



CITY OF MONTEREY CULTURAL ARTS GRANTS FUNDS GUIDELINES

PURPOSE:

The Cultural Arts Grant, a fund within the City of Monterey, is available to encourage and assist the cultural arts within the City of Monterey. The term "cultural arts" includes both the visual arts and the performing arts. The fund is administered by the Colton Hall Museum and Cultural Arts Commission, which makes recommendations for dispersal to the City Council. The allocations are made based upon the following criteria and guidelines.

FISCAL YEAR 2008-09 GRANT FUNDING

- ❖ Up to \$10,000 will be granted for General Cultural Arts Grants for FY 2008-09. The Commission may reserve the right to allocate funds to a specified part of a project/event.

ELIGIBILITY:

- ❖ Proposed cultural arts projects/events must take place within the City of Monterey.
- ❖ Individuals or groups who propose one-time cultural arts projects within the community that will encourage artistic awareness, public participation and/or cultural art appreciation. (The project may be a sculpture, mural, painting or another acceptable medium).
- ❖ Organizations which propose a cultural arts event within the community, which will encourage artistic awareness, public appreciation and/or cultural art appreciation. (The event may be a performing arts program, a festival or similar function.)
- ❖ Proposed cultural arts projects/events must take place or conclude by June 30, 2009.

REVIEW CRITERIA:

General Grant:

- ❖ The project/event will primarily benefit the residents of the City of Monterey.
- ❖ The applicant provides evidence that the project/event has high artistic quality or merit.
- ❖ The applicant demonstrates the managerial and fiscal ability to complete the project/event.
- ❖ The project/event will not overlap or duplicate an existing program.
- ❖ The applicant provides a clear breakdown of the intended use of City funds.

APPLICATION GUIDELINES

This is a competitive process and projects or events are recommended for grant awards based on the applicant's ability to respond effectively to the eligibility requirements and review criteria. The Colton Hall Museum and Cultural Arts Commission will consider the following in reviewing the submitted applications:

- ❖ **Project or Event Quality and Impact/Benefit**
 1. Is artist/applicant clearly identified?

2. Does the project or event primarily benefit the residents of the City of Monterey?
3. Does the project or event encourage artistic awareness, public participation and/or cultural arts appreciation within the City of Monterey?
4. Does the project or event provide evidence of high artistic quality or merit?

❖ **Project or Event Evaluation**

1. Does the application include a detailed description of the project or event?
2. Does the application include a budget for the project or event, including a detailed breakdown of how City funds will be used?
3. Does the application include an evaluation plan for the project or event?
4. Does the application describe a proposed project or event that does not overlap or duplicate an existing program?

❖ **Ability to Complete and Manage Project or Event**

1. Does the applicant demonstrate a history of successful project management and fiscal competence?
2. If not, does the applicant demonstrate the ability to manage the project successfully?
3. Are additional funds, if needed, secured?

APPLICATION INFORMATION:

- ❖ Application packets will be available on **Wednesday, July 30, 2008**, at Colton Hall, City Hall Complex, Monterey, CA 93940, or online at www.monterey.org/museum.
- ❖ All submittals must be received by the application deadline: **Wednesday, September 3, 2008 at 12 p.m.**, to be considered.
- ❖ Incomplete applications or those that do not meet the eligibility requirements will not be considered.
- ❖ The Colton Hall Museum and Cultural Arts Commission will review submitted applications, based on the review criteria and application guidelines, and make recommendations to the City Council for dispersal of grants.
- ❖ A presentation at the Colton Hall Museum and Cultural Arts Commission's grant hearing on **Monday, September 22, 2008 at 6 p.m. at the City Council Chambers** is required in order to be considered for funding.
- ❖ Funds shall be released after review and selection by the Colton Hall Museum and Cultural Arts Commission and approval of the City Council.

CITY OF MONTEREY CULTURAL ARTS GRANT
APPLICATION

Date: _____

General Grant

Project or Event Title: _____

Applicant Name: _____

Organization: _____

Address: _____

Phone Number: _____ E-Mail: _____

Category:

One time Cultural Arts Project

Cultural Arts Event

Project or Event Date(s): _____

Project or Event Title: _____

Amount requested: \$ _____

Tax Identification Number: _____

I understand that a presentation of the application at the Colton Hall Museum and Cultural Arts Commission's grant hearing on **Monday, September 22, 2008 at 6 p.m.** is required in order to be considered for funding.

Signature of applicant:

Project or Event Description:

Please attach no more than two single-sided 8.5 x 11-inch pages, in a legible font 11 point or higher, to describe your project or event as follows:

1. Description Narrative: Provide a clear, detailed description of your proposed project or event in 100 words or less. Begin your narrative with a single sentence description of how much money you are requesting and what it will be used for. Summarize your request in a few sentences.
2. Who, What, When, Where, How: Describe the proposed project or event specifics in detail. Clearly identify the applicant and/or artist and/or organization, including information on the background and experience of the applicant and/or artist and/or organization. Describe what the proposed project or event will entail, when and where the proposed project or event will take place and how the requested funds will be used.
3. Community Impact: How will your proposed project or event primarily benefit cultural arts and the residents of the City Monterey? Describe the targeted audience(s), and the anticipated benefits to cultural arts and/or the residents of the City of Monterey. What will your proposed project or event accomplish?
4. Project or Event Timeline: Provide a detailed timeline for the planning and implementation of the proposed project or event, including identification of key individuals and any deliverables.
5. Budget Information: Provide a detailed breakdown of expenses for the entire proposed project or event, and expected income, including other funding sources, besides the requested grant. Please be very specific.

HOW TO APPLY:

1. Review the 2008-2009 Cultural Arts Grant Guidelines and Application. Applicants may contact the Museum and Cultural Arts Office for assistance by calling Cultural Arts Assistant Chalet Catlin at 242-8743.
2. Application must be word processed or typewritten (not handwritten) in a legible font, 11 point or higher. Each page of the application must include proposed project or event title, applicant's last name and page number.
3. Application deadline is **Wednesday, September 3, 2008 at 12 p.m.** Please submit a packet with **thirteen** complete sets of your application, and a cover letter addressed to the Colton Hall Museum and Cultural Arts Commission. Completed packet should include:

13 stapled sets of application form & 2-page Project or Event Description

Cover letter to Commission

4. Mail (postmarked by September 3, 2008) or hand-deliver the package to the Colton Hall Museum and Cultural Arts Office, City Hall, Monterey, CA 93940. Email or fax submissions will not be accepted.