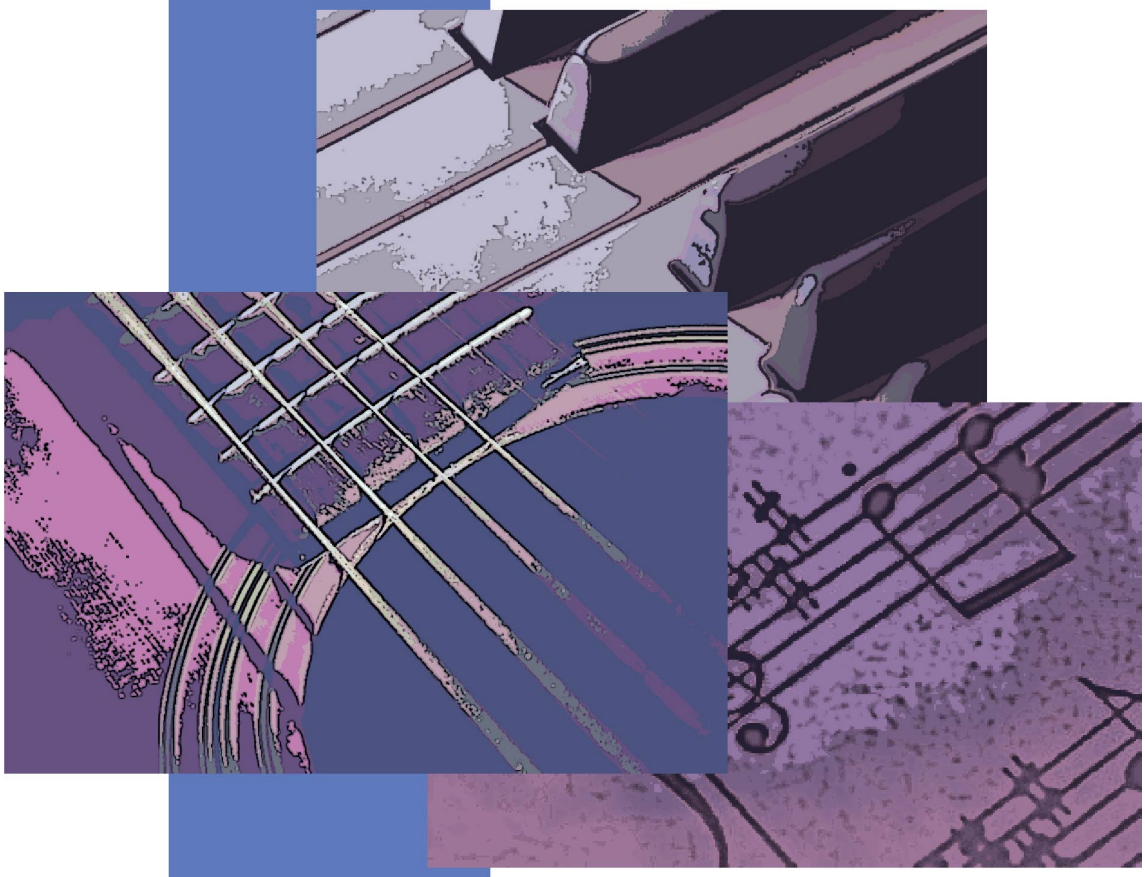
GLENDALE
ARTS &
CULTURE



2020 - 2021

PERFORMING ARTS PARTNERSHIP PROGRAM

City of Glendale
Arts & Culture Program

Glendale Public Library
5959 West Brown Street
Glendale, Arizona 85302

Deadline for applications:
5:00 p.m. • Monday, August 10, 2020

Glendale
ARIZONA

INTRODUCTION

Glendale Arts & Culture is pleased to announce the 2020-2021 Performing Arts Partnership Program. We have developed this program to motivate, increase and support the performing arts in the City of Glendale.

Only one proposal per applicant organization will be accepted.

The Glendale Arts Commission awards support up to $4,000 per applicant in the fields of theater, dance, music and interdisciplinary performing arts. To be considered for this program the applicant must reside in, or work in partnership with an organization (nonprofit, school or government agency) domiciled within the city limits of Glendale, Arizona.

Applications will consist of:

- Application Form
- Project Budget Form
- Project Narrative – maximum of two typewritten pages
- Project Partner Agreement Form for applicants domiciled outside of Glendale - signed by both parties with at least one organization domiciled in Glendale (Project Partner Agreement Form is not required for applicants residing within the Glendale city limits)
- Resumes of participating artist(s) – one page each
- For nonprofit organizations, copy of 501(c)3 letter of tax exemption from Internal Revenue Service

- Application deadline: **5:00 p.m. • Monday, August 10, 2020**
- Please email a clean PDF copy of the completed application to Mvahabzadeh@glendaleaz.com
- Please see Formatting the Narrative section to ensure your application is presented in the required format.

We are looking forward to an exciting year of performances in Glendale. If you have any questions, please contact:

Mojgan Vahabzadeh
Arts & Culture Program Manager
623.930.3557
mvahabzadeh@glendaleaz.com

GUIDELINES

MISSION: To motivate, increase and support performing arts within the City of Glendale. The goals are to:

- Increase and support artist participation in public performances in Glendale
- Increase the number of public performance arts events in Glendale
- Draw audiences of all ages to enjoy free public performances in downtown Glendale
- Encourage integration of traditional performing arts in sponsoring multidisciplinary events
- Help to coordinate sponsorship of these events among city government, school districts, colleges and universities and local art organizations
- Contribute in a positive way to the overall quality of life in Glendale

PROGRAM: This program is designed to offer aid for projects that are targeted for the entire Glendale community.

PERFORMING ARTS: Theater, dance, music and multidisciplinary arts

FUNDING: May be used to support:

- Artist Fees
- Project-related expenses for producing performances and workshops in Glendale
- Project-related expenses for cultural exchanges, which result in performances in Glendale

PARTNERSHIPS: Projects, which involve multiple organizations, must include at least one organization domiciled within the Glendale city limits.

ELIGIBILITY: All activities must take place within the city limits of Glendale. Applicants must be located in or co-sponsor with an organization, school or government agency domiciled within the city limits of Glendale and meet the following requirements:

- Organizations: At the time of application, must be a 501(c)3 tax exempt nonprofit organization. Applicants without this status may apply through a 501(c)3 organization, school, or government agency.
- Schools: Applicant schools must be located in Glendale or have a portion of their enrollment area located within the city limits of Glendale. The project must take place within the city limits of Glendale.
- Neighborhood Groups: Same eligibility requirements as Organizations.
- University or college-sponsored projects are eligible if open and promoted to the public and to non-credit participants.

NOT ELIGIBLE - Funds may not be used for:

- Construction or renovation of facilities or other capital expenditures including purchasing equipment
- Basic operating support
- Private or exclusive performances or events
- Religious worship

EVALUATION CRITERIA - The following criteria are the basis for the review of applications:

- Artistic quality and creativity of the project
- Ability of the project to serve the needs of the community, including potential public exposure and public benefit, and efforts to reach artists and audiences from culturally diverse groups community-wide
- Managerial and administrative ability of the applicant organization to carry out arts programming and properly administer funds provided
- History of the applicant organization in producing, presenting or serving the arts
- Appropriateness of the applicant's budget to carry out its proposed program(s)

GUIDELINES – *continued*

PROMOTION: Grant recipients must acknowledge Glendale's support in press releases, performance programs and advertisements with the following credit line: "(name of organization or program) is supported (in part) by the City of Glendale Arts & Culture Program. A complete schedule of funded events must be emailed to Mojgan Vahabzadeh, Mvahabzadeh@glendaleaz.com, as early as available.

RELEASE OF FUNDS: If chosen for funding support, the selected organization can request funds up to six weeks prior to the start of the program or event by submitting an invoice. Any unexpended funds must be returned to the City of Glendale Public Art Program.

FINAL REPORTS/EVALUATION: Partnership recipients must submit a final report and project evaluation to the City within 30 days after the completion of the project.

NON-DISCRIMINATION: All performances or events shall be open to all members of the public and no person shall be denied access to, or participation in, the performance or event on the basis of race, color, national origin, gender, age, sexual orientation, or disability.

APPLICATION REQUIREMENTS - Applications will consist of:

- Application Form
- Project Budget Form
- Project Narrative – maximum of two typewritten pages
- Project Partner Agreement Form for applicants domiciled outside of Glendale - signed by both parties and at least one organization must be domiciled in Glendale (Project Partner Agreement Form is not required for applicants residing within the Glendale city limits)
- Resumes of participating artist(s) – one page each
- For nonprofit organizations, copy of 501(c)3 letter of tax exemption from Internal Revenue Service

- Application deadline: **5:00 p.m. • Monday, August 10, 2020**
- Please email a clean PDF copy of the completed application to Mvahabzadeh@glendaleaz.com
- Please see Formatting the Narrative section to ensure your application is presented in the required format.

REVIEW PROCESS: The Glendale Arts Commission will review all applications.

NOTIFICATION OF APPLICATION STATUS: Early September 2020

PROJECT COMPLETION: Proposed project must be completed by June 30, 2021.

PLEASE NOTE THE FOLLOWING PROGRAM REQUIREMENTS:

- Late or incomplete applications will not be reviewed
- Requests must not exceed $4,000
- Funding will be limited to one award per applicant
- Support awarded in one funding period does not imply support in subsequent years
- Award recipients are required to expend funds during the fiscal year funds are awarded and no extensions will be granted
- Award recipients shall expend funds only for the purposes and uses specified in the approved application
- The Glendale Arts & Culture Program reserves the right to reject any and all applications
- If funded in prior year(s), applicant organizations must be current in submitting final reports for previous projects

APPLICATION FORM

(Please Type)

Organization:

Project Director: Title:
(This is the person to whom all correspondence will be addressed)

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

Organization Mailing Address:

City/State/Zip:

Phone/Fax:

Email:

Website:

Organization Federal Identification Number:

Applicant Status: (Check One)

__ 501(c)3 __ Public School __Government

__Applicant is not 501(c)3, but co-sponsoring with an eligible organization, school or government agency

If using a co-sponsor - Name of Organization, Address and Phone:

Co-sponsor Contact Person: Title:

Co-sponsor Signature: _____
(If co-sponsor is nonprofit, a copy of the 501(c)3 tax exempt letter is required with this application)

Project Title:

Partnership Support Amount Requested:

Location(s) of performance(s):

Date(s) of performance(s):

Has applicant received City of Glendale funding in prior years? If yes, what year(s)?

Expected Attendance Size:

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. We certify that the information contained in this application, including attachments and supporting materials, is true and correct to the best of our knowledge.

Project Director's Signature: _____ Date: _____

Authorizing Official's Signature: _____ Date: _____

PARTNERSHIP PROJECT BUDGET FORM

Applicant: Project Title:

Cash Expenses	**Cash Income**
1. Salaried Personnel/Staff	9. Applicant Cash
2. Contracted Services	10. Corporate Contributions
a. Guest Artists	11. Foundation Grants/Support
b. Consultants/Other Experts	12. Other Private Contributions
3. Production Expenses	13. Government Support
4. Space Rental	a. Federal
5. Travel	b. Regional
6. Marketing/Promotion	c. State
7. Remaining Operating Expenses	d. County
8. **Total Cash Expenses** **$**	e. City (do not include this request)
	14. City of Glendale Grant Amount Request
	15. Total Cash Income **$**

Note: Cash Expenses Must Equal Cash Income

PERFORMING ARTS PARTNERSHIP PROGRAM AGREEMENT FORM

This form is for applicants domiciled outside of Glendale. It documents that the participants have agreed on the services to be provided contingent upon partnership funding. This form is not required for applicants residing within the Glendale city limits.

Applicant Organization:

Partnership Support Contact:

Name of Project Partner/Co-sponsor:

Partner's Address:

Partner Contact: Phone:

Date(s) of Project:

As a project partner, how does the project described in the application help to meet your artistic needs and/or organization's mission?

State any financial agreements between you and applicant:

As a project partner, identify your specific contributions/services to this project:

Administrative:

Facilities/Space:

Supplies:

Other:

Signature of Project Partner: _____ Date: _____

Title: _____

Signature of Applicant: _____ Date: _____

Title: _____

This signed form is a statement of intent only and in no way creates a legal or binding contract between the parties.

FORMATTING THE TWO-PAGE PROJECT NARRATIVE

The application format has been designed to provide applicants with flexibility in responding to and formatting the narrative portion of the application. Applications not submitted in the required format or without the completed Application and Project Budget Forms will not be considered. Please respond to the criteria in the order and format shown, stating each criterion and then giving your response. Assume that the reviewers of your proposal know nothing about your community, school, organization or project.

Formatting the Narrative:

- Narrative must be presented in typed form, no more than two pages. Do not use type size smaller than 10 points.
- Page margins must be at least 1" on all sides
- Each page must be labeled at the top with organization name and project title
- Collate and staple to your application

Project Narrative: Describe your project and the context in which it is taking place. The bullet points are suggestions of things to address in your narrative; you may expand beyond these ideas.

1. Artistic quality and creativity of the project.

- Describe the project: name the guest artist(s) and include the number of performances to be supported by the partnership project and the timeline

- Describe the project's artistic goals and its contribution to the artistic growth of your organization; its significance and appropriateness to your organization; how the partnership project supports the long-term direction of your organization's program and how you will evaluate the contribution this project has made to your programs

2. Ability of the project to serve the needs of the community, including potential public exposure and public benefit, and efforts to reach artists and audiences from culturally diverse groups.

- Describe how this project serves the needs of your community, helps you reach new participants, and/or how this deepens the experience of existing participants; what strategies you will use to accomplish these goals and how you will evaluate the project's success in reaching these goals

- Describe how you will promote the project

3. Managerial/administrative ability of the applicant organization to carry out arts program and properly administer funds provided.

4. History of the organization in presenting, producing or serving the arts.