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Phoenix Office of Arts and Culture
Rental Support Program
2019-2020 Grant Application

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 29, 2019. Applications must be postmarked by this date or hand-delivered to the POAC office by 5:00 PM. Late applications will not be accepted. For assistance, please contact Sarah León Moreno at sarah.leon@phoenix.gov.

APPLICANT DATA

Applicant Name _____   Phone _____

Applicant Street Address _____   City, Zip _____

Applicant Mailing Address _____   City, Zip _____

E-Mail Address (if available) _____   Fax _____

Website: _____

Grant Contact _____   Phone _____
(Grant project coordinator who can answer questions prior to grant review.)

Board President _____   Phone _____

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

Applicant Federal ID # _____   Phoenix City Council District of Organization

Find Your Council District

Total rent for **performances** in FY 19-20		Total rent for **rehearsals** in FY 19-20	

Projected total expense for **Phoenix Stages Facilities** (Symphony Hall, Orpheum Theater, Herberger Theater)
Do not include Rental Support Program subsidy.

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 or age.

Narrative for Rental Support Program Application

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

♦ Maximum length is 2 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 organization to the panel.

♦ Please use 1-inch margins.
(Content outside a one-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.)

   o 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. **Organization Profile** (Recommended length - One page)
   ▪ *What is your organization's mission statement?*

   ▪ *Describe the demographics and characteristics of the audience that your organization serves.*

   ▪ *Discuss issues related to the quality of your organization's artistic product (be sure to mention any recognition locally and/or nationally for excellence).*

2. **Organization Need** (Recommended length - One page)
   ▪ *Describe your organization's fiscal health, and its fundraising and development activities.*
   ▪ *Why is the facility rental support needed by your organization?*
   ▪ *How will the rental support help your organization build its capacity, improve the quality of its presentations and better serve the community?*

Attachments

- Include a copy of the POAC Funder's Report for your organization from the Arizona Cultural Data Project (DataArts) website

- Include an unbound photocopy of your past fiscal year Audit (if revenue is more than $750,000) or Reviewed statement (if revenue is less than $750,000) or an IRS 990 Statement (if revenue is less than $100,000).

- Monthly Cash Flow Projection for the period July 1, 2018– June 30, 2019

- Monthly Cash Flow Projection for the period July 1, 2019 – June 30, 2020 (NOTE: *The Cash Flow Projection should not include anticipated Rental Support grant funding, but should include projected performance facility rental expenses during the coming year.*)

- Statistical Data Sheet which shows:
  1) Total # of performances presented by applicant organization in Phoenix Stages facilities in **2017-2018** (July – June)
  2) Total # of projected performances to be presented by applicant organization in Phoenix Stages facilities in **2018-19** (July – June)
  3) Listing (by date) of projected # of performances by applicant organization in Phoenix Stages (or other approved) facilities in **2019-20**. This should reflect confirmed bookings as of 3/29/19.

Grant Application Checklist for Rental Support Program

Contents of Your Application Package

Completed Applicant Data and Signature

Completed Narrative (maximum 2 one-sided pages)

Completed **CDP** Funder Report for POAC

IRS 501 ©3 Letter of Determination

Audited Financial Statement for your last completed fiscal year or, for organizations with incomes below $750,000, a Reviewed Financial Statement by a Certified Public Accountant or, for organizations with incomes below $100,000, an IRS form 990.

Monthly Cash Flow projection for the period July 1, 2019– June 30, 2019

Monthly Cash Flow Projection for the period July 1, 2019 – June 30, 2020 (NOTE: *The Cash Flow Projection should not include anticipated Rental Support grant funding, but should include projected performance facility rental expenses during the coming year.*)

Statistical Data Sheet which shows:

4) Total # of performances presented by applicant organization in Phoenix Stages facilities in 2017-2018 (July – June)
5) Total # of projected performances to be presented by applicant organization in Phoenix Stages facilities in 2018-19 (July – June)
6) Listing (by date) of projected # of performances by applicant organization in Phoenix Stages (or other approved) facilities in 2019-20. This should reflect confirmed bookings as of 3/29/19.

Do NOT staple or bind your application