Mini Grants

City of Livermore
Community Development Department
Commission for the Arts

Application Form, Instructions, and Checklist

1st of each month
(excluding December)

Completed grant applications must be:

- Delivered (in person or by commercial service such as FedEx, UPS, etc.) to the Community Development Department c/o Commission for the Arts by 5 p.m. , the 1st of each month or
- Sent First Class or Priority Mail and postmarked by the US Postal Service no later than the first of each month.

Send or deliver applications to:

City of Livermore
Community Development Department
c/o Commission for the Arts
1052 S. Livermore Avenue
Livermore, CA 94550

Pre-application Workshops – Attendance at one workshop is optional
1. Call for more information about upcoming events

RSVP by e-mail to Arts@cityoflivermore.net. State which session you plan to attend. This

packet contains the Application Checklist and instructions for completing the application.

Please note: Dates are subject to change

Applicant's Name:_____

APPLICATION CHECKLIST - This Checklist is required and must be submitted as part of the completed Application. All Mini Grant applicants are required to submit the following:

One original set of the Application, collated in the following order:

O 1. Application Checklist. (This page.)

O 2. Organizational Summary, signed by an authorized officer of your organization or the applying artist.

O 3. If you are a 501(c)(3), please submit a copy of your 501(c) (3) determination letter from IRS.

O 4. Application Form, beginning on page 1, continuing through the Project Budget Summary.

O 5. Notes to the Project Budget, and a detailed list of In-Kind contributions, if any.

O 6. Resumes/biographies of key project individuals, generally one page each.

O 7. 5 complete and collated sets of copies of items 3 through 7 above, three-hole punched and paper-clipped or spring-clipped. Do not staple.

O 8. A selection of up to four items in any combination of brochures, catalogues, performance programs, press reviews or articles, or similar organizational or independently generated publications/materials; if available.

NOTE: Work Samples –may be requested by the Mini Grant Subcommittee during the review process. See Chapter 3 – Grants, for more information about work samples.

Standards for Preparing Applications

Please read the following carefully. Applicants are responsible for completing and submitting the correct number of copies of the full application and all required attachments by the deadline. Incomplete applications will not be accepted for Commission evaluation.

1. Applicants must not modify the format of the application form or exceed the maximum length of any section of the form, except where otherwise noted.

2. All required attachments (except pre-printed ones) must be typed or computer-prepared in a type size that is no smaller than 12 pt. Times/Times New Roman, or 10 pt. Arial/Helvetica.

3. Complete all pages of the application form and all required attachments. (Use "N.A." if a section does not apply to you.) Provide information that is current as of the application deadline. Budget pages and budget notes must be complete.

4. The original of the Application Form must be signed by the organization's executive director, managing director, president or board chair, or the applying artist.

Application Form - Mini Grants

Application Date: _____

Grant Request $_____

Total Project Budget $_____

Applicant's Name:_____

Principal Contact + Title:_____
Name and title of person to receive all correspondence, including grant notification

Mailing Address:_____
Number and Street or PO Box

_____
City, Zip Code

Phones: _____
Main Message Fax

E-mail and Web site: _____
E-mail URL

Grant preparer, Title + Phone, Email:_____
Name, Title, phone number and e-mail of who can answer questions about the application

Check the art form(s) that best describes the project described in this application:

O Dance O Interdisciplinary O Literary Arts O Other _____
O Music O Theater O Visual Arts
O Heritage O Infrastructure O Media/Film/New Media

When did this applicant begin producing arts programs/projects regularly in Livermore?

_____

Dates/Locations of last three publicly accessible arts activities in Livermore:

DATE	ACTIVITY TYPE (E.G., CONCERT, WORKSHOP, ETC.)	VENUE NAME

Interdisciplinary project, please describe briefly:_____

Date work is scheduled to begin: _____

Date project is scheduled to end:_____

Certification

If applicant is organization:
I certify that the by-laws of this organization or a resolution of its governing body authorizes me to enter into legal agreements for the organization and to submit this application. To the best of my knowledge and belief, this organization meets the appropriate eligibility requirements. I have reviewed the information in this application and all attachments, and I certify that they are true and correct.

_____
Authorized Officer's Signature Date

_____
Print Name of Officer signing this form Title of Officer signing this Form

- or -

If applicant is individual artist:
To the best of my knowledge and belief, I meet the appropriate eligibility requirements. I have reviewed the information in this application and all attachments, and I certify that they are true and correct.

_____
Artists Signature Date

_____
Print name of Artist signing this form

Application Form - Mini Grants

If needed, please use additional paper for this section.

1. Briefly summarize your proposed project or program, including its primary goals, location and target audience/ participants. (Please limit response to 1,000 characters or approximately 12 lines.)

2. How will the requested grant be used in the planning and implementation of the project? (500 words or less.)

3. Describe how the program or project specifically addresses one or more of the main strands found in the Cultural Arts Master Plan, artsAlive! (Refer to the Cultural Arts Master Plan Executive Summary in the Public Art Policy Guideline manual.) (250 words or less.)

4. List the individual(s) or organization(s) you will be partnering with on this project. Be specific regarding the support, both financial and in-kind, they will be providing.

Application Form - Mini Grants

7. Project/Program Budget Summary – Complete only areas that apply.

Project/Program work to begin: _____ End:_____
Date Date

PROJECT SUPPORT (Do not include in-kind support here. Detail it in the Budget Notes or a separate attachment.)

Admissions and Sales	Amount Notes Index (a, b, etc.)
Admissions (describe in Notes how the estimate is computed)	$
Tuition/Workshops related to the project	$
Product Sales (detail in Notes)	$
Concession Sales	$
Other:	$
Subtotal Admissions and Sales	**$**

Contributions and Grants	Total Amount	Pending	In-Hand
Individuals	$	**$**	$
Business	$	**$**	$
Foundations	$	**$**	$
Fundraising Events (net)	$	**$**	$
Federal Government	$	**$**	$
State Government	$	**$**	$
City of Livermore(other than the grant requested)	$	**$**	$
Other:	$	**$**	$
Subtotal Contributions and Grants	**$**	**$**	**$**
Project & Program Grant Amount Requested	$	**$**	$
Total Project Support (not including in-kind**)**	**$**	**$**	**$**

EXPENSES (Asterisk items that will be paid for specifically from the grant. Do not include in-kind support here.)

Personnel (indicate numbers of PT/FT/contract personnel in Notes)	Amount Notes Index (a, b, etc.)
Artistic	$
Administrative	$
Technical & Production	$
Outside Artistic Services	$
Other Outside Services (detail in Notes)	$
Subtotal Personnel Expenses	**$**

Production	Amount Notes Index (a, b, etc.)
Equipment (detail in Notes, indicate rent or purchase)	$
Venue Rental	$
Materials and Supplies	$
Travel & Transportation	$

Marketing/Promotion	$
Materials and Supplies	$
Travel & Transportation	$
Project Insurance	$
Other Project Expenses (specify in Notes)	$
Administrative Overhead (state calculation in Notes)	$
Contingency	$
Subtotal Non-personnel Expenses	**$**

Total Project Expenses (not including in-kind)	**$**

Project Net (Total Support minus Total Expenses) $_____

If the Project Net is a negative value, explain in the Budget Notes how it will be covered.

In-kind contributions may be listed below or on a separate sheet attached to the Budget Notes.

Source	Description	Fair Market Value
		$
		$
		$
		$
		$
		$

Mini Grant Application Evaluation Criteria

Applicant: _____

Project or Program : _____

	Proposal Score
Commissioner Evaluation (Items 1-4: maximum of 50 points)	
Application Submission **Completed by Staff** (Item 5: maximum of 10 points)	

1. **Project or Program Evaluation** **(Maximum of 20)** _____
   - The applicant is qualified and has the capacity to produce this project/program.
   - The applicant is able to achieve the stated goals and outcomes.
   - The amount of dollars requested compared to the number of Livermore residents served is reasonable for this project/program.
   - The project/program specifically addresses one or more of the main strands found in the Cultural Arts Master Plan.

_____

_____

2. **Funding/Budget** **(Maximum of 10)** _____
   - Project/program and administrative budgets are reasonable.

_____

_____

3. **Alternative Funding Sources** **(Maximum of 10**) _____
   - The applicant has secured other funds in either financial or in-kind support.
   - If applicable, will the applicant charge a fee and/or produce other income that may be used to support this project/program.
   - The applicant has secured the funds necessary to complete the project or program.

_____

_____

4. **Community Support and Collaboration** **(Maximum** of 10) _____

- Does this applicant have overall program and financial support from Livermore residents?
- Has the applicant secured partners within the Livermore community to achieve the project/program goals.
- The project/program is accessible to the diverse population that is Livermore (lower income residents, handicapped, the elderly, youth, cultural diversity, etc).

_____

_____

TO BE COMPLETED BY STAFF

5. Application Process

a. Has the application been completed according to the checklist? ☐ **10 points**

or,

b. were extra materials added to the application or insufficient information provided? ☐ **0 points**

_____

_____

_____

_____

6. Has the Applicant applied before under the Mini Grant Program? If so, when? _____

7. Did the applicant receive recommendation for funding for prior applications?

8. Did the applicant submit a final report for prior project?