

**CITY OF OJAI ART GRANT APPLICATION
2017**

The completed application and all requested supporting materials must be **received** at Ojai City Hall by **September 12, 2016 at 5:00 p.m.** Applications may be mailed to: City of Ojai, PO Box 1570, Ojai, CA 93024; or submitted at City Hall, 401 S. Ventura Street. All applications must be received by the deadline; no postmarks accepted. *Please use the application form.*

Please return the original and eight (8) copies of the application with the requested supporting materials. Please submit one (1) copy only of artistic materials such as images, CDs, DVDs, etc. These may be picked-up at City Hall on January 9, 2017 or after, during regular business hours.

1. Please list your contact information:

Name of Organization or Artist Seeking Grant: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____ Fax _____

Contact person (If other than applicant): _____

Email/Website: _____

2. Are you applying as an Individual Artist or an Arts Organization?

____ Individual Artist Project Grant ____ Arts Organization Project Grant

3. What are the dates of the project? (Projects must occur within Calendar Year 2017.)

Start Date: _____ Completion Date: _____

4. Please list additional information on your organization, or for individual artists, list information on the organization serving as your fiscal receiver.

Date Organization Incorporated: _____ Tax ID number (501) (c) (3): _____

Name of fiscal receiver (if applicable): _____

Mailing address of fiscal receiver: _____

Fiscal Receiver Contact Name: _____

Fiscal Receiver Contact Telephone: _____

Fiscal Receiver Website/Email: _____

Please print clearly:

5. Name of Organization/Individual Artist: _____

6. Project Title: _____

7. Amount of grant funds requested: \$ _____

8. How will you spend the grant funds?

Administrative Personnel \$ _____

Artistic Personnel \$ _____

Program/Production/Exhibition Costs \$ _____

Fees for Services \$ _____

Promotion/Marketing Costs \$ _____

Supplies and Materials \$ _____

Other (specify): _____ \$ _____

Total: \$ _____

(Note: Total must match amount on Line 7 above.)

9. How will you match the grant funds?

Contributed Income (donations, grants etc.) \$ _____

Earned Income (ticket sales, tuition, etc. \$ _____

In-Kind Contributions (please specify below) \$ _____

Other (specify): _____ \$ _____

Total match funds: \$ _____

(Note: Match funds must equal or exceed the grant amount being requested on Line 7 above.)

Name of Organization or Individual Applicant: _____

Project Title: _____

10. Please provide a detailed description of the project and why you are seeking funds from the City of Ojai Art Grant Program. Attach additional pages as necessary.

11. Discuss the project goals and your plan for carrying them out, including timeline, proposed venue, projected audience size and key personnel or collaborators.

12. Briefly describe ways in which the proposed project will be publicized and promoted. (All publicity for funded projects must credit the City of Ojai.)

13. Who will benefit from the project? What is the short and long-term impact on the City of Ojai?

14. If the total cost of your project is greater than the grant funds sought plus the matching funds, please indicate the total budget for the project.

CITY OF OJAI ART GRANT PROGRAM

I certify to the following:

- All information in this application and attachments is true to the best of my knowledge.
- This project will comply with the government statutes prohibiting discrimination.
- This project will comply with the Fair Labor Standards Act.
- This application and the attached instructions become a binding contract upon payment of City funds.

For Arts Organization Applicants: Authorizing Officer (President or Treasurer, etc.)

Title *Print or type name* *Date*

Signature

Individual Applicants Sign Below:

Title *Print or type name* *Date*

Signature

Fiscal Receiver Sign Below: (If applicable)

Title *Print or type name* *Date*

Signature

(For those applicants requiring a fiscal receiver, a copy of the signed letter of agreement between applicant and fiscal receiver must be included with this application.)

ATTACHMENT CHECKLIST

(Please include only those materials requested below.)

Did you remember to include the following?

For both Individual Artist and Arts Organization Applicants:

- Original, completed application.
- Eight (8) copies of the application and additional enclosures.
- One (1) copy only of artistic materials such as images, CDs, DVDs, etc.

For Arts Organizations Only

- Most recent financial statement and balance sheet of your organization.
- If using a fiscal receiver**, provide the most recent financial statement and balance sheet of the organization serving as fiscal receiver.
- Schedule of your organization's annual performances, exhibitions, workshops (brochures acceptable).
- One (1) copy of the IRS non-profit status determination letter for your organization.
- If using a fiscal receiver**, one (1) copy of the IRS non-profit status determination letter for the organization serving as your fiscal receiver.

For Individual Artist Applicants Only:

- Resume and/or a portfolio.
- One (1) copy of the signed letter of agreement between applicant and your fiscal receiver.
- One (1) of the most recent financial statement and balance sheet of the organization serving as your fiscal receiver.
- One (1) copy of the IRS non-profit status determination letter for the organization serving as your fiscal receiver.