PERFORMING AND VISUAL ARTS FUND
GRANT APPLICATION PACKET

2008

CHULA VISTA OFFICE OF ARTS & CULTURE
365 F STREET
CHULA VISTA, CA 91910
(619) 476-2499

www.chulavistaca.gov

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PART 1

A. PURPOSE

B. BACKGROUND INFORMATION

C. FUNDING PROCESS

D. BUDGET

E. SUBMISSION DEADLINE

F. GOALS

A. PURPOSE: The Performing and Visual Arts Fund Grant Program was established to promote and stimulate the growth of performing and cultural arts within the City of Chula Vista through a grant application process for local performing and visual arts groups and individuals. The grant fund supports art projects in: dance, design arts, media arts, music, photography, theater, traditional/folk arts and visual arts, or interdisciplinary expressions involving more than one of the above fields.

Through this program, the City of Chula Vista's Office of Arts & Culture seeks to equitably and economically support the creative arts.

B. BACKGROUND INFORMATION: In 1997 the City Council approved a Sublease with Live Nation (formerly Universal Concerts) establishing a process whereby a portion of ticket sales proceeds at Coors Amphitheater would be paid to the City to be utilized for a Performing Arts Fund. This fund, referred to as the "Performing and Visual Arts Fund", was designated to be used for arts grants for the Chula Vista community. In February 1999, a Task Force appointed by the Mayor began drafting criteria for the allocation of the Performing Arts Fund, as well as a process to administer these allocations. This process was completed and the Office of Arts & Culture was designated to be in charge of the "Performing and Visual Arts Fund Grant" process with final approval concerning use of these funds being made by the Chula Vista City Council.

Task Force Members:

Mayor Cheryl Cox, Chair
Kevin Tilden, Member at Large
Debra McLaren, Chula Vista Elementary School District representative
Roderick Reinhart, City staff representative
Thierry Gray, Coors Amphitheatre representative
William Virchis, Sweetwater Union High School District representative
Todd Voorhees, Cultural Arts Commission representative

Office of Arts & Culture
City of Chula Vista
365 "F" Street
Chula Vista CA 91910
www.chulavistaca.gov

C. FUNDING PROCESS: Income generated from a percentage of ticket sale proceeds at the Coors Amphitheater in Chula Vista will be awarded annually to qualified applicants. Funding is awarded through the City of Chula Vista's Office of Arts & Culture via an annual competitive application/review process. Applicants must make a clear case for funding, based on established criteria.

D. BUDGET: The total grant budget for the year 2008 will be announced in February. Since the grant amount is based on a percentage of ticket sales, the amount of money to be awarded changes each year. Residents of Chula Vista may apply either as individual artists or as arts organizations. The range of grants available is expected to be from $250 to $2,500.

E. SUBMISSION DEADLINE: The **GRANT APPLICATION DEADLINE DATE** for the current year will be **FRIDAY, January 25, 2008, BEFORE 5:00 P.M.**

F. GOALS:

1. To increase public awareness of, and participation in, performing and cultural arts in our community
2. To encourage the growth of local arts resources
3. To promote cooperation and collaboration among the City of Chula Vista's Office of Arts & Culture and local schools and performing and visual arts individuals/groups/agencies/organizations
4. To develop cultural venues which will attract both residents and tourists
5. To serve the cultural needs of the community
6. To broaden and leverage public and private support for the performing arts
7. To maintain and preserve the City's artistic, cultural, and historic heritage
8. To support exemplary community arts education

PART 2

A. WHO CAN APPLY- GENERAL ELIGIBILITY

B. EXAMPLES OF WHAT GRANTS CAN BE USED FOR

C. ARTISTIC DISCIPLINES THAT WILL BE CONSIDERED FOR FUNDING

D. WHO CAN NOT APPLY- INELIGIBILITY

E. EXAMPLES OF WHAT THE FUNDS MAY NOT BE USED FOR

A. WHO CAN APPLY- GENERAL ELIGIBILITY

1. Tax-exempt, non-profit organizations located in the City of Chula Vista
2. Educational institutions located in the City of Chula Vista
3. Religious organizations located in the City of Chula Vista
4. Performance groups associated with schools or educational institutions located in the City of Chula Vista
5. Visual arts groups associated with educational institutions located in the City of Chula Vista
6. The City of Chula Vista and its various departments and Boards and Commissions
7. Individuals residing in Chula Vista
8. Chula Vista residents who seek scholarships for study ($1,000 maximum; must share art skill learned from scholarship with the community)
9. Groups located in the City of Chula Vista that seek travel expenses related to a performing or visual arts exhibition ($1,000 maximum; must give back one performance or exhibition to the City of Chula Vista in exchange for the grant)

- For-profit entities shall not be eligible to apply for grant funds.
- Non-Chula Vista based, non-profit organizations may partner with Chula Vista based organizations. For example, Sweetwater Union High School District could apply for funds to present a concert by the San Diego Symphony in Chula Vista.
- Individual Chula Vista residents are eligible to apply in an effort to develop local talent.

B. EXAMPLES OF WHAT THE GRANTS CAN BE USED FOR:

1. Funds to pay artists for a performance(s) or exhibition(s)

2. Materials for a creative event (e.g., supplies, paint, paper) needed to present an exhibition)

3. Costs of printing programs for a local arts event

4. Rental of costumes for an arts production

5. Art/Music/Theatre and Dance projects in schools and the community

6. Programs that promote cultural diversity and/or cultural tourism

Items not covered in this section may be considered (under special circumstances) by the Performing & Visual Arts Task Force.

SEE THE NEXT TWO PAGES FOR "ARTISTIC DISCIPLINES THAT WILL BE CONSIDERED FOR FUNDING."

C. THE ORIGINAL INTENT OF THIS ARTS FUND WAS TO ENCOURAGE AND SUPPORT PERFORMING ARTS IN CHULA VISTA. ARTISTIC DISCIPLINES THAT WILL BE CONSIDERED FOR FUNDING ARE:

Dance: All dance forms including ballet, modern, avant-garde, jazz, tap, historic and ethnic/folk dance. Dance Applicants should submit a videotape as their sample artistic documentation. Projects that involve broadcasts must include a distribution plan as part of the proposed work plan/timeline.

Design Arts: All forms of design including architecture, urban design, landscape design, historic preservation, environmental design, interior design, industrial design, graphic design and fashion design. Design Art Applicants should submit five drawings, or six slides as their sample artistic documentation.

Interdisciplinary: Projects with more than one discipline (i.e., music and dance). Interdisciplinary includes activities, such as performance art, that explore nontraditional formats and processes and fuse or transcend distinct art disciplines. In an interdisciplinary project, each art discipline interdependently contributes an essential element, which, without the work, would otherwise be incomplete. Please select the discipline that is the primary focus of the project. Interdisciplinary Applicants should submit a videotape as their sample artistic documentation. Projects that involve broadcasts or publications must include a distribution plan as part of the proposed work plan/timeline.

Media Arts: Production of films, video and audio art, including experimental and narrative works, as well as electronic manipulation, animation and broadcast. This category does not include documentary projects about artists/works within other art forms (i.e., a video documentary about a musician or famous mural). It excludes documentaries dealing with non-art subjects, e.g., sports. Arts Applicants should submit either a three-page manuscript or treatment or a videotape as their sample artistic documentation, whichever best illustrates the content and the style/quality of the proposed project.

Multi-department Museum Project: This category is used by organizations with artistic activities divided into departments, several of which will be fulfilling differing aspects of the proposed project. Various activities therefore can be distinct to one artistic discipline, equal and independent of each other, yet be proposed as parts of one overall series. If the proposed project has more than one discipline, please select Interdisciplinary. Multi-Department Applicants should submit a videotape or six slides as their sample artistic documentation. Projects that involve broadcasts or publications must include a distribution plan as part of the proposed work plan.

Music: Musical performance and composition including traditional and contemporary orchestral music, opera, jazz, vocal, choral, electronic and other contemporary music forms. Music Applicants should submit an audiotape as their sample artistic documentation.

Photography: The use of the photographic medium as the primary vehicle of artistic expression resulting in works produced for, but not limited to, archival, resource documentation, or exhibition purposes. Photographic work produced for commercial, advertising, industrial, scientific purposes or for inclusion in a non-art publications are ineligible for funding. Photography Applicants should submit six slides as their sample artistic documentation.

Theater: All forms of theater including professional, regional companies and schools, experimental, street, puppets, mime/children's ensembles, musical comedy and storytelling. Theater Applicants should submit a videotape or a three-page treatment as their sample artistic documentation. Projects which involve touring or broadcasts must include a distribution plan as part of the proposed work plan/timeline.

Traditional and Folk Arts: The traditional, authentic, artistic activities and expressive customs indigenous or rooted to any group that shares the same ethnic heritage, language, religion, occupation, or geographic region. Traditional and Folk Arts Applicants should submit one category of sample artistic documentation, which best illustrates their project (i.e., slides or tapes).

Visual Arts: All forms of visual arts including sculpture, painting, installation art, drawing, printmaking, crafts media and artistic books. Visual Arts Applicants should submit five drawings, or six slides as their sample artistic documentation. Projects that culminate in publications must include a distribution plan as a part of the proposed timeline.

D. WHO CANNOT APPLY- INELIGIBILITY

1. For-profit entities
2. ✱Non-Chula Vista based non-profit organizations (**however, these organizations may apply if they partner with organizations located in the City of Chula Vista)** *EXAMPLE*: Organizations located outside the City of Chula Vista may apply for funds to present an activity in Chula Vista (e.g. the Sweetwater Union School District could partner with the San Diego Symphony).
3. Non-Chula Vista residents may not apply for individual grants

EXAMPLES OF WHAT FUNDS MAY <u>NOT</u> BE USED FOR:

1. **Purchase of land, equipment, buildings or construction (a capital outlay or expenditure), including** major equipment purchases such as televisions and computers

2. **Salaries of Management and Staff**
   a. administrators
   b. program and project managers
   c. support staff

3. **Programs not fully accessible to the public**

4. **Trust/endowment funds- to create or add to existing funds**

5. **Membership Dues**

6. **Indirect costs**

7. **Persons or groups using "fighting words" (any offensive words which are inherently likely to provoke any violent reaction)**

PART 3

REVIEW CRITERIA AND SCORING

A. THE REVIEW AND SELECTION PROCESS

B. GENERAL CRITERIA AND SCORING

C. THE RANKINGS

REVIEW CRITERIA AND SCORING

A. THE REVIEW AND SELECTION PROCESS

Each grant application is reviewed by the Office of Arts & Culture staff and the Performing and Visual Arts Task Force. Applications and artistic documentation materials (if applicable) are evaluated with short narrative comments, given numerical scores (0-100) and collectively ranked. The rankings will range from 4-1 with 4 being the highest score an application can receive. After the panel review process, the Office of Arts & Culture will forward the Performing and Visual Arts Task Force recommendations to the City Council for final approval. All applicants will receive written notification of after Council approval.

B. GENERAL CRITERIA AND SCORING

Individual artists and arts organizations are judged on the following criteria and point system with a possible 100 total points

1. Project Administration Capability
Maximum of 10 points

Scores for capability or feasibility include the clarity and thoughtfulness of answers to application questions, the business skills and production accomplishments evident on submitted information, the appropriateness of the project budget, the estimated value of each expense and the total project cost in relation to the number of people served; the appropriateness and stability of a project's venue, and a realistic, detailed timeline.

2. Artistic Merit
Maximum of 30 points for organizations and 50 points for individual artists

Scores for artistic merit reflect the accomplishments listed on submitted materials, attached reviews/press materials, the strength and relevance of letters of support, and most importantly the quality and content of the sample artistic documentation (video tape, slides...) submitted with the application. The merit of a project is judged against the merit of projects proposed by other applicants in the same discipline.

3. Creativity and Innovation
Maximum of 20 points

The creation of new works with new ideas or new methods, a new interpretation targeting a new audience or the creation of new works with traditional methods will be judged against the other applications.

4. Community Impact
Maximum of 20 points

Community impact is an assessment of the project's ability to inform or promote important thoughts in either the general community or its target audience. How many people will be served and how well will your proposed activity stimulate cultural exchange or broaden understandings? How does your project represent or serve various cultural constituencies in the City while meeting your project goals and the needs of the community?

5. Societal Relevance
Maximum of 20 points for organizations (not applicable for individual artists)

Will your project feed, build, or cure the spirit? Relevance implies "need" and includes an assessment of how your audience's involvement will determine project success. How does the proposed project address societal issues, intersect with community, address universal or contemporary issues or leave a legacy for the community?

B. THE RANKINGS

The ranking of each grant will be determined by the following point system:

100-89 points = 4 ranking
88–79 points = 3 ranking
78–65 points = 2 ranking
64 and below = 1 ranking

4 Designates an applicant as the highest priority for funding. These are considered to be "model" projects and to meet all review criteria to the highest degree.

3 Considered good to excellent and receives funding, but less than that of a 4 designated applicant. This is a very good ranking and indicates a very solid organization/project that is approaching "model" status. However, there is room for improvement or development.

2 Considered to be marginally fundable, and only if there are available funds. Applicant shows some merit but does not meet the criteria in a strong or solid way.

1 Not fundable under any circumstances; inappropriate for funding.

PART 4

HOW TO APPLY (FOR INDIVIDUAL ARTISTS)

INDIVIDUAL ARTIST APPLICATION

HOW TO APPLY (FOR INDIVIDUAL ARTISTS)

☐ **Step 1:** Complete and sign the Performing and Visual Arts Fund Grant Application Form (Individual)

☐ **Step 2:** Complete the "Proposal Narrative" sheet

☐ **Step 3:** Prepare your support materials and complete the "Sample Artistic Documentation" form if you are submitting support materials

☐ **Step 4:** **The application packet and support materials must be received no later than 5:00 p.m. on Friday, January 25, 2008.**

Office of Arts & Culture
Civic Center Branch Library
365 "F" Street
Chula Vista CA 91910

EIGHT COPIES OF THE PAPER APPLICATIONS AND ONE SET OF THE SUPPORT MATERIALS (IF APPLICABLE) MUST BE SUBMITTED.

Please label the packet set in the following manner:

Office of Arts & Culture
City of Chula Vista

Organization/Individual Name
Address
Phone/Contact Person

APPLICATION MUST BE DATED AND SIGNED

Clear This Page

Clear All Forms

Individual Artist/Artist-in-Residence Application Form

Name:_____

Performing and Visual Arts Fund Grant Application Information

Grants up to $2,500 are offered to individual artists living in Chula Vista or for the creation of specific visual, performing or interdisciplinary arts works that will enhance the City of Chula Vista and its residences. The residency or individual project should focus on creative or aesthetic ideas and be the original work of the applying artist(s).

Requirements:

1. Project(s) must culminate in a public presentation
2. Confirmation of the residency, presenting venue or both.

Criteria for Evaluations:

1. Project Merit
2. Artist History and Project Vision
3. Public Benefit and Potential

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Clear All Forms

Individual Artist/Artist-in-Residence Application Form

Name:_____

Performing and Visual Arts Fund Grant Application Form (Individual) 2008

1. Name of Individual_____

2. Address:_____

3. City_____CA Zip Code_____

4. Phone_____Fax_____E-Mail_____

Applicant's Discipline_____
(See list on pgs. 9 and 10)

Grant Project Title_____

Grant Amount Requested: $_____

Certification: *I certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of my knowledge. If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially, administratively, and programmatically responsible for all aspects of the grant and that all reports must be submitted through the grantee.*

Individual Artist:

_____
Signature *Date*

_____
Typed Name

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Individual Artist/Artist-in-Residence Application Form

Name:_____

PROPOSAL NARRATIVE

Briefly and concisely answer the following questions in the space provided.

1. Briefly describe your past contributions to your discipline.

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Individual Artist/Artist-in-Residence Application Form

Name:_____

2. Give your Project Description and Evaluation (use additional sheets if necessary)

   A. Describe the proposed project.

   B. What do you envision the project's impact to be on the community?

   C. How do you plan to evaluate the success of this project?

   D. Letter of tentative commitment from the management of the residency site, venue, or both.

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Individual Artist/Artist-in-Residence Application Form

Name:_____

3. Please give a project budget summary below:

   A. Total project expense: $_____

   B. Amount requested from this grant: $_____

   C. Total In-Kind donation: $_____

   D. Itemized expenses in detail related to grant project expenses:

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Clear All Forms

Individual Artist/Artist-in-Residence Application Form

Name:_____

Sample Artistic Documentation Form

It is recommended that applicants submit materials which uphold their grant proposal and from which the panel may evaluate artistic merit. Select and label your submission (video, audio, slides, etc.) with A) Applicant name, B) the title of the work(s), and C) the date of the work. Write a brief description(s) of your documentation in one of the spaces provided on this form.

☐ Choice 1:

☐ **Videotape**

- Tapes must be VHS format ☐
- Tapes must be cued to the exact eight (8) minutes desired for panel viewing ☐
- Films and CD-ROMS are not acceptable formats for this review ☐

Describe the piece or segment(s) you have chosen in fifty or less words in the space below:

☐ Choice 2:

☐ **Audio Tape or Compact Disc**

- Tapes must be standard cassette format cued to the exact eight (8) minutes desired for panel listening ☐
- Descriptions of compact discs below must lead the panel to the exact track(s) or eight (8) minutes for listening ☐

Describe the piece or segment(s) you have chosen in fifty or less words in the space below:

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Clear All Forms

Individual Artist/Artist-in-Residence Application Form

Name:_____

Choice 3:

☐ **Printed Materials (publications or publication tear sheets, manuscripts, copies of site drawings. . .**

- Documentation should not exceed seven (7) pages of drawings or text ☐

Introduce the text or itemize the drawings you have attached in thirty or less words in the space below:

☐ Choice 4:

☐ **Slides**

- Submit only duplicate slides, never original or unique transparencies ☐
- Slides must be 35mm, suitable for projection, delivered in a 9" x 11" clear plastic sleeve and numbered 1-10 ☐
- All titles, dates, and size information must be written or typed legibly on the slides or on secure slide labels, not the plastic sleeve (the Office of Arts & Culture assumes no responsibility for information lost to the panel because taped/old labels fall off your slides) ☐
- Slides should be labeled for the naked eye with the word "top" and an arrow or a dot should be placed in the lower left-hand corner of each slide (the Office of Arts & Culture assumes no responsibility if the orientation of your slides is not easily determined) ☐

Describe each work in 10 words or less beginning with identifications:
artist's name, title of the work, date of the work (Continued on next page).

1.

2.

3.

4.

5.

6.

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Clear All Forms

Individual Artist/Artist-in-Residence Application Form

Name:_____

(Continued) Describe each work in 10 words or less beginning with identifications: artist's name, title of the work, date of the work

7.

8.

9.

10.

☐ **Optional Attachments**

Attach to your application no more than three recent press clippings or reviews (not more than 3 years old) or letters of recommendation that support your relevant experience or the proposed project. Press clippings and reviews may be double-sided copies.

☐ **Arrangements can be made to pick up support materials from the Office of Arts & Culture, after the grant letter has been received, by calling (619) 585-5627.**

☐ **If you wish to have materials returned, submit a stamped, self-addressed envelope.**

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Clear All Forms

PART 5

HOW TO APPLY (FOR ORGANIZATIONS)

ORGANIZATION APPLICATION

HOW TO APPLY (FOR ORGANIZATIONS)

☐ **Step 1:** Complete and sign the Performing and Visual Arts Fund Grant Application (Organization) Form

☐ **Step 2:** Complete the "**Proposal Narrative**" sheet

☐ **Step 3:** Prepare your support material and complete the "Sample Artistic Documentation" form if you are submitting support materials

☐ **Step 4:** **The application packet and support materials (if applicable) must be received no later than 5:00 p.m. on Friday, January 25, 2008 at the following address**

Office of Arts & Culture
Chula Vista Public Library
365 "F" Street
Chula Vista, CA 91910

☐ EIGHT COPIES OF THE PAPER APPLICATIONS AND ONE SET OF THE SUPPORT MATERIALS (IF APPLICABLE) MUST BE SUBMITTED.

☐ **Please label the packet set in the following manner:**

Office of Arts & Culture
City of Chula Vista

Organization/Individual Name
Address
Phone/Contact Person

Clear This Page

Clear All Forms

Organization Application Form

Name of Organization:_____

Performing and Visual Arts Fund Grant Application (Organizations) 2008

1. Name of Organization_____

   IRS Nonprofit Organization EIN:_____

2. Address:_____

3. City_____CA Zip Code_____

4. Phone _____Fax_____ E-Mail_____

5. Contact Person on Board of Directors:_____

6. Administrative Director_____

7. Contact Person For Grant_____Title_____

Applicant Discipline_____
(See list on pgs 9 and 10)

Grant Amount Requested:$_____

Date the applicant organization received its 501(c)(3) and/or California nonprofit status_____.

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Organization Application Form

Name:_____

Certification: *I/We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge. If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially, administratively, and programmatically responsible for all aspects of the grant and that all reports must be submitted through the grantee.*

Organization Director:

_____

Signature *Date*

_____

Typed Name and Title

Board President:

_____

Signature *Date*

_____

Typed Name and Title

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Organization Application Form

Name of Organization:_____

PROPOSAL NARRATIVE

Briefly and concisely answer the following questions in the space provided.

1. What is your organization's mission?

2. List some major accomplishments of your organization in the space provided.

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Organization Application Form

Name of Organization:_____

3. Give your Project Description and Evaluation in the space provided.

   A. Describe the proposed project.

   B. What do you envision this project's impact to be on the community?

   C. How do you plan to evaluate the success of this project?

4. Please give a project budget summary below:

   A. Total project expense: $_____

   B. Amount requested from this grant: $_____

   C. Total in-kind donations: $_____

   D. Itemized expenses in detail related to grant project expenses.

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Clear All Forms

Organization Application Form

Name of Organization:_____

Sample Artistic Documentation Form

It is recommended that applicants submit materials which uphold their grant proposal and from which the panel may evaluate artistic merit. Select and label your submission (video, audio, slides, etc.) with A) Applicant name, B) the title of the work(s), and C) the date of the work. Write a brief description(s) of your documentation in one of the spaces provided on this form.

Choice 1:

☐ **Videotape**

- Tapes must be VHS format
- Tapes must be cued to the exact eight (8) minutes desired for panel viewing ☐
- Films and CD-ROMS are not acceptable formats for this review

Describe the piece or segment(s) you have chosen in fifty or less words in the space below:

Choice 2:

☐ **Audio Tape or Compact Disc**

- Tapes must be standard cassette format cued to the exact eight (8) minutes desired for panel listening ☐
- Descriptions of compact discs below must lead the panel to the exact track(s) or eight (8) minutes for listening ☐

Describe the piece or segment(s) you have chosen in fifty or less words in the space below:

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Organization Application Form

Name of Organization:_____

Choice 3:

☐ **Printed Materials (publications or publication tear sheets, manuscripts, copies of site drawings. . .**

- Documentation should not exceed seven (7) pages of drawings or text ☐

Introduce the text or itemize the drawings you have attached in thirty or less words in the space below:

Choice 4:

☐ **Slides**

- Submit only duplicate slides, never original or unique transparencies ☐
- Slides must be 35mm, suitable for projection, delivered in a 9" x 11" clear plastic sleeve and numbered 1-10 ☐
- All titles, dates, and size information must be written or typed legibly on the slides or on secure slide labels, not the plastic sleeve (the Office of Arts & Culture assumes no responsibility for information lost to the panel because taped/old labels fall off your slides) ☐
- Slides should be labeled for the naked eye with the word "top" and an arrow or a dot should be placed in the lower left-hand corner of each slide (the Office of Arts & Culture assumes no responsibility if the orientation of your slides is not easily determined) ☐

Describe each work in 10 words or less beginning with identifications:
artist's name, title of the work, date of the work (Continued on next page).

1.

2.

3.

4.

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6.

7.

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Clear All Forms

Organization Application Form

Name of Organization:_____

(Continued) Describe each work in 10 words or less beginning with identifications: artist's name, title of the work, date of the work

8.

9.

10

Optional Attachments

Attach to your application no more than three recent press clippings or reviews (not more than 3 years old) or letters of recommendation that support your relevant experience or the proposed project. Press clippings and reviews may be double-sided copies.

Arrangements can be made to pick up support materials from the Office of Arts & Culture, after the grant letter has been received, by calling (619) 585-5627.

If you wish to have materials returned, submit a stamped, self-addressed envelope.

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PART 6

BUDGET INFORMATION

A. CONTRACTS AND PAYMENTS

B. PROJECT CHANGES

C. FINANCIAL MANAGEMENT

D. FINAL REPORT FORM

E. PUBLIC ACKNOWLEDGMENT

BUDGET INFORMATION

In completing the proposed budget plan, be specific about how Performing and Visual Arts Fund Grant money would be spent during the grant period.

A **Contracts and Payments:** The Office of Arts & Culture reserves the right to negotiate the location of grant-funded activities.

Contractual funds will be mailed to grant recipients in full within 30 days of Chula Vista City Council approval. A final report form (pages 37 & 38) is required from all grant recipients. All project receipts must be attached and the project must have been reviewed and accepted by the Office of Arts & Culture. The grantee will be required to reimburse to the Performing and Visual Arts Fund any monies which are not expended by the end of the project.

B **Project Changes:** Any proposed changes to approved projects must be submitted in writing by the grantee to the Office of Arts & Culture for approval.

Any changes in purpose, personnel, location, date, activity or budget must be sent to the Office of Arts & Culture for approval before the grant funds may be used for that purpose.

C **Financial Management:** Grant recipients are required to maintain accounts, records and other evidence pertaining to cost incurred and revenues acquired under the grant program.

More specifically, grantees are required to provide, as requested by the Office of Arts & Culture, the following information upon completion of their project:

a. Accurate, current and complete disclosure of the financial accounting for the grant project
b. Records that identify adequately the services and resources paid for by grant funds (supported by invoices, receipts, etc.)

D. **Final Report Form:** The project must be completed one year from the grant notification date. The Final Report Form must be returned no later than 30 days after the completion of the project. You will not be eligible to apply for another Performing & Visual Arts Fund Grant until all documentation for your current project has been received by the Office of Arts & Culture.

E. **Public Acknowledgment:** Each grant recipient shall credit the City of Chula Vista for its contractual support of the project in printed and broadcasted promotions, brochures, posters, programs, handbills and other promotional materials. All printed materials should carry the following phrase: **"This program is made possible in part by a grant from the City of Chula Vista's Office of Arts & Culture"**.

Office of Arts & Culture
City of Chula Vista
365 F Street
Chula Vista, CA 91910

Performing and Visual Arts Fund Grant

DATE SUBMITTED _____(MUST BE DATED)

Final Report Form

Organization Name | Contact Person

Address

City | State | Zip Code | Telephone No.

E-mail address

1. State your objectives briefly and whether they've been met.

2. State briefly the impact of the project on the public.

Clear This Page | Clear All Forms

Title _____

Attach project receipts for expenditures to this page.

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