

# Tempe Arts: Mini Grant Guidelines

## Information

**Mini Grants** are available to non-profit organizations to serve Tempe residents through arts-related programming (festivals, workshops, performances, residencies, arts education, etc.) Requests are available up to a maximum of \$750 and the budget must show equal matching dollars.

### HOW TO APPLY

Complete your application online at [www.tempe.gov/artsgrants](http://www.tempe.gov/artsgrants)

### DEADLINE

Applications for these grants are accepted annually between July 1 and May 1, and are received based on quality and availability of funds. *Mini Grant requests must be submitted at least six (6) weeks in advance of a project.*

### GRANT AMOUNT

- Applicants may request grant support up to a maximum of \$750.
- Requests must be matched by a minimum contribution equal to the amount requested.
- Requests may include services of artists and art educators, supplies, stipends, production costs, space rental, marketing, printing and travel.
- One request per applicant will be funded per fiscal year (July 1 through June 30).

### ELIGIBILITY

At the time an application is submitted and the grant is awarded, an applicant must be a registered non-profit 501(c)(3) organization.

### RESTRICTIONS

Mini Grants do not fund:

- an event that occurs outside of Tempe;
- non-profit schools, for-profit schools or for-profit after-school programs;
- for-profit organizations;
- an organization or learning institution's administrative or artistic **staff salaries**; construction or renovation of facilities, capital expenditures, reduction of debt, feasibility studies, receptions, lobbying expenses, re-granting, scholarship programs or awards;
- organizations that are incorporated for religious purposes or projects that focus on religious themes;
- university- or college-sponsored projects unless they are open to non-credit participants;
- an applicant who failed to submit a Final Report from a previously funded grant.

### REVIEW PROCESS

City staff and the City of Tempe Arts and Cultural Services Division reviews applications on a weekly basis and will notify applicants once reviewed.

### FINAL REPORT

Within 60 days of completing the project, a Final Report must be submitted.

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## Application Instructions and Checklist

- Contact Information**
- Budget Form**
- Résumé or Biography of individuals involved in the project**  
(include those who showcase the quality of the project – max. 1 page/artist)
- Narrative**
  - Project Summary (150 Words):**
    - Describe the specific activities that will take place including dates, length of time, locations and personnel involved, and activities that will take place.
  - Quality:**
    - Highlight how this project supports quality and innovation in the arts.
    - What makes this project unique?
    - What is the overall purpose and/or intention behind this project?
    - How does this project showcase excellence within your artistic genre?
  - Impact:**
    - Who is the audience or community that this project will impact?
    - How is this project relevant to the audience or community that it serves?
    - Explain what your school/organization hopes to gain from this project.
  - Ability:**
    - Who are the key leaders of this project, and do they have experience producing initiatives of this scope?
    - How do you plan to invite others to participate in your initiative? How will you reach the community that will be best served by the programming you plan to produce?
- Supporting Material.** Applicants may include a link to a 3 minute video, or upload a maximum of 3 images (in .jpg or .png format)
- Project Partner Forms** (if applicable)
- IRS 501(c)3 Letter of Determination.**
- Submit** your grant application online at [www.tempe.gov/ArtsGrants](http://www.tempe.gov/ArtsGrants)

**For Questions Contact:**  
**Maja Aurora, Arts Coordinator**  
[artsgrants@tempe.gov](mailto:artsgrants@tempe.gov)  
(480) 350-5175

**Due at least 6 weeks before the project begins.**