

2011-2012 CITY OF BOWIE GRANTS for the ARTS

The City of Bowie has established annual grants for the Arts to support public awareness of artistic enterprises, creative excellence, artistic diversity and an overall involvement of the arts in our community. The grants program may award a total of \$4,000 to one or more individuals or groups. Although the program is intended to encourage groups or individuals to develop projects that involve Bowie residents in the arts, applicants need not be Bowie residents. Programs funded might include:

- Hands on arts experiences
- Workshops or public performances
- Development and performance of a community band or choir.
- Group art opportunities, such as group lessons in an art form.
- Advertising, artist salary, production costs or materials for any of the above.

A summary of projects funded in the past is available from aesterheld@cityofbowie.org .

This year the City has made significant changes to the process. Although the information required is similar to that in the past, the process is no longer blind and the Committee has full access to the entire application. Additionally, awardees will be required to submit a report at the conclusion of their project. Finally, during the deliberation process the committee may request additional information or an interview with grant applicants if necessary.

Grant Process

October 31, 2011	Complete <u>all</u> parts of this Grant Application Form and return no later than Please Note: <ul style="list-style-type: none"> • Late applications will not be accepted • The Arts Committee will not review incomplete applications.
	Committee Deliberations
January 6, 2012	Award notifications no later than this date
By arrangement	Awards made
June 1, 2012	Receipts for reimbursements must be with City of Bowie by June 1. Funds must be expended or purchase orders accepted by vendors
By arrangement	Grant report made to Arts Committee

2011-2012 GRANTS for the ARTS
CITY OF BOWIE ARTS GRANT APPLICATION

Instructions: Please complete all parts of this application and return no later than **October 31, 2011**

Please note:

- Late applications will not be accepted.
- The Committee will not review incomplete applications.

Name of Organization _____

Contact Name _____

Mailing address _____

Telephone numbers

Home: _____ Work: _____

Fax number (if available) _____ Cell: _____

E-mail address _____

Program Title _____

Grant amount requested \$ _____

Number of participants expected _____

Nature of participation _____

Please attach **all** of the following information (continued on next page):

1. Please describe your group, its mission and goals, and qualifications to undertake the project.
2. Please describe your project and its time frame.
3. Please describe the target audience or participants in terms of size and age range, and how they will be determined or selected. Include information on planned accommodations for persons with disabilities.
4. Please describe the expected outcomes of your project.
5. Please indicate whether other funding has been received and/or is being sought for this project from other sources, and whether you will be able to complete this project if only partial funding is received.

6. Please provide supporting documentation as follows:
- a. One to three letters of support from individuals, galleries, exhibitors, theater groups or other organizations with whom you and/or your group or organization have completed a similar project. (If you have not completed this type of project before, include one to three reference letters from other types of projects or from supporters.)
 - b. A letter or copy of an agreement from any location, be it gallery, community center, school, etc. showing that the location has been identified as being able to provide the space within which this project may be implemented, and has been approved.
 - c. A detailed budget using the enclosed form.
 - d. A signed 2011-2012 Arts Grant Application Check Sheet and Certification (enclosed).
 - e. The signed "Hold Harmless" statement (enclosed).

2011-2012 Arts Grant Application Checklist and Certification

This form must be completed, signed, and included with your application.

Y/N

I have read and understand the requirements and the process for this grant. _____

I am proposing a project that benefits residents of the City of Bowie. _____

I have included explanations of target population, benefits or project, etc. _____

I am submitting the completed application package prior to the deadline? _____

I have filled or provided all required information? _____

I have completed the detailed budget form, with required explanations? _____

I have included all required supplemental information _____

All information included in this 2011-2012 Grants for the Arts application is accurate to the best of my knowledge.

Signature: _____ Date: _____

Printed Name: _____

2011-2012 Grants for the Arts
“Hold Harmless” Statement

Please sign, fill in the information, and return the form below, with your application:

I understand and agree that the City assumes no responsibility or liability for injuries to persons or property that result from or relate to use of the funds received by me from the City pursuant to this grant. I agree to indemnify and hold harmless the City and its officers and employees from any claims, damages, judgments or losses arising from any injuries to persons or property arising in connection with or related in any way to use of the funds received by me from the City pursuant to this grant. I further agree that funds will be spent only as specified in the Grant notification letter. Any changes must be approved in advance of expenditure.

Signature of Applicant _____ Date _____

Applicant’s Name (please print) _____

Company name _____

Company address _____

Phone number _____ email _____

**2011-2012 Grants for the Arts
Budget Request Form**

Please detail budget items requested for this project, using this chart. Please include *all of your* anticipated expenses and funding sources. Specify amounts being sought in this or other grant requests

Item	Cost	In Kind	Description	Amount Requested

This chart may be copied if additional space is needed.