



ARTS ORGANIZATIONAL GRANTS

Applications are due by Friday, April 17, 2020 by 4:00 p.m.

PURPOSE

Pawtucket's arts organizations attract thousands of patrons to venues throughout the City each year. The City of Pawtucket has a long history of supporting its arts organizations, and especially those arts organizations who contribute part of their time and talent to the residents of the City.

While the exact collective economic development impacts derived from these activities are difficult to quantify, it is abundantly clear that Pawtucket's overall creative economy and visitor industry are greatly enhanced by the presence of these groups in the community. In recognition of these continuing contributions and the desire of the City to promote the long-term sustainability of these arts organizations, the City is offering an organizational support funding program for Pawtucket based non-profit arts organizations. This organizational support program is intended to encourage local arts organizations to provide specific and measurable benefits to Pawtucket residents.

Arts Organizational Grant Program details can be found at

www.pawtucketri.com/arts

Arts Organizational Grant Program Submission Instructions

Please submit one complete hard copy along with an electronic copy to the Department of Planning and Redevelopment. Applications can be submitted in person or by registered mail to the following address:

Herb Weiss, Economic & Cultural Affairs Officer
Department of Planning and Redevelopment,
137 Roosevelt Avenue
Pawtucket, RI 02860

The Arts Organizational grant application will be due on **Friday, April 17, 2020 by 4:00 p.m.** These applications will be reviewed by the Department of Planning and Redevelopment. An announcement of the applicants receiving grants will be announced by **the end of June 2020** and funds will be available after **July 1, 2020**. Questions on the application process may be submitted to: hweiss@pawtucketri.com.

- To be eligible for an Arts Organizational Grant the organization must provide an IRS certification form as evidence of being a 501 c (3) non-profit. To be considered for a grant, all items requested must be submitted in a single submission, **organized as instructed**. **PLEASE NOTE:** Failure to provide **ALL** required information could result in a delay in review or a rejection of an application.
- The Department of Planning and Redevelopment reserves the right to require the submission of additional information in connection with any application or to require the revision of an application.
- Applicants approved for funding will be required to enter into a funding agreement with the City of Pawtucket in order to receive funding under this program. The Department of Planning and Redevelopment may request additional information in the course of negotiating this contract. Annual reporting will be required of all recipients.
- Applicants may request up to 10% of their unrestricted revenues (as evidenced in their most recent financial statement, which must be submitted) or \$ 5,000 **whichever is less**. **PLEASE NOTE: An applicant may not receive the full amount of funding requested, this being determined by the amount of program funding available and the number of applicants awarded grants.**
- Ineligible organizations and activities include: Governmental agencies or public authorities; educational institutions, including public or private schools; fundraising expenses; capital expenses; food and beverages; travel expenses. This program is not designed for funding festivals, single events or individuals.
- Last Grant Cycle grantees must provide a final report to be **ELIGIBLE** to apply for this year's Pawtucket's Arts Organizational Grant. The final report is due on Friday, March 27, 2020.

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ALL QUESTIONS MUST BE ANSWERED:

1. ORGANIZATION INFORMATION

Applicant Name _____

Mailing Address _____

City _____ State _____ Zip _____

Business Phone _____

Email _____ Website _____

Federal ID Number: _____

Number of Full-Time/Full-Equivalents Employees _____

Number of Members/Patrons _____

1a. PRIMARY CONTACT for APPLICATION:

Full Name _____

Job Title _____

Cell Phone _____

1b. VENUE INFORMATION:

Pawtucket Home Venue: _____

Additional Pawtucket locations where programs held/services offered:

Are these venues ADA Accessible? YES NO

Please Note: Persons with disabilities have the right to access all City-funded programs. It is the applicant's responsibility to ensure that all programs and facilities meet or exceed Americans with Disabilities Act (ADA) standards, and are accessible to all. If your facilities do not meet any one of the

standards of the ADA, you are not in compliance and may be ineligible for Pawtucket funding. For more information see <http://www.nea.gov/resources/Accessibility/Planning/BriefChecklist.PDF>

Estimated annual number of patrons/audience attending your Pawtucket programming: _____

Please provide us with a breakdown:

of k-12 student participants _____ # of direct contact hours with students _____

of schools where programming is provided _____

of adult participants/ patrons attending _____ # of direct contact hours (class/workshop) with adults _____ # of direct contact hours in classes/workshop or other activity _____

Please note: Direct contact hours are the number of hours of interaction one student, participant or patron will receive over the course of the program. If multiple programs are conducted this can be an average.

Total Organization Budget Amount: _____

Unrestricted Revenue in Budget: _____

Grant Amount Requested: _____

If your organization received prior funding for Art Organizational Grant, has Final Report been submitted (due on March 27, 2020).

___ Yes ___No

PLEASE NOTE: Application will not be accepted if this Report has not been filed.

(Applicants may request up to 10% of their unrestricted revenues (as evidenced in their most recent financial statement, which must be submitted) or \$ 5,000 whichever is less. An applicant may not receive the full amount of funding requested, this being determined by the amount of program funding available and the number of applicants awarded grants.

2. NARRATIVE

Provide a brief summary of the organization not to exceed 2 pages in length. Include:

- a. Briefly summarize your organizational history, mission, including number of years located in the City of Pawtucket.
- b. Describe how the Art Organization Grant Funds will be used (rent, salary, utilities, programming, etc.) as part of your administrative budget.
- c. Describe your arts education and programming for K-12 Pawtucket students. Identify participating schools.

- d. Describe your arts education and other programming for Adult Pawtucket residents
- e. Brief description of additional contributions your organization has made to the Pawtucket community (if not covered in b and c).
- f. BE VERY SPECIFIC -- Please detail public benefit, include information about
 - i. Providing free or subsidized programs and services
 - ii. Expanding diversity (race, ethnicity, age, disability, economics, underserved, etc.)
 - iii. Promoting Pawtucket in marketing material, website, social media, etc.
 - iv. Demonstrating year-round (at least nine months out of the year) public arts programming, including performances, exhibitions or ongoing activities in Pawtucket, encouraging partnerships, etc. Also see attachments #5

3. ATTACHMENTS

IMPORTANT -- Please attach the required five attachments to the application. In order to be reviewed, attach the following items in the order provided below. **Each attachment should be CLEARLY identified.**

Attachment #1: 501 C (3) Documentation

One copy of your 501(c)3 determination letter showing that you are a nonprofit arts and/or cultural producing or presenting organization that has been in operation at least one year.

Attachment #2: Volunteer Board

List of Board members including names, professional/cultural affiliations, and a listing of 2019 and 2020 Board meetings, including minutes from at least three meetings. Must meet a minimum of three times a year.

Attachment #3: Audited Statement

Most recent independent audited financial statement, prepared by a certified public accountant. If you do not have an audited statement provide the financial statement you provide the Rhode Island Secretary of State.

Attachment #4: Letter of Support

Letter of support for the Organizational Grant Program from the President of the Board of Directors.

Attachment #5: Additional Supporting Information

Provide up to 5 letters of support from participants/supporters, a sampling of marketing materials acknowledging Pawtucket City Grant support from previous year, if applicable, or any other examples of support/recognition.

4. APPLICATION CERTIFICATION FORM

I certify that I have reviewed the information contained in this application and confirm that the statements made in its entirety including attachments are true, accurate and complete to the best of my knowledge.

Name of Certifying Applicant: _____

Title: _____

Signature of Certifying Applicant: _____

Date Signed: _____