



TO: Area Arts Organizations

FROM: Rita Goldberg  
Chairperson, Newport Beach City Arts Commission

DATE: August 8, 2013

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Dear Arts Organization,

Thank you for your interest in requesting a Cultural Arts Grant from the City of Newport Beach Arts Commission. The City of Newport Beach distributes funds to selected arts organizations annually, enabling expansion of arts programming offered to the Newport Beach community.

The City of Newport Beach Arts Commission's 2013-2014 Cultural Arts Grant Program Instructions as well as the Cultural Arts Grant Application are enclosed. Arts organizations receiving grants in 2012-2013 are also required to fill out the Cultural Arts Grant Project Completion Report and return it with new grant materials by Friday, September 27, 2013.

To be considered for a cultural arts grant, the Grant 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 27, 2013**. *This is not a postmark date.* The address to email and mail or deliver is:

Tim Hetherton, Library Services Manager  
Newport Beach Public Library  
Cultural Arts Services Division  
1000 Avocado Avenue  
Newport Beach, CA 92660  
[thetherton@newportbeachca.gov](mailto:thetherton@newportbeachca.gov)

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

Sincerely,

Robert Smith  
Chairperson, City Arts Commission

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**CITY OF NEWPORT BEACH ARTS COMMISSION  
CULTURAL ARTS GRANT APPLICATION  
FISCAL YEAR 2013-2014**

TO: Area Arts Organizations

FROM: Rita Goldberg  
Chairperson, Newport Beach Arts Commission

DATE: August 8, 2013

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 27, 2014, not general operating expenses.
- d) Arts organizations that received cultural grants during 2012-2013 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 Library's Administrative Office by **4:00 p.m. on Friday, September 27, 2013**. *This is not a postmark date.* The address to email and mail or deliver is:

Address: Tim Hetherton, Library Services Manager  
Arts and Cultural Services Division  
Newport Beach Public Library  
1000 Avocado Avenue  
Newport Beach, CA 92660

Email: [thetherton@newportbeachca.gov](mailto:thetherton@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.

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**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 Library Administrative Office at the Newport Beach Central Library, 1000 Avocado Avenue, Newport Beach, 92660 by 4:00 p.m. on **Friday, September 27, 2013**. *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**

<b>09/27/13</b>	<b>Date applications are due in the office</b>
10/10/13	Arts Commission reviews applications
11/11/13	Recommendations made to City Council
11/17/13	Award letters sent out this week
11/28/13	Grant checks are presented by City Council at a regularly scheduled meeting
09/26/14	2012/13 Cultural Arts Grant Completion Report due
09/26/14	Grant funds must have been spent or encumbered

If there are questions about any part of the proposal or the application, please call the Library Services Manager, at (949) 717-3870.

NEWPORT BEACH CITY ARTS COMMISSION

CULTURAL ARTS GRANT PROJECT COMPLETION REPORT

(Please type report)

**DUE by September 27, 2013**

Name of Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Person preparing report \_\_\_\_\_ Phone \_\_\_\_\_

Grant Project(s) Funded \_\_\_\_\_  
\_\_\_\_\_

Effective Dates of Grant \_\_\_\_\_

Period covered in this Report \_\_\_\_\_

1. Please describe the effectiveness of your organization's grant project(s), in terms of:
  - The size and composition of the target group reached
  - Conformity to the planned time framework
  - The theme of the project
  - The allocation of funds to date
  - The kinds of educational services provided by this project
  - The composition of the professional staff rendering these services
2. Please describe how the program was evaluated. Include information on measures your organization has initiated to improve the project in the future.
3. Please add any other comments you feel are appropriate.
4. Please attach relevant press clippings, brochures, photos, etc. that demonstrate how the project was completed or is in process.

Please limit your narrative to no more than two (2) pages. The Completion Report must be received by the Arts Commission by **September 27, 2013 at 4:00 pm.** **This report must be submitted in order to be eligible for future Arts Commission funding. If the project has not yet been presented, please complete the report with your progress to date.**

Mail or Deliver To:

Tim Hetherton, Library Services Manager  
Arts and Cultural Services Division  
1000 Avocado Avenue  
Newport Beach, CA 92660  
949-717-3870

**NEWPORT BEACH CITY ARTS COMMISSION  
CULTURAL ARTS GRANT APPLICATION**

**(Applications must be typed or word-processed- you may reformat on the computer as long as it appears the same: i.e. use Times New Roman 12 point and the same pagination.)**

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Popular Name of Organization

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Legal Name (if different)

Federal Tax ID No.

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Mailing Address

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City

Zip

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Contact Name

Telephone

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FAX

e-mail

Web Site

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Geographical Area Served

Have you received a City of Newport Beach Cultural Arts Grant before? \_\_\_\_ If so, when? \_\_\_\_\_

Year organization was founded \_\_\_\_\_ Number of paid staff \_\_\_\_\_ # of active volunteers \_\_\_\_\_

**Total amount requested:** (from request line of project budget) \$ \_\_\_\_\_

**Estimated number of people in Newport Beach that the proposed project(s) will serve:** \_\_\_\_\_



of your organization and key personnel to be involved in the program. *Remember: the City funds only projects and programs- not operating expenses. These projects and programs must promote community involvement and awareness of the arts in Newport Beach.*

Is this a new \_\_\_\_\_ or existing \_\_\_\_\_ project/program?

4. Define or describe the segment of the population in Newport Beach that you intend to serve by your project/program. Include such things as age, location, numbers served, etc.

5. Complete the project budget form. Address *only the budget for the specific project*, not your annual operating budget. For multi-project proposals, please duplicate and fill out a budget for each project. Please annotate the budget at the bottom if there are details (such as a breakdown of personnel or a marketing budget) critical to the proposal.

**PROJECT BUDGET**

**Funding from the  
City of Newport Beach**

**Funding from  
Other Sources**

**EXPENSES-Personnel**

Artistic		
Administrative		
Technical Production		

**EXPENSES-Operating**

Facility Expense/Space Rental		
Marketing		
Production/Exhibition Expense		
Touring/Presentation Expense		
Educational Materials		
Transportation		
Equipment		
Other (if greater than 10%, annotate below)		

**GRAND TOTAL**

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6. Describe the expected **quantifiable** outcomes of your project/program and how you will evaluate the results. Be very specific in addressing the ways that you will determine that your project/program met the needs that you identified and accomplishes the goals you set out to achieve (i.e. you provide 50 hours of musical instruction and instruments to the 100 children at Newport Elementary school as measured by music store rental receipts and logs of instructors.)

7. Attachments Requested

Please do not send material in excess of what is requested; it will not be seen by the Arts Commission.

- A list of Board Members and their affiliations
- A recent list of individuals, corporations and foundations that provide organizational support- not to exceed one page.
- If you are a 501(c) (3) organization attach a copy of your IRS determination letter (or your fiscal agent's) indicating tax exempt status.
- **One** brochure and/or **one** press clipping. Do not send photos, videos, CDs or any other extraneous material. It will not be presented to the Arts Commission.

8. Please complete this operating budget form for 2012/13 and 2013/14. This is not the project/program budget for which you are applying, but your overall organizational budget. You may annotate at the bottom if there are details critical to the proposal.

**OPERATING BUDGET**

	2012/13 Budget (current)	2013/14 Budget (projected)
I. Income (cash only)		

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Contributed		
Earned		
<b>Total Income</b>		

<b>II. Expenses</b>		
Program		
General and Administrative		
Marketing and Development		
<b>Total Expenses</b>		

<b>III. Operating Surplus/Deficit</b> (Income minus Expenses)		
<b>IV. Fund Balance at Beginning of Year</b>		
<b>V. Accumulated Surplus (Deficit)</b> (Add lines III and IV)		

<b>VI. In-Kind Contributions</b> (attach schedule if greater than 10% of total income)		
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9. I verify that the information submitted in this application is true and correct to the best of my knowledge.

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_