



**CITY OF PRESCOTT
CULTURAL/PERFORMING ARTS
GRANT AWARDS
2009
THE PROCESS**

How will PAAHC make the determination for which programs receive funding?

All applications received by PAAHC will be turned over to a Grant Review Panel. The Panel will be made up of five leaders in the arts and business community: one appointed by the Mayor and four appointed by PAAHC.

Panelists will read all applications in advance and then attend a Panelists' meeting. At the Panelists meeting, all grants will be reviewed and discussed with the full Panel present. PAAHC will moderate the discussion, but will not lead Panelists either for or against any proposal. Panelists who might have a conflict of interest will be asked to recuse themselves and will not participate in the discussion or the voting on those applications.

This meeting will be open to the public, but does not allow for public comment. Applicants and/or staff may attend and may be questioned during the review process. Anyone attempting to influence Panelist during the meeting will be asked to leave.

After discussion of each application, Panelists will be directed to rank the application on a ranking sheet provided by PAAHC. Applications will be ranked separately for each of the four criteria, as listed in the Funding Criteria page.

Following the Panelists meeting, PAAHC will tally all rankings for the application and order them highest to lowest. Available funding will be applied to each request based on the rankings. Some of the winning applicants will receive more funding than other winning applicants, if their ranking was higher.

PAAHC will then present the panelists recommendations (approved by its Board of Directors) to the City of Prescott, providing written justification for all recommendations. Those recommendations will go before City Council during a regularly scheduled Study Session and Voting Session.

Once approved by the Prescott City Council and funding is received by PAAHC's Treasurer, grant awards will be publicly announced and funds made available to recipients within 45 days from Council approval.

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FUNDING CRITERIA

Well-written applications will address each of the four criteria in the order listed below. Applicants may use 8 ½ x 11 single-sided typed pages with a font size no smaller than 12 point with a one inch border to respond to the following criteria in a narrative. Requested attachments include the application form, resume of the person responsible for the program, list of Board of Directors (if any), budget form, and proof of non-profit status. No other documents should be included.

Funding Criteria:

Artistic or creative quality of the program (one page)

- Describe the event and list dates, times, and locations.
- Include the mission statement of the organization or individual.
- What are the artistic or cultural goals of the event?

Program's ability to serve the needs of the Prescott Community (one page)

- What is the event's primary target audience?
- Is the event supported by volunteers and experts in the field?
- Show outreach or requests for community participation in the event.
- Show any collaboration with other local organizations and schools.

Appropriateness of budget; effective management; history (one page – not including budget)

- Provide a separate page detailed of the budget for expenses and income for the program
- How will the applicant use the funds requested?
- Include a narrative that briefly explains key points in the budget.
- List the person responsible for production of the program and additional staff.
- Attach resume for the person responsible for the production of the program.
- List of Board of Directors, their community affiliations, and contact info.
- Explain how the organization evaluates the effectiveness of the event.
- Briefly state the history of the event and of the organization in producing events.

Tourism impact on the community of Prescott (one page)

- What are the organization's promotional strategies?
- Document any event spectator data from previous years.
- Document any data tracking where spectators come from to attend the event.
- Does the event encourage overnight visitation?

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APPLICATION CRITERIA

The City of Prescott wishes to sponsor and share expenses for cultural events and programs when the programs contribute to overall community value. The Prescott Area Arts & Humanities Council (PAAHC) has been designated as the organization to oversee allocation of the funds available through this program. Questions concerning this program may be directed to Deborah Thurston at (928) 848-0303 or by email at echodesignz@gmail.com or the Grant Committee Chair, Elisabeth Ruffner at (928) 445-5644 or by email at elisabeth19@aol.com.

Refer to the requirements below and the Funding Criteria to determine if you are eligible or likely to receive funding.

Eligibility Requirements

- Applications must be completed in full and postmarked on or before January 15, 2009. All applications must be submitted to PAAHC, P.O. Box 2292 Prescott, Arizona 86302-2292. Applications delivered or postmarked later than January 15, 2009 will not be considered for funding.
- Complete applications include a signed application form, two- to four-page narrative, program budget, resume of Director, list of Board of Directors (if any), and proof of non-profit status. An original and seven (7) copies should be sent to PAAHC.
- Primary consideration shall be given to applicants with clear purpose and function which designate it as an arts, cultural, or humanities organization which provides a public benefit to the community of Prescott. On occasion, PAAHC may consider funding requests for cultural events produced by entities that cannot be characterized as arts, cultural, or humanities based.
- The program for which the applicant is seeking funding must take place within the city limits of Prescott, Arizona.
- The applicant is required to provide liability insurance coverage in the amount of not less than \$1,000,000 before receiving any funds and must name PAAHC and the City of Prescott as additional insured.
- Applicants who receive funding must submit a final report form within 60 days of the end of the funded program.
- **Program dates must completed no later than June 30st, 2010.**
- Applicants who receive funding must include PAAHC and the City of Prescott endorsement (logo) on all printed promotional materials.

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APPLICATION CHECKLIST

Use this form as a guide to make sure that you've included all necessary documentation in your request.

- Application form (provided by PAAHC), filled out and signed.
- Four-page maximum typed narrative, responding to criteria.
- Budget that lists line-item expenses and income for the program.
- Resume of Program Director.
- List of Board of Directors, (if applicable), community affiliations and phone numbers.
- Proof of non-profit status
- Format: Do not bind or place in folder. Clip or rubber band application with related documents.
- Send one original and 7 copies of your grant proposal when submitting.
- **Deliver or mail all documents (postmarked by January 15, 2009) to:**

PAAHC
c/o C.O.P. Grants
P.O. Box 2292
Prescott, Arizona 86302-2292

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APPLICATION FORM

Applications which do not follow the guidelines stated will not be submitted for Panel review. Submit one (1) original and seven (7) copies of application and all attachments by January 15, 2009 (postmarked by 5:00 pm) by mail only to **PAAHC c/o C.O.P. Grants, P.O. Box 2292 Prescott, Arizona 86302-2292.**

1. APPLICANT INFORMATION

Applicant Organization _____
Contact Person _____ Title _____
Mailing Address _____
City/State _____ Zip Code _____
Website _____ Email _____
Contact Phone # _____ Fax _____
Organization Federal Tax ID# _____

2. FUNDING REQUEST

Program Name _____
Program Beginning Date _____ Program Ending Date _____
Amount Requested _____

3. CERTIFICATION

We understand that failure to respond to any of the items requested in this application may seriously hinder its consideration. We certify that we are committed to the completion of the proposed project in compliance with legal requirements and granting procedures. We certify that, should our organization be chosen for funding, we will comply with the guidelines and requirements in the application. We certify that the information contained in this application, including attachments and supporting materials is true and correct to the best of our knowledge.

Authorizing Official _____ Title _____
(This is the person who is legally able to obligate the applicant)

Authorizing Official's Signature _____ Date _____

Program Director _____

Program Director's Signature _____ Date _____