

## Mini Grant Application and Guidelines

*City of Livermore, Commission for the Arts*

Mini Grants are designed to help individual artists, arts organizations and arts non-profits in Livermore to expand or improve their services or programs to increase access to the arts.

Both the Livermore City Council and Commission for the Arts appreciate the hard work and creativity of our local arts community. Because this program is funded with public dollars, the Mini Grant program can only support programs that take place within Livermore.

### Application and Review Process

1. The City's Commission for the Arts will accept applications for grants of up to \$1,000 to support a variety of artistic endeavors within our community.
2. Complete applications that include the required attachments must be submitted by the first day of March, June, September or December, by 5:00 pm, to be considered for funding. Events funded by mini grants may commence no earlier than two (2) months after the application deadline.
3. Incomplete applications will not be forwarded to the Subcommittee for consideration. Staff will notify you if the application requires additional information.
4. To complete the application, download it to your computer and complete all pages of the application form and all required attachments. *(Use "NA" if a section does not apply to you.)* Provide information that is current as of the application deadline. After you complete the application, save it to your computer.
5. On the Budget Form, only provide budget information regarding the project that you are requesting funding for. We do not need to review the entire organization's budget.
6. The Application Form must be signed by the organization's executive director, managing director, president, board chair, or the applying artist. If you are an organization, you must submit a list of current officers and Board members with their term of office.
7. Applicants must not modify the format of the application form or exceed the maximum length of any section of the form, except where otherwise noted
8. There are two ways to submit the documentation.
  - a. You can email it to [arts@cityoflivermore.net](mailto:arts@cityoflivermore.net). Indicate Mini Grant Application and your organization's name in the subject line of the email. Email size is limited to 10MB. Divide into multiple files and email each separately if entire file is larger than 10MB; or
  - b. Deliver (via hand or mail) one copy at City Hall, 1052 S. Livermore Avenue. The application packet should be addressed to the Office of Innovation & Economic Development, Mini Grant Application and must be received by 5:00 pm on the 1<sup>st</sup> of March, June, September, or December in order to be considered for funding that month.





## Evaluation Process

After submission, the application will be reviewed by staff and if eligible will be forwarded to the Mini Grant Subcommittee of the Commission for the Arts. The Subcommittee will consider all eligible grants received by the deadline and will make their recommendation at the next regularly scheduled meeting. City Staff will contact you to confirm the date, time, and location of the meeting.

## Acknowledgement of funding from Commission for the Arts

All Mini Grant applications must identify how they will acknowledge any funding they may receive from the Commission. This can be accomplished in publicity, advertising of the event and/or program-related materials. At a minimum, the City must be recognized on the Applicant's website and verbally at the funded event. The acknowledgement should read, *"Supported in part by a grant from the City of Livermore's Commission for the Arts."*

## Application Checklist

All Mini Grant applicants are required to submit the following

- \_\_\_ Application Form
- \_\_\_ Project Description Information
- \_\_\_ Signed Application Certification
- \_\_\_ Project Budget with descriptions (*do not include full agency budget*)

### Attachments:

- \_\_\_ Resumes of key project individuals (*1 page per person*)
- \_\_\_ If you are an organization, a list of current officers and Board members with their term of office
- \_\_\_ If you are a non-profit organization, evidence of 501 (c)(3) status
- \_\_\_ *If available*, up to four items that describe your project such as a brochure, catalogue, performance program, press review, articles, or other publications.

**NOTE:** Work Samples may be requested by the Subcommittee during the review process. Staff will contact you if any of these materials are required.

## If the Mini Grant Application is Approved

You will receive a letter and a contract for the Mini Grant funds. Return the signed contracts to the City as soon as possible to confirm your intent to receive funding.

Because the grants are funded with public dollars recipients are required to submit a Mini Grant Final Report describing the outcome of the project no later than 30 days after the event is completed. Email to [arts@cityoflivermore.net](mailto:arts@cityoflivermore.net). The Mini Grant Final Report [form](#) is available on the City's website and a sample is included in this appendix.

**If you have any questions regarding how to complete this application or the review process please contact City Staff at (925) 960-4140 or email [arts@cityoflivermore.net](mailto:arts@cityoflivermore.net).**