Mini Grant: Information

Mini Grants are available to schools and non profit organizations to help fund arts-related projects serving Tempe residents. Mini Grant requests are available up to a maximum of $500 and the budget must show equal matching dollars.

Applications for these grants are accepted annually between July 1 and May 1. *Mini Grant requests must be submitted at least six (6) weeks in advance of a project.* Mail or hand deliver completed applications to the Tempe Public Library, 3500 S. Rural Road, Tempe, AZ 85282.

For assistance and questions, contact Maja Aurora: 480-350-5160; maja_aurora@tempe.gov

GRANT AMOUNT

- Applicants may request grant support *up to* a maximum of $500.
- Requests must be matched by a minimum contribution equal to the amount requested.
- Requests may include services of artists and art educators, supplies, student 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 public school, non profit charter school, school district located in the city of Tempe or an after-school program;
- a registered non profit 501(c)(3) organization;
- a neighborhood association or homeowners association that is registered with the city of Tempe Neighborhood Services Division;
- an organization submitting a project in which its participants/audiences are drawn *primarily* from Tempe city limits.

RESTRICTIONS

Mini Grants *do not fund:*

- for-profit organizations, for-profit schools or for-profit after-school programs;
- schools located outside of the city of Tempe boundaries unless the school primarily serves Tempe residents;
- an organization or learning institution's administrative or artistic staff salaries; construction or renovation of facilities, capital expenditures, reduction of debt, feasibilities 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

The Tempe Municipal Arts Commission reviews applications on a monthly basis. Applicants will be notified once the Tempe Municipal Arts Commission has approved the Mini Grant funding.

Mini Grant: Application Instructions and Checklist

CONTENTS OF YOUR APPLICATION PACKAGE

☐ **Mini Grant Application Form.**

☐ **Mini Grant Narrative.** (Maximum 2 one-sided pages; type size 11 or 12 point; 1-inch margins) Address the following:

Quality:

- Describe the specific activities that will take place including dates, length of time, locations and personnel involved. Be clear about the activities of both the artist(s) and the participants.

Impact:

- Explain what your organization or school hopes to gain from this opportunity and how it will impact participants and the Tempe community.
- If the proposed project involves youth, address how the project is relevant to the youth it serves.

☐ **Mini Grant Budget Form.** (Balanced and accurate budget)

☐ **Résumé or Biography of all artists named in the application.** (1 page per artist)

☐ **Support Material**. Include one of the following; promotional brochure, profile, educational material or a copy of the website homepage.

☐ **IRS 501(c)3 Letter of Determination.** (Not required for schools)

☐ **Mail or hand deliver a hard copy** (e-mail and fax versions are not acceptable) of your Mini Grant Application, with an original signature and attachments, to:

Maja Aurora, Arts Grants
Tempe Public Library
3500 S. Rural Road
Tempe, AZ 85282

FINAL REPORT

Within 60 days of completing your project, you will be required to submit a Final Report. A form will be enclosed with the award letter.

CREDIT LINE

If you receive funding from the city of Tempe, you are required to acknowledge support in all programs, press releases and advertisements for grant-supported activities using the following credit line:

(Name of organization or project) is partially supported by funding from the city of Tempe.

The city of Tempe logo is also available to use in materials prepared for the project.
www.tempe.gov/logostandards

Mini Grant: Application Form

Name of Organization or School: _____

Mailing Address: _____

City: _____State: _____ Zip Code: _____

Phone: _____Organization or School Website:_____

Grant Contact's Name and Title: _____

Grant Contact's E-mail: _____ Phone:_____

(Grant Contact answers questions and receives all correspondence about the grant proposal.)

Authorizing Official's Name and Title: _____

Authorizing Official's E-mail: _____ Phone:_____

(Person with legal authority to accept and disburse funds for the organization.)

Federal Tax Identification Number: _____

Project Title: _____

Dates of proposed project: Start: _____ End: _____

Location of proposed project: _____

Amount Requested: _____ + Other Income: _____= Total Budget: _____

Expected total number served by proposed project: _____

Expected total number of youth served by proposed project: _____

Signature certifies that the narrative, budget and supporting documentation are accurate and true.

_____

Grant Contact's Signature Date

_____

Authorizing Official's Signature Date

All arts grants are in accordance with the city of Tempe prohibition of discrimination on the basis of race, color, national origin, sex, religion, age or disability.

Mini Grant: Budget Form

Outline the budget for the specific activity or opportunity described in this application. Itemize expenses and income in the space provided. Round off to the nearest dollar.

Expenses	**Explanation**	**Amount (Cash Only)**
Artist(s) Fees		$
Supplies		$
Bus, Transportation (for schools and after-school programs only)		$
		$
		$
		$
		$
TOTAL EXPENSES:		$

Total Expenses MUST equal Total Income, to accurately reflect funding sources and projected expenditures.

Income	**Explanation**	**Amount (Cash Only)**
Tempe Arts Mini Grant Requested: Be specific and describe exactly how the city of Tempe's funds will be used		**$**
		$
		$
		$
		$
		$
		$
TOTAL INCOME:		$

Comments: _____

_____

_____