

Monmouth Arts and Culture Grants

Instructions and Application Forms

Deadline: April 23, 2018

The Monmouth Arts and Culture Commission was created in 2007. The goals of the Commission are to:

- Promote community arts and culture activities;
- Provide opportunities for the artistic expression of our citizens;
- Develop and support relationships with local groups who are providing artistic and cultural opportunities for residents;
- Identify funding mechanisms to support art and cultural activities; and
- Integrate art into public spaces.

Purpose of the Grant Program:

The purpose of the Monmouth Arts and Culture Grant Program is to encourage and support arts-related activities and projects by individuals and non-profit organizations in Monmouth.

Proposal Requirements

Applicant Eligibility:

1. Individuals who have lived in the city limits for six (6) or more months prior to applying for the Monmouth Recreation Grant Program;
2. All non-profit organizations based in Monmouth;
3. Non-profit organizations based outside of Monmouth must have a project leader who meets the individual eligibility;
4. Only one application is allowed from an individual or organization during a grant cycle, although they may apply again next grant cycle.

Not Eligible: school districts, state & federal agencies, and for-profit organizations.

Eligible Projects:

Eligible projects must meet the following criteria:

- take place on public property, such as a City park, located within the limits of the City of Monmouth. Under special circumstances, the Arts and Culture Commission may provide a grant award for a project that does not take place on public property in Monmouth.
- be open to all Monmouth residents, although age-specific activities and projects are permitted.

If the project meets the above criteria, the following factors will be considered in the evaluation process:

- the number and types of benefiting residents,
- applicant's ability to carry out the project,
- partnerships with area non-profits and established organizations,
- future costs or benefits associated with the project,
- the amount of matching funds.

Grant amounts range from \$100 to \$1,000.

Encouraged Uses of Grant Money: supplies, materials, equipment, awards, and advertising.

Discouraged Uses of Grant Money: staffing and professional services.

Process for Funded Applications

- Projects approved for funding will be the subject of binding agreements between the City of Monmouth and the applicants.
- Projects must be completed within six (6) months of the date funding was received. An applicant may request an extension in writing. Applicants who fail to complete approved projects will be required to return all grant funds to the City of Monmouth.
- Applicants receiving funds will be required, within 30 days of completion of the grant-funded project, to submit a brief written report to the Monmouth Arts and Culture Commission describing how the project was carried out, its successes and failures, and its expenses and matching income. Pictures are a welcome addition.

Application Instructions

- Applications must be legible.
- Application forms must be typed. Hand-written applications will not be accepted.
- Applications are due at Monmouth City Hall, 151 W. Main St., by 5 PM on April 23, 2018, to be considered for funding.
- Application materials, including supporting documents, become part of the permanent records of the City of Monmouth and cannot be returned.
- For additional information, contact Phyllis Bolman, City Recorder at 503-751-0145.

Timeline

April 23, 2018 – Application due at City Hall by 5 PM.

May 14, 2018– Arts and Culture Commission Evaluation Meeting – Applicants may attend the Commission meeting and have an opportunity to make a five minute presentation to the Commission on behalf of their projects.

May 14, 2018 – The Commission will review and approve grants. Applicants will be notified of their status in writing after the meeting.

Monmouth Arts and Culture Grant Project Application

Project Title:	
Project summary (25 words or less):	
Amount requested:	

Organization

Name:	
Address:	
Phone:	Federal Tax ID No.:

Project Information

Project Leader's Name:	
Address:	
Phone:	E-mail:

Project start date:	Project completion date:
Location:	

Project Description & Timeline:

Who will benefit from this project?

How many will be participating in this project?

Adults _____ Youth _____ Ages of Youth _____

What impact will your project have on our community?

How does this project support the mission of the Monmouth Arts and Culture Commission?

How will this grant benefit your group?

Does this project coordinate with efforts of other public and nonprofit organizations? If yes, please describe.

After the project has been completed, will there be any ongoing operations or maintenance costs? If so, how will these be funded?

Describe your or your organization's prior experience managing similar projects.

Proposed Project Budget

Budget Category	Your Share \$ amount	Other contributions (specify sources & \$ amount)	Arts & Culture Grant funds requested \$ amount	Totals \$ amount
Personnel services				
Materials & Supplies				
Equipment				
Advertising				
Totals				

Signature and title of official authorized to submit application
Date:

If available, attach the sponsoring organization's current year budget.

How did you hear about the Monmouth Arts and Culture Grant Program?