

Applicant	Average Score (%)	Request Amount	Grant Amount
Japanese Cultural and Community Center of Northern California	98.3	\$ 3,000	\$ 3,000
Bernal Heights Outdoor Cinema	93.3	\$ 3,000	\$ 3,000
Genryu Arts	93.3	\$ 3,000	\$ 3,000
Brava Theater Center/Brava! For Women in the Arts	91.7	\$ 3,000	\$ 3,000
Flor y Canto Literary Festival	88.3	\$ 3,000	\$ 3,000
Salsa Festival on Fillmore	85	\$ 3,000	\$ 3,000
The Village Project	80	\$ 3,000	\$ 3,000
Au Co Vietnamese Cultural Center	78.3	\$ 3,000	\$ 3,000
Excelsior Action Group	75	\$ 3,000	\$ 3,000
Chinese Historical Society of America	61.7	\$ 3,000	
The Bay Bridged	51.7	\$ 6,000	
OMI Cultural Participation Project	46.7	\$ 2,000	

TOTAL AMOUNT \$ 27,000

Grantee	Grant Amount	Project Description
Au Co Vietnamese Cultural Center	\$ 3,000	Au Co Vietnamese Cultural Center (ACVCC) and its collaborators Burmese Youth Association, Lao American National Alliance, Lao Seri Association, the Samaki Project (Cambodian community), and the San Francisco Wushu Team, are seeking a grant of \$3,000 to support the 2016 Mid-Autumn Harvest Festival to be held on September 24, 2016 at the Tenderloin Park and Recreation Center.
Bernal Heights Outdoor Cinema	\$ 3,000	The proposed free film screenings for the 2016 Bernal Heights Outdoor Cinema season will include four days of screenings, SEPTEMBER 8, 9, 10, & 27, 2016. Each program runs from approximately 7:00-10:00pm. The screenings will be staged at different locations in the neighborhood including open air parks, public venues, neighborhood businesses and institutions. In addition to showcasing the work of local film and video makers, many of the programs feature local musicians. The ANV funds will be used to fund technical production and staging expenses with a small portion covering marketing and promotion.
Brava Theater Center/Brava! For Women in the Arts	\$ 3,000	Brava requests \$3,000 for the 4th annual Baile en la Calle: The Mural Dances, presented May 1, 2016 throughout the Mission District's 24th Street Corridor. Partners include Precita Eyes Muralists, Loco Bloco, Cuicacalli Escuela de Danza, Queer Cultural Center, Calle 24 Latino Cultural District, and queer Latina artist/archivist Vero Majano. The event will compensate approximately 60 multi-generational dancers, musicians, technicians, and muralists and highlight LGBTQ Latino/a histories, artists, and activists. Mural tours led by Precita Eyes Muralists Docents will accommodate between 150-200 audience members at each site. ANV funds will support artists' fees.
Excelsior Action Group	\$ 3,000	The 14th Annual Excelsior Festival will be held October 16, 2016 at the Persia Triangle, Mission at Ocean. The largest event in the Excelsior, the Festival brings the diverse community together to share the rich mix of music, culture, and crafts showcasing community talents and bridging language differences through the universal language of the arts. It's a significant opportunity for residents to display and experience the power of arts and culture since we have few performances and gallery spaces. ANV funds will be used to help pay for honorariums for performers, permits, and promotion.

Flory Canto Literary Festival	\$	3,000	Friday May 20th, the two day festival begins with an evening "Paseo Poético" or Poetry Walk, featuring 6-8 simultaneous one hour free poetry readings. On May 21st, Saturday's events include free writing workshops, literary panels, and literacy activities for children. An evening poetry reading will close the festival held entirely within the 24th Street Cultural Corridor. Grant funds will go toward festival website maintenance, an archivist, poetry reading and panel curators, and writing workshop instructors. Additionally, funds will be used for the 5 featured poets for Saturday night's event, and for two poets' receptions.
Genryu Arts	\$	3,000	Genryu Arts respectfully requests a grant of \$3,000 to support the 5th Annual Japan Day in SF Japantown scheduled for Sunday, June 17, 2017 from 12p - 4p. This Festival, Japantown's celebration of the "Obon" (festival of the spirits) community ritual, expresses its connection to the ancestors through the Japanese cultural arts.
Japanese Cultural and Community Center of Northern California	\$	3,000	The Japanese Cultural and Community Center of Northern California (JCCCNC) will present its 24th Annual Children's Day Festival in Japantown on May 7, 2016. This free event is open to the public and provides a unique multi-cultural experience to over 1,600 residents and visitors to Japantown through diverse performing arts, crafts, activity booths and demonstrations. This festival also serves as a fundraiser for several cultural and arts organizations within Japantown and the Western Addition through food and activity sales and has provided exposure to small businesses in the Japan Center malls. Grant funds from the SFAC will enable the JCCCNC to expand outreach efforts to additional multi-cultural and arts organizations by providing additional booths, performance groups, and advertising.
Salsa Festival on Fillmore	\$	3,000	This proposal requests \$3000 to support the July 2016 Salsa Festival on Fillmore. This event will comprise two nights of music, dance performances, and dance classes that will serve an estimated 2500 people at the Fillmore Center Plaza. This free outdoors event will present two 10-20 piece Latino music ensembles, two Bay Area Latino dance companies and offer two days of instructional dance classes. Awarded Arts Commission funds will support the fees of the participating artists.

The Village Project	\$	3,000	The Village Project requests \$3000 to support its February 2017 Mardi Gras--San Francisco Style. The event will begin with free blues concert at the Fillmore Center Plaza, followed by a New Orleans style procession through the Fillmore's commercial corridor, stopping at local businesses from Post Street to Golden Gate Avenue and concluding with a masquerade ball at the West Bay Conference Center, 1290 Fillmore. The project will serve an estimated 600 people. Awarded Arts Commission funds will support the participating artists' fees and the event's partial publicity expenses.
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Arts for Neighborhood Vitality (ANV) | guidelines

FY16 GRANT CYCLE | FOR PROJECTS TAKING PLACE MAY 2016 — JUNE 2017

**San Francisco
Arts Commission**

Tom DeCaigny
Director of
Cultural Affairs

401 Van Ness Avenue, Ste. 325
San Francisco, CA 94102
tel 415-252-2590
fax 415-252-2595
sfartscommission.org
facebook.com/sfartscommission
twitter.com/SFAC



City and County of
San Francisco

APPLICATION DEADLINE: December 15, 2015
(email submission)*

Grants for Neighborhood Festivals & Art Walks

*A translation of this grant application is available upon request; however, only applications in English will be accepted.

Una traducción de esta solicitud de aplicación está disponible a petición; sin embargo, solamente se aceptarán solicitudes en inglés. Favor de comunicarse con Kate Patterson-Murphy al 415-252-4638 ó Kate.patterson@sfgov.org para una traducción al español.

此拨款申请书的翻译版本将应请求而提供；然而，只有英文版本的申请书才会被接纳。请联系 Esther Ip 以获取中文翻译。联系电话：415-252-2536 或 电子邮箱：estherip@sfgov.org。

Ang pagsasalin sa Tagalog ng aplikasyon para sa pagkalooban na ito ay makukuha kung hihingilin. Ngunit ang aplikasyon sa Ingles lamang ang aming tatanggapin. Para sa tulong, maaring i-contact si Cece Carpio, 415-554-6080 o cece.carpio@sfgov.org.



arts for neighborhood vitality (ANV) grant guidelines | FY16 grant cycle

For projects taking place: May 1, 2016 — June 30, 2017

APPLICATION DEADLINE: December 15, 2015

about SFAC grants

The San Francisco Arts Commission's grantmaking programs are committed to supporting and building cultural resources for our City's diverse arts communities. The SFAC stewards the Cultural Equity fund, the Neighborhood Cultural Centers fund and other City resources to foster the values and increase the impact of cultural equity and neighborhood arts. The SFAC supports San Francisco artists, arts organizations, and historically underserved communities through grants, technical assistance and capacity building, economic development, arts education initiatives and community-based Cultural Centers. For eligibility questions, contact Program Officer Liz Ozol 415-252-2231 or Liz.Ozol@sfgov.org.

ANV grants: grants for neighborhood festivals & art walks

The Arts for Neighborhood Vitality grant was founded to support small, neighborhood-centered, publicly accessible art walks and festivals where art and culture are main components. Projects should be an event—rather than an ongoing program—and should highlight the integration of arts and economic vitality of the specific neighborhood. Applicants may not apply for multiple grants from the Arts Commission to support the same project. Grants are awarded directly to the applicant or fiscal sponsor responsible for managing the project and the budget.

This grant program is administered by the San Francisco Arts Commission with support from Grants for the Arts (GFTA).

- **Applicants must identify a San Francisco neighborhood** and demonstrate a strong connection and history of service provision to the neighborhood and residents.
- **Grants may be up to \$3,000** and must demonstrate a 50% cash match to the grant award.
- **Projects and related expenses must take place during the grant period:** May 1, 2016–June 30, 2017



applicant eligibility

Please read this section carefully to ensure eligibility. If you have questions, please contact staff prior to submitting an application.

An eligible organization:

- is a community or arts based organization that has an established relationship and stable presence in the neighborhood served.
- is San Francisco-based. Organization must be housed with its mailing address in San Francisco. Project must be a public event taking place in San Francisco.
- provides a 50% cash match to the grant.
- has completed reporting requirements for any past grants. If you have defaulted on a grant, you are not eligible for funding until your default has been rectified.
- is tax-exempt with 501(c)(3) nonprofit status OR is fiscally sponsored by a tax-exempt organization.
- is proposing a discrete event, not an activity within a larger festival or program.
- must not be in default on any grants or loans from: (1) SFAC, (2) other City departments (including, without limitation, Department of Children, Youth, and their Families; Office of Economic and Workforce Development; Mayor's Office of Housing and Community Development; and Grants For The Arts), (3) Northern California Grantmakers Arts Loan Fund; (4) Northern California Community Loan Fund, (5) Community Arts Stabilization Trust; or (6) the Center for Cultural Innovation. This default clause was expanded due to the fact that SFAC has a fiduciary relationship with these particular organizations, through either shared City resources or other pooled philanthropic funds.

Examples of community based organizations include: neighborhood associations, tenants' groups, social service organizations, social justice organizations, neighborhood advocacy groups, merchant associations, health centers.



funding policies

Funding Restrictions:

- Applicants cannot receive simultaneous funds from multiple SFAC or GFTA programs to support the same project.
- Programs that are directly administered by other City agencies are not eligible to apply.
- Applicants cannot submit more than one application to the Arts for Neighborhood Vitality grant program.
- The award of funds does not imply that SFAC or any other City agency will produce or present the event. It is the responsibility of the applicant to secure a venue for public activities.
- Previous Arts for Neighborhood Vitality grants must be closed out before new Arts for Neighborhood Vitality grant funds can be released. If you currently have an open grant, please take this policy into account as you plan the timeline for your new grant.

what we fund:

- o Artistic and cultural performance fees (musicians, dancers, theater groups, etc.)
- o Project related administrative expenses
- o Art supplies for engagement activities taking place during the event
- o Permit and insurance fees
- o Staging or technical equipment for the presentation of artistic performers
- o Marketing and promotion costs associated with outreach for the event

what we do not fund:

- o Capital improvement projects
- o Programs in the schools during school hours
- o Awards for competitions
- o Food or hospitality expenses
- o Non-arts entertainment costs (balloons, clowns, face-painting, bouncing castles, etc.)
- o An ongoing series of activities



requirements (if awarded the grant)

Required Documentation:

Grantees must submit the following to set up their grant and show they are in compliance with the City of San Francisco's guidelines. These requirements are subject to change and applicable to any and all active grants.

Fiscally Sponsored grantees please note: All requirements for legal and financial documentation apply to your fiscal sponsor, including insurance and vendor compliance. An approved legal agent of your fiscal sponsor must sign-off on grant agreements, invoices, and waivers.

Applicants who receive funding must be able to enter into the following agreements:

- **Grant Agreements:** If your application is selected for funding you will become a grantee with the SFAC. Grantees must sign a standard contract with the City & County of San Francisco required of all entities contracting with the City.
- **Insurance and Waiver Requests:** The City & County of San Francisco requires three forms of insurance coverage from grantees: General Liability, Workers' Compensation, and Commercial Automobile Insurance. Certificates demonstrating adequate coverage must be provided.
 - General Liability coverage must be maintained at a minimum of \$1 million each occurrence and \$2 million aggregate. The "City & County of San Francisco, its officers, agents and employees" must be named as additional insured and San Francisco Arts Commission, Attn: Community Investments must be named as the certificate holder.
 - Workers' Compensation insurance coverage must be a minimum of \$1 million. San Francisco Arts Commission, Attn: Community Investments must be named as the certificate holder.
 - Automobile Insurance coverage must be at a minimum of \$1 million.If you do not have the required insurance or do not have coverage at the required levels, you will have to submit a waiver request. Please note that all waiver requests are subject to approval by the City Risk Manager's office. At their discretion, the Risk Manager may request additional proof of coverage or information.

A General Liability waiver request does not release grantees from the obligation to have coverage for your project activities through a venue or other presenting agent. If a venue will not be covering your events, you must purchase event insurance. Event insurance certificates must name the “City & County of San Francisco, its agents, officers and employees” as additional insured and the San Francisco Arts Commission, Attn: Community Investments, as certificate holder.

- **Human Rights Commission Non-Discrimination Documentation:** First time grantees must be certified as meeting the legally mandated non-discrimination and equal benefits requirements of the City of San Francisco. Please note that this is a one-time process, but it is extensive and can take several months.

if awarded:

- Grantees must credit **“the San Francisco Arts Commission”** in all printed material relating to the funded program.
- The event must be completed within the Grant Period from May 1, 2016 to June 30, 2017.
- A final report must be submitted within 30 days from the end of the grant period.

final reports & extensions

Final Reports:

Grantees must submit a satisfactory final report within 30 days of the end of the grant window. If a final report is not received the grantee will be in default. Grantees are responsible for submitting a timely report. A reminder will not be sent at the end of the grant period. The report forms are available for download at:

<http://www.sfartscommission.org/CAE/grants/instructions-for-grant-award-recipients/final-report-instructions-and-forms/>

Extensions & Project Modifications:

If you need additional time to complete your project or need to change your project plan, please contact staff Liz Ozol at Liz.Ozol@sfgov.org or 415-252-2231 to request an extension and/or scope change prior to the close of your grant window. Almost all extension requests are approved if the project retains the spirit and intent of the original grant and the request is received before the end of the grant window.



criteria for evaluation

Arts for Neighborhood Vitality Grants support efforts where neighbors — residents, artists, schools, service organizations, and businesses — collaborate and partner to share and celebrate their neighborhood. The criteria are listed below:

Quality and Depth of Community Impact and Neighborhood Engagement

- Depth of applicant’s rootedness and/or immersion in the neighborhood.
- Extent of the project’s engagement of residents.
- Extent to which neighborhood is likely to be well served and enriched by project.

Quality of Arts Components

- Arts components are an integral and central focus of the event.
- Project highlights community-valued arts and culture.
- Ability of project to temporarily enliven neighborhood spaces.

Quality of Non-Arts Engagement

- Extent of the project’s engagement of non-arts neighborhood entities.
- Engagement demonstrates mutual benefit between arts and non-arts partners.

Project Feasibility

- Clarity of vision and goals to serve the targeted neighborhood.
- Soundness of implementation plan and budget.
- History of completing projects of a similar scope and scale, OR demonstrable capabilities suggesting ability to execute project.

important dates

Applications Due	December 15, 2015
Award Announcement	March 2016
Grant Period	May 1, 2016 — June 30, 2017
For Questions	Liz Ozol: 415-252-2231 Liz.Ozol@sfgov.org



arts for neighborhood vitality (ANV) application process & how to submit

application process

Read through the **Guidelines** including the **Criteria for Evaluation** before beginning the application.

Submit a **single word document** containing the application elements in the order listed:

- 1. Application:** Fill out completely, with as much detail as possible.
- 2. Project Budget Form**
- 3. Project Budget Notes:** Budget must demonstrate a 50% cash match of the request.
- 4. List of Staff Members and Key Personnel** with their organization, title, and role in the proposed project.
- 5. List of Partners and Collaborators:** Include their role in the proposed project. (This should include non-arts entities, vendors, merchants, etc.)
- 6. List of Board of Directors** with their affiliation, length of time served, and term expiration.
- 7. Optional:** Event flyer or program from a previous year.

NOTE: Be mindful of the word count limits for each question. Information that runs over the limit will be redacted and removed prior to the review.

how to submit your application

Email complete application and additional attachments in a **single word document** to:

sfac.grants@sfgov.org

by 5:00 p.m. PST on Tuesday, December 15, 2015.

Include **“16ANV: (organization name)”** in the email subject line.

Example: 16ANV: Pegasus and Unicorns United for the Arts

Applications must be received by email. Hard copy, postal mail, and faxed applications will not be accepted. In fairness to others, we cannot accept late or incomplete applications. An application may be deemed incomplete and ineligible if the individual does not provide the complete set of information in the appropriate format by the deadline. No deadline extensions will be granted.



Arts for Neighborhood Vitality (ANV) application

FY16 GRANT CYCLE | FOR PROJECTS TAKING PLACE MAY 2016—JUNE 2017

San Francisco Arts Commission

Tom DeCaigny Director of Cultural Affairs

401 Van Ness Avenue, Ste. 325
San Francisco, CA 94102
tel 415-252-2590
fax 415-252-2595
sfartscommission.org
facebook.com/sfartscommission
twitter.com/SFAC



City and County of
San Francisco

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application form

ORGANIZATION CONTACT AND INFORMATION

GRANT APPLICANT _____

STREET ADDRESS _____

MAILING ADDRESS IF DIFFERENT _____

CONTACT PERSON AND TITLE _____

DAY PHONE MOBILE FAX _____

EMAIL WEBSITE _____

SUPERVISOR'S DISTRICT NUMBER OF OFFICE _____

FACEBOOK: TWITTER: FLICKR: YOUTUBE: _____

CHECK BOX IF YOUR GROUP IS A 501(C)(3) ORGANIZATION:

YEAR FOUNDED: YEAR INCORPORATED: _____

IF NOT A 501(C)(3) ORGANIZATION, STATE OTHER EXEMPT CATEGORY:

ORGANIZATION MISSION STATEMENT

project information

GRANT REQUEST AMOUNT \$ TOTAL PROJECT BUDGET \$ _____

EVENT DATE _____

EVENT LOCATION _____

PROJECTED NUMBER OF VENDORS PROJECTED NUMBER OF ARTISTS SERVED _____

PROJECTED NUMBER OF ATTENDEES PERCENTAGE OF NEIGHBORHOOD RESIDENTS _____

YEAR PROGRAM BEGAN? _____

TOTAL NUMBER OF ATTENDEES LAST YEAR (IF APPLICABLE) _____

PROJECT SUMMARY

DESCRIBE PROGRAM IN 100 WORDS OR LESS. INCLUDE A DESCRIPTION OF THE PUBLIC EVENT AND HOW GRANT FUNDS WILL BE USED.

**fiscal sponsor form
(please fill out if using a fiscal sponsor)**

NAME OF SPONSORING ORGANIZATION _____

CONTACT PERSON AND TITLE _____

MAILING ADDRESS _____

DAY PHONE _____ FAX _____ MOBILE _____

EMAIL _____ WEBSITE _____

YEAR OF INCORPORATION AS A 501(C)(3) ORGANIZATION: _____

MEMORANDUM OF UNDERSTANDING

OUR ORGANIZATION AGREES TO ACT AS FISCAL SPONSOR FOR THE APPLICANT AND PROJECT LISTED ABOVE. ALL PARTIES HAVE DISCUSSED AND AGREED TO THE RESPONSIBILITIES OF FISCAL SPONSORSHIP.

SIGNATURE OF GRANT APPLICANT: _____

PRINT NAME _____ DATE _____

SIGNATURE OF FISCAL SPONSOR: _____

PRINT NAME _____ DATE _____

project proposal

Describe your proposed project and project goals in detail, referring to the criteria for evaluation. Include a description of your relationship with the target neighborhood and/or community. (One page max, 12 point)

District:

District numbers can be found at: <http://propertymap.sfplanning.org/>

Provide a detailed timeline of how you will implement this project within the required grant window. Describe your outreach strategies that will assure you achieve the project goals outlined in the previous question. Please also describe your process for engaging partners and community. (One page max, 12 point)

project budget

PROJECTED INCOME CONTRIBUTED

- 1. SFAC ANV GRANT REQUESTED _____
- 2. GOVERNMENT – FEDERAL _____
- 3. GOVERNMENT – STATE _____
- 4. GOVERNMENT – LOCAL/MUNICIPAL _____
- 5. BUSINESSES/CORPORATIONS _____
- 6. FOUNDATIONS _____
- 7. INDIVIDUALS _____
- 8. FUNDRAISING _____
- 9. OTHER (SPECIFY IN BUDGET NOTES) _____
- SUBTOTAL CONTRIBUTED** _____

EARNED

- 10. ADMISSIONS/TICKET SALES _____
- 11. TUITIONS/WORKSHOPS /LECTURE FEES _____
- 12. PRODUCT SALES/CONCESSIONS _____
- 13. CONTRACTED SERVICES/PERFORMANCE FEES _____
- 14. OTHER (SPECIFY IN BUDGET NOTES) _____
- SUBTOTAL EARNED** _____
- 15. TOTAL PROJECT SUPPORT (NOT INCLUDING IN-KIND) _____

EXPENSE

TOTAL PROJECT EXPENSES:

SFAC GRANT:

PERSONNEL (INDICATE NUMBERS OF PERSONNEL IN YOUR BUDGET NOTES)

- 16. ARTISTIC _____
- 17. ADMINISTRATIVE _____
- 18. TECHNICAL AND PRODUCTION _____
- 19. OTHER SERVICES _____
- SUBTOTAL PERSONNEL EXPENSE** _____

NON-PERSONNEL

- 20. PRODUCTION & EXHIBITION _____
- 21. FACILITY COSTS /RENT _____
- 22. ADMIN EXPENSES & SUPPLIES _____
- 23. ADVERTISING/MARKETING _____
- 24. INSURANCE _____
- 25. FUNDRAISING _____
- 26. OTHER PROJECT EXPENSES _____
- 27. ADMIN/INDIRECT _____

SUBTOTAL NON-PERSONNEL

- 28. TOTAL PROJECT EXPENSES _____
- 29. PROJECT NET _____

project budget notes (1 page limit)

BUDGET AND BUDGET NOTE INSTRUCTIONS (you may delete instructions below before submitting your application)

Project Budget and Budget Notes represent the financial plan for your project. It is to your advantage to explain your budget in further detail on the additional budget note page (limit one page). Using numbers that correspond to the **Project Budget Form** line items:

- Further describe the nature of the expense/income line item (e.g. “2 workshop presenters x \$50/hour x 2 hours”)
- Briefly indicate your plans for obtaining additional support and whether it is secured.
- Indicate if you’ve had previous success with certain support sources. Explain any large support or expense items.
- Project budgets should not project a deficit.
- If you have a significant fund balance, detail your plans/policies for it.
- If you had significant in-kind support, discuss them in your notes.

PROJECT BUDGET NOTES

SEE INSTRUCTIONS ON BUDGET NOTES.

INCOME

- 1.
- 2.
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EXPENSE

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- 22.

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- 28.
- 29.

list of staff members and key personnel

List of Staff Members and Key Personnel with their organization, title, and role in the proposed project. (One page max, 12 point)

list of partners and collaborators

List of Partners and Collaborators: include their role in the proposed project. (This should include non-arts entities, vendors, merchants etc.) (One page max, 12 point)

list of board of directors

List of Board of Directors with their affiliation, length of time served, and term expiration. (One page max, 12 point)

event flier or program from previous year (optional)

application checklist

Please submit a single word document containing the following application elements in the order listed:

- Application
- Project Budget Form
- Project Budget Notes
- List of Staff Members and Key Personnel with their organization, title, and role in the proposed project. (One page max, 12 point)
- List of Partners and Collaborators: include their role in the proposed project. (This should include non-arts entities, vendors, merchants etc.) (One page max, 12 point)
- List of Board of Directors with their affiliation, length of time served, and term expiration. (One page max, 12 point)
- Optional: Event flyer or program from a previous year. If your flier cannot be pasted into the word document, please send as an email attachment.

certification (required)

I certify that by submission of these documents, to the best of my knowledge, I meet all the eligibility requirements for the FY2015-2016 Arts For Neighborhood Vitality grant, and that all answers and data in this application, and contained in any attachments, are true and correct.

NAME OF APPLICANT _____

DATE _____