



2009/2010 Pima County Arts Project Grant Guidelines and Criteria

Formerly the Rural Arts Project Grant

***The Tucson Pima Arts Council is no longer distributing printed guidelines and application forms.
All Project Grants applications are available ONLY on our Web site at:***

www.TucsonPimaArtsCouncil.org

Purpose:

This grant provides support for projects occurring in Pima County that contribute to participation and creativity in the arts.

Eligibility:

- Projects must occur in Pima County – but outside the Tucson city limits.
- Applicants must reside in Pima County.
- Nonprofit arts organizations and community organizations that have evidence of support in the community served are eligible to apply.
- Applications that are collaborative in nature *are encouraged*.
- Matching funds recommended but not required.
- Projects funded through a TPAC City of Tucson GOS or Project grant are eligible for Pima County Arts Project Grant support limited to one application per cycle.
- A support letter from the host rural community MUST accompany applications from Tucson based arts organizations wanting to provide arts programs in rural communities.

Restrictions - Who is not eligible to apply:

- Any agency, which receives more than 50% of its total annual budget from public tax supported sources.
- Any division or department of municipal, county, state or federal government, including colleges, universities and school districts (though projects may take place in schools).
- Political and/or religious organizations and committees.
- Private schools (except those whose sole purpose is arts education).

Maximum Request:

Based on available funding, the maximum request amount per application is \$1,500.

Due to current budget reductions in the Tucson Pima Arts Council funding this grant will only be offered once a year.

Application Procedure:

- Applications MUST be completed in INK, typed or computer generated.
- ***Application form, all attachments and income and expense budget must be completed and submitted.***

- Organizations may submit applications for this grant 1 time during the 2009-2010 fiscal year, for project occurring July 1, 2009 to June 30, 2010.
- The Panel reviews applications based on the published criteria.
- Applicants will be notified of the panel results and board approval no later than October 23rd 2009.
- A **final report** on the project for which the Grant is approved must be completed and returned to the Arts Council **within 30 days of the completion of the project. Projects must be completed by June 30th, 2010.**
- Applicants may contact our office for assistance, Leia Maahs, Community Arts Development Coordinator, (520) 624-0595 x19 or lmaahs@tucsonpimaartscouncil.org .

Application Deadline:

- **The deadline for all project occurring within the 2009-2010 fiscal year is Friday October 2nd 2009. Applications must be received by the Tucson Pima Arts Council or post marked by October 2nd 2009 to qualify for funding.**
- Mail or bring applications to Pima County Arts Project Grant, TPAC, 10 E. Broadway, Ste. 106, Tucson, AZ 85701.

Review Process

The Community Arts Development Coordinator reviews grant applications for completeness and accuracy. Organizations will be notified of missing or inaccurate information. Grant panel members receive copies of the applications after the application is corrected. Grant applications are then reviewed in discussion, in one meeting, by the panel. Panel members then submit numerical scores of an assessment based on the printed criteria for the application and decide together what comments the panel feels will most help the organization. All panel members must declare any conflict of interest and will not participate in discussions or scoring of any project presenting a conflict.

CRITERIA

Total Score - possible 100 points

Quality of Program (possible 30 points) determined by:

1. Artistic quality and creativity/innovation of the project
2. The project is consistent with the stated artistic mission of the organization
3. Project director's qualifications, background, and experience
4. Artists qualifications, background, and experience
5. Plan for evaluation of success of project

Community Support/Community Served (possible 30 points) determined by:

1. Ability of the project to serve community needs and provide public benefit.
2. Evidence of community support as indicated by artist, participant and audience demographics.
3. Evidence of community support as indicated by collaboration with local organizations.
4. Evidence of call for and impact of the project on the community

Management Capability of Staff and Volunteers (possible 20 points) determined by:

1. Qualifications, background and experience of staff or volunteer administering the project.
2. Composition of staff, volunteers and board reflect efforts of the organization to include ethnicity of the community the organization serves.
3. History of the organization in successful presentation or production of the arts.
4. Evidence of a complete marketing plan.

Budget Preparation (possible 20 points) determined by:

1. Realistic budget for project and organization.
2. Accuracy and completeness of budget.
3. *Variety of financial support* (outside of this grant request) - including in-kind.
4. Detailed explanation of budget within notes.



2009/2010 Pima County Grant Application

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DEADLINE:: October 2nd 2009

Title and location of Project:	
Total Amount Requested:	
Provide a one-sentence summary of this project/program, including targeted audience.	
Beginning date of project:	
Ending date of project:	
Name of organization:	
Mailing address:	
City:	Zip:
Location if different:	
Telephone (day):	()
Telephone (evening):	()
FAX:	()
E-mail:	
Contact person:	
Title:	
Executive Director:	
Telephone Number of Organization:	
Organization's Website Address:	

The following areas will be used to evaluate all grant application submissions, artistic work samples and other supporting materials. A total of 100 points is available. Please answer the questions below in your

application narrative within a maximum of four pages. See end for collation of narrative and attachments.

QUALITY OF PROGRAM (30 points possible)

1. Describe the artistic quality of the project and how it relates to the mission of the organization.
2. Describe the artistic mission statement of organization.
3. Who is responsible for the artistic direction of this project? How many are there? Are they paid staff? Are they guest artists?
4. Discuss the primary/guest artist(s) involved in this project and the selection process.
5. How does your organization plan to evaluate the success of this project? Discuss the importance of your indicators for success including qualitative & quantitative assessments relating specifically to your project. (Provide a sample of your measurement tools – see attachments below).

ATTACHMENTS:

1. A **one-page** biography of person(s) responsible for the artistic direction that includes their qualifications, background and experience.
2. A (no longer than) **one-page** biography for each primary and/or guest artist that includes his or her qualifications, background and experience. If there are many, short summaries or an overview highlighting several artists only please.
3. No more **than two print reviews, articles, work samples or letters of support** from the last two years, with identifying publication and date. ***(These must be on letter-size paper to include in panel books.)***
4. Sample(s) of qualitative and quantitative evaluation tool(s) to be used.

COMMUNITY SUPPORT/COMMUNITY SERVED (30 points possible)

1. Discuss the ability of your organization and its project/program to serve community needs and provide public benefit (i.e. what economic, social and/or cultural impacts this project will have on the community).
2. Describe in detail the current participant and, if applicable, target audience demographics for your project/program. Please include information on the following:
 - o If this is a festival or performance, provide demographic projections for target audience, including age, sex, cultural diversity and/or underserved populations.
 - o Discuss the diversity of your artists and participants.
3. Discuss any collaboration(s) between your organization and others, including (but not limited to) corporate support, foundation support, volunteers, material support, space et al - whether it is monetary or in-kind.
4. Discuss the importance of the site and the value of having the project there.

ATTACHMENTS:

1. Letter(s) of support from authorized representative(s) of the organization(s)/agency(ies) along with copy(ies) of agreement(s) or letter(s) of understanding between the organization(s)/agency(ies).
2. **For this project ONLY**, list locations where this project will take place by date, location, estimated audience with demographic breakdown (see question #2) and admission price ***(ONLY locations within Pima County)***.

MANAGEMENT CAPACITY OF ORGANIZATION (20 points possible)

1. List the name and title of the staff and/or volunteer (s) responsible for overseeing the successful administration of this project/program. Describe their diversity. Are staff members paid?
2. Has your organization completed a similar project in the past three years? If yes, discuss the successes and/or challenges of the project/program to meet its artistic, demographic and budget projections.
3. Describe in detail your organization's current and future marketing and audience development plan(s). Be sure to include information on current, target, special, new, culturally diverse, and underserved audiences; include the utilization of any media, printed materials, electronic adverts, and any other outreach to the community. Discuss any new or special strategies for reaching target/special populations in your participant/audience development plan.
4. Provide a an outline of the organizations marketing plan for this specific project, include methods/strategies used and or projected.

ATTACHMENTS:

1. A **one-page** biography/resume of the person responsible for the administration of this project that includes their qualifications, background and experience.
2. A **one page** history of the organization.
3. A list of **CURRENT** board members indicating their ethnicity, occupation and the number of years each has served on your board.

PROJECT BUDGET(20 points possible)

1. Provide an accurate and realistic **Project Budget** **SEE BUDGET FORM** on page 7.

ATTACHMENTS

1. Provide a separate **Budget Notes** page with details on all income and expenses for the **Project**. Please be sure to include details for all **Revenue** and **Support**.
 - o Please title each section you are answering with the underlined criteria heading (QUALITY of PROGRAM, COMMUNITY SUPPORT/COMMUNITY SERVED, MANAGEMENT) , including the numbers *and* questions to which you are responding.
 - o You have a maximum of 4 pages to answer all narrative questions.
 - o **PLACE ALL ATTACHMENTS AFTER ALL of the NARRATIVE :: SEE COLLATION ORDER ON PAGE 8.**

Project Budget

Outline below the budget for the specific project described in this application. **Itemize expenses in each category.** Please round numbers to the nearest dollar. *This form automatically calculates totals; the "0"s will change to totals once you've entered your figures. Tab through entire form to get accurate totals.*

EXPENSES			
Expenses (cash only)			
1. Salaried Personnel/Staff			
a) Administrative # of staff		\$	
b) Artistic # of staff		\$	
c) Technical/Prod # of staff		\$	
2. Contracted Services			
a) Artists		\$	
b) Consultants/Other Experts		\$	
3. Production Expenses			
		\$	
4. Space Rental			
		\$	
5. Travel			
		\$	
6. Marketing/Promotion			
		\$	
7. Remaining Operating Expenses			
		\$	
8. Total Cash Expenses			
		\$	0
<i>(Total Items 1 thru 7)</i>			

CASH INCOME	
(Revenue + Support)	
Revenue (earned income)	

9. Admissions	\$	
10. Contracted Services	\$	
11. Other Revenue (<i>in-kind</i>)	\$	
Support (contributed income)		
12. Corporate Contributions	\$	
13. Foundation Grants	\$	

14. Other Private Contributions	\$	
15. Government Support		
a) Federal	\$	
b) Regional	\$	
c) State (<i>do not include this request</i>)	\$	
d) County	\$	
e) City	\$	
Total Government Support	\$	0
16. Applicant Cash	\$	
17. Cash Income Without Grant	\$	0
(<i>Total items 9 thru 16</i>)		
18. Grant Amount Request	\$	
19. Total Cash Income	\$	0
(<i>Total Items 17 and 18</i>)		

NOTE: CASH EXPENSES MUST EQUAL CASH INCOME

APPLICATION CHECKLIST

- o **ORIGINAL (signed in ink) AND EIGHT COPIES – COLLATED**

PLEASE COLLATE YOUR APPLICATIONS IN THE FOLLOWING ORDER

QUALITY OF PROGRAM

Questions and answers (narrative)

COMMUNITY SUPPORT / COMMUNITY SERVED

Questions and answers (narrative)

MANAGEMENT AND FISCAL CAPACITY OF ORGANIZATION

Questions and answers (narrative)

PROJECT BUDGET

Project budget

Project notes

ATTACHMENTS

1. A **one-page** biography of person(s) responsible for the artistic direction that includes their qualifications, background and experience.
2. A **one-page** biography for each primary and/or guest artist that includes his or her qualifications, background and experience.
3. No more than **two print reviews, articles, or letters of support** from the last two years, with identifying publication and date. (*These must be on letter-size paper to include in panel books.*)
4. Sample (s) of evaluation tool (s) to be used (see website for examples).
5. Letter(s) of support from authorized representative(s) of the organization(s)/agency(ies) along with copy(ies) of agreement(s) or letter(s) of understanding between the organization(s)/agency(ies).
6. **For this project ONLY**, list locations where this project will take place by date, location, estimated audience and admission price. (*ONLY locations within the City of Tucson.*)
7. A **one-page** biography/resume of the person responsible for the administration of this project that includes their qualifications, background and experience (if this is the same person as attachment #1, do not include twice).
8. A **one page** history of the organization.
9. A list of **CURRENT** board members indicating their ethnicity, occupation, and the number of years each has served on your board.
10. **Signature page**

Signature page

Fair Labor Standards

All professional performers related or supporting professional personnel employed on projects or productions which are financed in whole or in part under the grant will be paid, without subsequent deduction or rebate on any account, not less than the minimum compensation as determined by the Secretary of Labor to be the prevailing minimum compensation for persons employed in similar activities.

No part of any project or production which is financed in whole or in part under the grant will be engaged in or performed under working conditions which are unsanitary or hazardous or dangerous to the health and safety of the employees engaged in such project or production. Compliance with the safety and sanitary laws of the State in which the performance or part thereof is to take place shall be prima facie evidence of compliance.

Civil Rights

All grants and awards from the Tucson Pima Arts Council are in accordance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972. No person in the United States shall on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance section (601). No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance. No otherwise qualified handicapped individual in the United States, as defined in Section 7 (6) shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance.

Certification

This certification must be signed by a principal of the organization with legal authority to obligate and with knowledge of the matters contained herein.

The undersigned certifies: 1) all information contained herein is accurate or represents a reasonable estimate of future operations based on data available at the time of application; 2) That there are no misstatements or misrepresentations in the information submitted herein or as a supplement; and 3) the organization will comply with the Fair Labor, Civil Rights and Handicapped Regulations printed above.

Typed Name and Title:	
<i>Authorizing Signature:</i>	
Date:	

