



Community Arts Fund 2010 Grant Application Instructions

The United Arts Council is pleased announce the opening of the 2010 Community Arts Fund grant cycle. This year's grants are for the "smaller" arts organizations and are made possible thanks to a gift from the Community Foundation of Collier County.

→ Please note that the guidelines have been modified this year to accommodate the Community Foundation's grant requirements. Guidelines are attached.

→ *Deadline for Applications:* 12 noon on Monday, April 5, 2010

Instructions: Please submit **seven (7) copies** of the complete application package and any supporting materials. Mail to this address for **receipt** no later than 4/5/10. We regret that packages received after this date are not eligible for consideration. Send copies only as these materials will not be returned.

United Arts Council of Collier County
2335 Tamiami Trail North, Suite 504
Naples, FL 34103

*(If delivering in person, call before
you come because our hours vary)*

→ **Do * NOT* put applications in folders, binders or presentation packages; stapled sets only!**
Please do not include CD's, DVD's, videos or audio recordings

→ **Grant applications will be accepted for up to \$750.00**

*You will be notified by mail of the
Grant Selection Committee's decisions in late April.*

*Grant recipients may be required to come to an
awards presentation ceremony as a condition of the award*

Community Arts Fund Grant Guidelines

NOTE: At the request of the Community Foundation, this year's grant cycle is open to nonprofit arts and cultural organizations with "Total Revenue" of \$350,000 or less as reported on your organization's 990 tax return for your last completed fiscal year. This is the amount shown on the Form 990 in Part I. (The tax returns of all nonprofits are available online and will be checked to confirm eligibility.)

Grants are available to organizations with recognized ability to produce, present and promote cultural and arts activities. Qualifying organizations must also:

- be Collier County-based (Collier County mailing address and phone number);
- have a completed two full years of operation prior to application deadline (application date at least two years from date of issuance of 501(c)3 determination);
- make the project accessible to the public and ensure handicap accessibility;
- demonstrate that the project has artistic merit;
- benefit residents and/or visitors to Collier County

Additional guidelines:

Only one application per organization.

The United Arts Council reserves the right to award partial funding of a grant or to award less than the total funds available in any given granting period.

Grant recipients must expend the funds awarded prior to 12/31/10.

A report documenting the actual use of funds must be submitted to the United Arts Council within 30 days of completion of the funded project. If reports are not submitted prior to 1/30/11, the grant award will be cancelled.

Community Arts Grants by the United Arts Councils may NOT be used to fund:

- Ongoing operating expenses, capital expenditures, debt reduction or space rental
- Attendance at conferences or seminars
- Travel or entertainment expenses
- Fund-raising costs or events
- Administrative costs not related to the project
- Costs for buses or any type of transportation of students to programs
- Programs that result in unnecessary duplication of services within the community
- Political campaigns

Evaluation Criteria

The Grant Review Committee of the United Arts Council considers the following criteria when evaluating the goals and feasibility of an applicant's project.

1. Promotes educational programs, with preference given to programs for school-age children.
2. Develops opportunities for "underserved populations" in the county to participate in cultural activities.
3. Enhances the quality of cultural life in Collier County for both residents and visitors.
4. Develops opportunities for Collier County citizens to enjoy cultural activities, particularly if provided to the public for free or at a very low cost.
5. Stimulates governmental and public awareness and appreciation of the vitality of the arts in Collier County, as well as the importance of the arts to quality of life in general.
6. Maintains a high level of quality, professionalism, creativity, and diversity in the arts.
7. Provides technical assistance and planning for the arts.

Community Arts Fund Application Form

Amount of funds requested: \$ _____ (up to \$750)

Name of applicant/organization _____

Address _____

City & Zip _____

Contact person _____

Title _____

Office Phone _____ Cell Phone _____ Fax _____

e-mail _____

If approved, grant check payable to: _____

I hereby affirm that all the information in this application is accurate. I also confirm that our organization's "Total Revenue" for our last fiscal year was under \$350,000 as reported on our Form 990.

Signature of legal official of applicant organization:

Name (please print) _____

Title _____

Date _____

Please provide the information requested on the attached page. The following also must be included with the package:

- **A detailed budget for this project; applications without budgets will not be considered**

Describe exactly how the grant money will be used; give specific details on the project:

General purpose of organization:

Brief history of organization:

What group of populations will benefit from the requested funds?

Some grants are made on the basis of providing a reimbursement of expenses – is this acceptable? Yes No

If the Fund is only able to provide partial funding, are you still interested? Yes No

Will additional funds be supplied by other sources? Yes No

Please describe sources and amounts of additional contributions:

If additional space is needed, please attach a separate page. Attach additional support material if needed.

Please do not include CD's, videos or audio recordings.