

**SCOTTSDALE CULTURAL COUNCIL INVITES APPLICATIONS
FOR PROJECT GRANTS THAT PURSUE
ARTS & CULTURAL STRATEGIC INITIATIVES**

The Scottsdale Cultural Council's Community Arts Grant Program provides funding to Scottsdale-based arts and cultural organizations as well as to Valley arts organizations to foster community engagement, professionalism and long-term growth in Scottsdale's arts community. Grant requests should be at least \$1,000 but not more than \$20,000.

Grant applications must be postmarked or hand-delivered by 5:00 p.m. on Friday, April 13, 2012, to:

**Community Arts Grant Program
Attn: Marilyn Williams
Scottsdale Cultural Council
7380 East Second Street
Scottsdale, AZ 85251**

Please address any application questions to Marilyn Williams, Community Arts Grant Administrator, at marilynw@sccarts.org or call 480-874-4660.

Official notification of grant awards will be mailed by July 2012.

Grant funds are to be expended for activities occurring between July 1, 2012 and June 30, 2013. A final report must be submitted to the Scottsdale Cultural Council within 90 days of the project completion date or by September 30, 2013, whichever date is earlier. The report must delineate expenditure of funds and describe the success and challenges of the project.

Whenever possible, organizations receiving a Scottsdale Cultural Council grant are expected to acknowledge this support in programs, press releases, and advertisements with the following language:

This program is made possible in part by a grant from the Scottsdale Cultural Council with funds provided by the City of Scottsdale.

Eligibility

- Applicant must be a 501(c)(3) non-profit arts or cultural organization;
- Applicant must have its primary place of programs or business located within the boundaries of the City of Scottsdale, **or** projects proposed from organizations not based in Scottsdale must primarily serve Scottsdale residents;
- Applicant/organization must have a three-year history of programming prior to the application deadline.

Priorities

The Scottsdale Cultural Council welcomes proposals addressing a broad range of initiatives and opportunities to serve the Scottsdale community:

- **General operating support** will be awarded to proposals from Scottsdale-based organizations where 100% of the program is arts and that clearly pursue strategic plan objectives that advance their long-term institutional vitality and/or program quality. (up to \$20,000)
- **Project Grants** will be given to proposals (from Scottsdale-based and non-Scottsdale-based organizations) that provide specific programs and activities for Scottsdale residents and visitors within Scottsdale. (up to \$10,000)

The Scottsdale Cultural Council will not consider requests for:

- Grants to individuals;
- Multi-year commitments;
- Building projects, construction, or renovation;
- Attendance at or travel to conferences, workshops or seminars;
- Special events, tickets, tables or advertising for fundraising events;
- After-school programs run by school personnel.*

* Applications for projects in which outside artists are hired, whether for an in-school project or an after-school project, will be accepted and considered for funding. K-12 arts education projects that incorporate the Arizona Arts Standards will receive higher priority. For a copy of the Arizona Arts Standards, refer to <http://www.ade.state.az.us/standards/arts/default.asp>.

**Scottsdale Cultural Council
Community Arts Grant Program
2012-2013
Application Form**

Applicant Information

Applicant Organization _____

Mailing Address _____

City _____ State _____ Zip _____

Organization Web
Address _____

Facility Address
(if different from Mailing
Address) _____

City _____ State _____ Zip _____

Federal Employer ID
Number _____

Annual Organization
Budget \$ _____

Grant Contact Information

Name _____ Title _____

Telephone _____ Fax _____

Email _____

Fiscal Agent Information (if applicable)

Organization _____

Contact Name _____ Title _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Email _____

Federal Employer ID
Number _____

Proposed Project Information

Are you a returning applicant? Yes (If yes, what was the project title?)
 No

Was your project funded? Yes (If yes, please attach a current report on the status of your project.)
 No

Project Title _____
Project Budget \$ _____
Project Grant Request \$ _____
Project Timeline Start Date _____ End Date _____

Applicant Authorizing Official (please type or print)

Signature _____

Date _____

APPLICATION CHECKLIST

Please provide **twelve (12) copies** of the completed application packet. **Three-hole punch applications.** **Do not** bind or staple. **These stipulations are mandatory.** Include the following materials:

- Grant application form signed by authorizing official and fiscal agent where applicable
- Application narrative, no more than 4 pages plus budget pages
- Proposal budget for project OR 3 year budget for general operating support
- Board of Directors Roster
- Year-end statement of most recently completed fiscal year
- Supplemental materials, including letters of commitment from partner organizations, e.g., schools, promotional brochures (please limit these materials to a maximum of four different items in each packet and keep in mind that these materials' destination is a binder. Non-punched items should be presented in a punched clear plastic sleeve.)
- Current IRS letter identifying the applicant organization's (or fiscal agent's) 501(c)(3) status or evidence that the applicant is an agency/department of local government
- If partnering with a fiscal agent, a letter of agreement which specifies the fiscal responsibilities of the parties
- If you received a grant from the Community Arts Grant Program last year, please submit a report detailing the status of your project and what you learned that you will use in future projects in Scottsdale.
- Twelve (12) copies of the completed application packet

SCORING CRITERIA

PROJECTS **Up To \$10,000**

The scoring of the application is based on a total of one hundred (100) points, where 100 is excellent and 0 is unsatisfactory. The points are broken down into the following criteria:

A) IMPACT: Impact of the project on the Scottsdale Community (40 points)

- Project fulfills a particular cultural need in the Scottsdale community
- Project directly impacts a population group in need of cultural services
- Project serves a diverse population of Scottsdale residents
- Proposal demonstrates shared ownership and responsibilities of all partners, including fiscal agents where appropriate

B) QUALITY: Overall quality of the Project (30 points)

- Qualifications, background and experience of the artists/consultants involved
- Effective use of the artists'/consultants' skills in the project
- How well the project's goals and activities support the mission of the applicant organization

C) BUDGET: Appropriateness of the project budget (15 points)

- Project costs are appropriate to the services provided and the number of participants
- Budget is balanced and accurate
- Evidence of matching funds for the project

D) ABILITY: Applicant's ability to complete the project (15 points)

- Applicant possesses the resources and expertise to administer the proposed project
- Applicant demonstrates success in managing similar projects
- Partner organizations demonstrate an interest and commitment to participate in the project
- Proposal provides evidence of effective planning and evaluation methods

Proposed **Project** Title: _____

Application Narrative (Please address each of the following questions in not more than 4 pages plus budget pages.

1. **Provide a short project summary and describe how grant funds will be used.**
2. **How many events/programs will take place over what period of time?**
3. **Organizational History and Capacity:**
 - a. What is the mission of the organization?
 - b. What are primary activities of the organization?

A. Impact:

1. How does the project fulfill a cultural need in the Scottsdale community?
2. How will the proposed program or activity serve and impact the diverse population of the Scottsdale community?
3. Are there partners, and what are the shared responsibilities of the partners in completing the project? If you are working with school partner, describe the strategy for identifying and choosing the particular schools to work with.

B. Quality:

1. Who are the artists/consultants involved and what are their backgrounds and experience?
2. How does the project support the mission and strategic plan of the organization?

C. Budget:

1. Budget forms should demonstrate approximate costs for service and be accurate and balanced.
2. Budget should show evidence of matching funds for the project.

D. Ability:

1. Who was involved in planning the project?
2. What is the organization's experience in managing similar projects?
3. How will the organization know it has succeeded in delivering quality experiences to the citizens of Scottsdale?

SCORING CRITERIA

ORGANIZATION SUPPORT

Up to \$20,000

The scoring of the organization is based on a total of one hundred (100) points, where 100 is excellent and 0 is unsatisfactory. The points are broken down into the following criteria:

A) QUALITY: Overall quality of the organization (40 points)

- How well the organization's goals and activities support the mission of the applicant organization
- Qualifications, background and experience of the artists/consultants involved
- Effective use of the artists'/consultants' skills in the project

B) IMPACT: Impact of the organization on the Scottsdale Community (30 points)

- Organization fulfills a particular cultural need in the Scottsdale community
- Organization directly impacts a population group in need of cultural services
- Organization serves a diverse population of Scottsdale residents

C) BUDGET: Appropriateness of the organization budget (15 points)

- Organization costs are appropriate to the services provided and the number of participants
- Budget is balanced and accurate
- Evidence of matching funds

D) ABILITY: Applicant's ability to complete the project (15 points)

- Applicant possesses the resources and expertise to administer the proposed grant
- Applicant demonstrates success in managing similar grants
- Partner organizations demonstrate an interest and commitment to participate with the applicant
- Proposal demonstrates shared ownership and responsibilities of all partners, including fiscal agents where appropriate
- Proposal provides evidence of effective planning and evaluation methods

Proposed Title: **General Operating Support**

Application Narrative (Please address each of the following questions in not more than 4 pages plus budget pages.)

A. *Organizational History and Capacity:*

- a. What is the mission of the organization?
- b. What are primary activities of the organization?
- c. Describe the artists' involvement in the organization

B. *Impact:*

1. How does the organization fulfill a cultural need in the Scottsdale community?
2. How do the proposed programs or activities serve and impact the diverse population of the Scottsdale community?
3. Are there partners, and what are the shared responsibilities of the partners in the organization?

C. *Budget:*

1. Budget forms should demonstrate approximate costs for service, and be accurate and balanced, and show evidence of matching funds from the organization.

D. *Ability:*

1. Does the organization have a strategic plan? How was it created? Please attach.
2. What are the organization's evaluation methods?
3. If the organization is going through a management or artistic leadership change, describe the situation and the plan for the completion of the change.

PROJECT Budget: Expenses		Cash Income	
1. Salaried Personnel/Staff	# of Staff	9. Admissions	
a) Administrative	0		
b) Artistic	0		
c) Technical/Production	0		
2. Contracted Services		10.Contractured Services	
a) Artists including travel/per diem			
		11.Other Revenue	
		Support (contributed income)	
b) Consultants/Other Experts		12.Corporate	
Including travel/per diem			
		13.Foundation	
3. Production Expenses			
		14.Other Private Contributions	
		Government Support	
4. Space Rental		a) Federal	
		b) Regional	
		c) State	
5. Travel		d) County	
		e) City	
		15.Total Government Support	
6, Marketing/Promotion		16.Applicant Cash	
		17.Cash Income without Grant	
		18.Maximum SCC Grant Amount	
7. Remaining Operating Expenses			
8. Total Expenses		19.Total Cash Income	

ORGANIZATIONAL Budget: Revenue	Last Fiscal Year	Current Fiscal Year	Next Fiscal Year
9. Admissions			
a) Single Ticket Sales			
b) Subscription Series			
c) Memberships			
Subtotal			
10. Contracted Services			
a) Workshops/Classes			
b) Performance Residency Fees			
Subtotal			
11. Other Revenue			
a) Sales/Concessions (Gross Revenue)			
b) Fund Raising Events			
Subtotal			
Support (contributed income – (cash only)			
12. Corporate			
13. Foundation			
14. Other – Private Contributions (cash only)			
a) Individual			
b) Board Members			
c) Affiliated Organizations			
Subtotal			
15. Government Support			
a) Federal			
b) Regional			
c) State Sources			
Arizona Commission on the Arts			
Other			
d) County Sources			
e) City Sources			
Phoenix Office of Arts and Culture			
Tucson/Pima Arts Council			
f) Other			
Subtotal			
Other sources			
16. Applicant Cash			
17. Funds released from restriction			
18. Total Income			

Final Project Budget Report* (to be returned with Grant Agreement if funded)

Record actual expenses and income for the project during the grant period. Itemize each category. Refer to the Glossary in the [Guide to Grants](#) for explanations of terms. Please round numbers to the nearest dollar.

*This budget form is adapted from the Arizona Commission on the Arts' Final Project Budget Report Form.

EXPENSES		CASH INCOME <i>(Revenue + Support)</i>	
Expenses (cash only)		Revenue (earned income - cash only)	
1. Personnel/Staff		9. Admissions	\$ _____
a)Administrative # of	\$ _____		
b)Artistic # of	\$ _____		
c)Technical/Pro # of	\$ _____		
2. Outside Fees & Services <i>(itemize costs)</i>		10 Contracted Services	\$ _____
a) Guest Artists	\$ _____		
		11 Other Revenue	\$ _____
b) Consultants/Other Experts	\$ _____		
		Support (contributed income)	
3. Production Expenses	\$ _____	12 Corporate Contributions	\$ _____
4. Space/Facilities	\$ _____	13 Foundation Grants <i>(identify)</i>	\$ _____
5. Travel	\$ _____	14 Other Private Contributions	\$ _____
6. Marketing/Promotion	\$ _____	15 Government Support <i>(not including this grant)</i>	
		a) Federal	\$ _____
		b) Regional	\$ _____
		c) State	\$ _____
		d) County	\$ _____
		e) City	\$ _____
		Total Government Support	\$ _____
7. Remaining Operating Expenses	\$ _____	16 Applicant Cash	\$ _____
		17 Cash Income <u>Without Grant</u>	\$ _____
		<i>(Total items 9 thru 16)</i>	
		18 Grant Amount	\$ _____
		19 Cash Carry-Forward (opt.)	\$ < >
		<i>(surplus beyond funds listed in expenses - subtract this figure to balance income and expenses)</i>	
8. Total Cash Expenses	\$ _____	20	\$ _____
<i>(Total items 1 thru 7)</i>		<i>(Total items 17 thru 19)</i>	

Note: TOTAL CASH EXPENSES MUST EQUAL TOTAL CASH INCOME