



**CITY OF NEWPORT BEACH ARTS COMMISSION
CULTURAL ARTS GRANT APPLICATION
FISCAL YEAR 2012-2013**

TO: Area Arts Organizations

FROM: Robert Smith
Chairperson, Newport Beach Arts Commission

DATE: July, 2012

Attached is an application for a cultural arts grant from the Newport Beach Arts Commission. The City of Newport Beach distributes funds to arts organizations, enabling them to expand arts programs offered to the Newport Beach community.

To apply, arts organizations are required to meet the following criteria:

- a) Only arts *organizations* are eligible; we do not award grants to individual artists.
- b) Arts organizations must propose projects/programs for funding that directly benefit children and adults living in Newport Beach, and schools only within the City's geographic boundaries.
- c) The Arts Commission funds only arts projects/programs which will be presented before September 28, 2012, not general operating expenses.
- d) Arts organizations that received cultural grants during 2011-2012 will not be considered unless they have completed and returned their Cultural Arts Grant Completion Report, even if they have not completed some of the components of the project/program by the grant application due date.
- e) All applications must be typed or word-processed and complete with requested attachments. You may reformat on the computer as long as the font and pagination appears the same.

To be considered for a Cultural Arts Grant, the application must be completed according to the instructions and received at the Cultural Arts Coordinator's Office by **4:00 p.m. on Friday, September 28, 2012**. *This is not a postmark date.* The address to email and mail or deliver is:

Address: Jana Barbier, Cultural Arts Coordinator
Arts and Cultural Services Division
Newport Beach Public Library
1000 Avocado Avenue
Newport Beach, CA 92660

Email: jbarbier@newportbeachca.gov

The Newport Beach Arts Commission strives to satisfy as many grant requests as possible. We encourage your submittal however appreciate your cognizance of budget constraints as we work to address a growing pool of grant applicants.

If you have any questions, please call the Cultural Arts Services Office at (949) 717-3870.

INSTRUCTIONS FOR SUBMITTING GRANT PROPOSAL

City of Newport Beach Cultural Arts Grants

Members of the Arts Commission will review each application, assign funding, and present their recommendations to the City Council. It is the Arts Commission's intention to distribute funds to qualified organizations with strong projects and programs that will serve the Newport Beach community. Grants are awarded on the merit of the project or program as outlined in the grant application.

The Cultural Grant Application will not be considered if:

- It is not received in the Cultural Arts Coordinator's office at the Newport Beach Central Library, 1000 Avocado Avenue, Newport Beach, 92660 by 4:00 p.m. on **Friday, September 28, 2012**. *This is not a postmark date.*
- It is not submitted in the format requested or if it is incomplete.
- The organization does not meet the eligibility requirements as per the cover letter.
- The proposed project does not fall within the scope of the guidelines.
- You received a cultural grant last year and have not filed your completion report, even if you have not completed some of the components of the project/program.

The best proposals will:

- **Respond directly** to the questions listed. Clear, concise responses will bring out the best features of the proposal and highlight the **goals and objectives** of the project or program. Be sure to include all requested material. Do not assume that the Arts Commission will have knowledge of facts that are not described in the proposal. The proposals will be judged entirely and exclusively on their contents, not on prior knowledge of the organization.
- Use each narrative section and the budget form to **tell the Arts Commission why it should select your organization's proposal**. Tell why your project/program stands out in the benefits that it offers to the citizens of Newport Beach and why this need is best met by *your* organization and proposal.
- Not include material in excess of what is requested- it will not be seen by the Arts Commission.

DATES TO REMEMBER

09/28/12	Date applications are due in the office
10/11/12	Arts Commission reviews applications
11/13/12	Recommendations made to City Council
11/13/12	Award letters sent out this week
11/27/12	Grant checks are presented by City Council at a regularly scheduled meeting
09/27/13	2012/13 Cultural Arts Grant Completion Report due
09/27/13	Grant funds must have been spent or encumbered

If there are questions about any part of the proposal or the application, please call the Cultural Arts Coordinator, at (949) 717-3870.