a registered 501 (c) 3 nonprofit arts and culture nonprofit organization to apply as the arts partner, or fiscal sponsorship. Management alone is not eligible to apply for a grant.

3. Can a business apply as a neighborhood group?

No. For the purpose of this grant, a neighborhood group is primarily comprised of neighborhood residents.

However, a business owner within the neighborhood can be part of the neighborhood group.

4. Can an organization that serves both a local neighborhood as well as other areas of the city apply as a neighborhood group?

Depends. If the organization is very familiar with and dedicated to the neighborhood and its residents, they are eligible to apply as the neighborhood group. However, if they apply and are not able to communicate this level of connection, their application may not be as competitive as a neighborhood group that only serves one specified neighborhood.

5. Neither our neighborhood group nor the arts partner is a registered 501 (c) 3 nonprofit organization. How can I find a fiscal agent?

You can use any willing registered 501 (c) 3 nonprofit organization that is based in Arizona (they do not have to be an arts organization, nor do they have to be based within the city of Phoenix).

In the past, the Office of Arts and Culture has helped connect applicants with nonprofit fiscal agents, but we do not have vetted list as a resource. However, we can assist you in finding a fiscal agent. Please proceed with applying even if you do not a fiscal agent identified.

6. I am a resident with a project idea. How can I find a neighborhood group to work with?

There are a few resources to identify neighborhood groups, including, but not limited to:

Neighborhood Services Department: <https://www.phoenix.gov/nsd/programs/neighborhood-coordination>

NextDoor: www.nextdoor.com

7. We are a neighborhood group excited to propose a project, but we don't have an identified arts partner. How can we find one?

While the Office of Arts and Culture does not have a list of arts partners perfect for your project, we can point you in the right direction.

Parks Location Questions

1. Can we propose temporary or permanent art installations at the park?

For this grant year, we are not funding permanent installations at City of Phoenix parks due to historic preservation issues. However, if a group wants to paint a transferable mural at a park and transport it to a different location for installation, that can be proposed. For temporary installations at parks, we advise you to contact Esther Avila, Parks and Recreation Deputy Director, (Esther.Avila@phoenix.gov / 602-534-2137) for further guidance.

2. What is considered a "neighborhood park"?

For the purpose of this grant, a neighborhood park is inclusive of mini parks, desert preserves, community parks, and special use parks. A competitive application proposes a project that activates a park that is easily accessible to neighborhood residents who are limited by walking.

3. How close does the park need to be to our neighborhood?

If there is not neighborhood park is easily accessible to those who are limited by walking, chose the next closest park! Be sure to explain this in your application narrative.

4. I have questions about choosing and using the neighborhood park. Who can I contact to get my questions answered?

Please contact the Office of Arts and Culture staff. We may not have an immediate answer, but will point you in the right direction to get your questions answered.

Here's a list of recommended parks (recommended by Parks and Recreation Department):
(<https://www.phoenix.gov/parkssite/Documents/parkrecommend.pdf>)

5. Can we use another non-City park outdoor space for a project?

Please contact Office of Arts and Culture staff with a specific area that you have in mind for outdoor activation, and we will determine if it is eligible (we will probably need to get approval from the city department that manages the space).

Parks Activation Questions

1. Do we need liability insurance to have a public event at a park?

Yes. Organizers of most public events on city property are required to hold liability insurance for their event. To simplify this process, the City of Phoenix has created a tenant user liability insurance program. The program gives you an easy way to obtain event liability insurance that automatically meets the city's coverage standards. Go to <http://www.peconnexions.com/> to get started. You can include the cost of liability insurance in your budget (to be covered by the grant award). If you are unsure if your activity at the park requires insurance, you can contact Parks and Recreation staff.

2. We are completing the project budget form. What park fees should/can we include in the budget? Will any fees be reduced/waived if we are awarded a grant?

Yes. Certain park use fees will be waived for grantees. However, you should still anticipate unique fees (e.g. street closure fee if you propose a large-scale event). Those special case determinations will be made with Parks staff prior to award being made.

- Field reservation fee (include as in-kind)
- Amplified sound permit fee (include as in-kind)
- Inflatables/brinca brinca fee (include as in-kind)

3. Do we need to submit a Special Activity Request

<https://www.phoenix.gov/parks/parks/party/special-activity-request-form>) **prior to submitting a grant application?**

No, you are not required to submit a Special Activity Request. However, it might be helpful to review the form as you begin planning your event to anticipate logistical and equipment needs.

4. What is considered by “significant part of project must take place at park”?

All or a portion of the project must take place at the park (festival, culminating event, activity, etc.). Significant use of the park is conveyed within the application.

Arts Partner Questions

1. I am an artist. Can I be the main applicant?

It is preferable that the neighborhood group is the main applicant because there are various questions within the application that speak directly to neighborhood engagement. However, we know that there are special circumstances where the neighborhood group might not be able to be the main applicant. If this is the case, please explain in the application narrative.

2. I am an artist and have a project idea, can I lead the project?

Yes, you can lead the project. However, you the neighborhood group needs to collaborate with you in all projects activities. Specify in the application narrative what activities the neighborhood group will be doing.