



City of Visalia
Community
Arts Grant Program
2024 - 2025 Application



ONLY complete this form after you have thoroughly read the program Guidelines and Review Criteria.

APPLICANT INFORMATION:

- Are you applying as **(Check one only)**:
 - an individual
 - a representative of an organization

Contact Person:
 Full Legal Name: _____
 Cell Phone: _____ E-mail: _____
 Position/title with applicant organization/event: _____

For individual applicant only:
 Social Security #: _____

For organization application only:
 Full applicant organization name: _____
 Are you applying under a fiscal sponsor? (Circle One) Yes No
 Name of fiscal sponsor (if applicable) _____
 Tax ID: _____
 Contact Person's Position/Title with applicant organization/event:

 Physical Address: _____ City _____ State/Zip _____
 Mailing Address (if different from Physical Address):

- Grant Amount Request (\$250 - \$2500): _____
 - Separate attachment required detailing specific use for grant funds (further information about this requirement can be found in the ATTACHMENTS section below)

GENERAL EVENT INFORMATION:

3. Name of event/project: _____
- Name of element (if this is for a smaller part of a larger project): _____

4. Event date(s): _____
5. Type of Event **(Check all that apply)**:
____ Indors ____ Outdoors ____ Free ____ Entry Fee Required (\$_____)
If entry fees are required, explain where the proceeds will go: _____

6. Location of Event/Project: _____

7. Projected Attendance/Participants: _____

NARRATIVE (LONG FORM ANSWER) QUESTIONS:

Provide clear and detailed answers for the following "Narrative Questions." Please use a separate document to answer the questions below:

8. Describe clearly what you want to accomplish with the event/project and how you will measure the outcomes.
9. Describe your/your organization's experience with this type of event or project.
10. List the names and roles/positions of individuals who will be key staff and organizers of the event/project. (Separately, attach each key person's artistic resume for our panel to assess their capacity to carry out the proposed activity.)
11. List key individuals/organizations in charge of promoting and marketing this event/project.

MARKETING

12. What date will your marketing materials be ready for print? _____
13. What kinds of marketing elements will include the Arts Consortium and City of Visalia's Community Arts Grant Logo?
- _____ Facebook
 - _____ Instagram
 - _____ Newspaper
 - _____ Magazine
 - _____ Television
 - _____ Event Program
 - _____ Other _____

ATTACHMENT CHECKLIST

- _____ Narrative (long form answers)
- _____ Specific use for grant funds (**attach a separate sheet with a breakdown of grant fund use**)
- _____ Please attach a detailed project budget showing the following (**Applications without a budget will not be reviewed**):
 - Grant Activity-Related Expenses: everything you have and plan to spend on **PARTICULARLY ARTISTIC HONORARIUMS OR FEES** (broken down by these categories: production expenses, artistic expenses, administrative expenses).
 - Grant Activity-Related Income: all current and projected earnings (broken down by means earned i.e., tickets, admission, sponsorships, donors, other grants.).
 - List: any source and amount of funding already secured for the grant related activity.
- _____ Please provide at least two letters of community members who show strong support for you/your event/organization/cause. These should include any evidence that you/your organization has or will achieve your desired outcomes.
- _____ Please provide 3 samples (event programs, event images, promotional materials) of previous events/projects. Images should be submitted at 300 dpi in resolution, in pdf format.
- _____ Please provide the artistic resumes of all key staff or organizers of the event/project.

SUBMISSION:

Label separate digital files as shown below:

YOURNAME_ORGANIZATIONNAME_CITYGRANT2024
and send to hello@artsconsortium.org.