

**CITY OF GRAND JUNCTION COMMISSION ON ARTS AND CULTURE
EVENT/PROJECT/PROGRAM FUNDING APPLICATION**

INSTRUCTIONS

1. BEFORE FILLING OUT THE APPLICATION FORM, read and review the entire application and accompanying information. There's more required than just filling out the application form. Be sure to explain all your revenue and expenditure numbers on the lines provided for each category on the budget page.
2. The 2-page Application Form and accompanying documents must be typed (NOT hand-done).
3. Answer all questions on the application form within the space provided and fill in every line.
4. Submit one unbound application with an original signature. Please keep a copy for your records.
5. Submit only one application/project per organization, unless you are doing a second collaborative project.
6. Projects must take place in Grand Junction between this March 1 and next March 1.
7. If the project is a collaboration, please include a letter of intent to participate from any co-producers.
8. Applicants must present their proposal to the Commission and answer questions in the City Council Auditorium at City Hall (you will be assigned a specific date and time in February of this year.)
9. Check your form for completeness before submitting it; use the Checklist below. Applications that do not conform to these instructions, or are incomplete, or are submitted after the deadline will NOT be considered.

CHECKLIST – HAVE YOU PREPARED ALL REQUIRED APPLICATION DOCUMENTS?

- 1. APPLICATION FORM Both pages must be filled out in full. Page 2 must be CLEARLY signed.
- 2. PROPOSAL NARRATIVE On a separate page (one side of an 8 1/2" x 11" sheet only), briefly describe your organization's mission and programs. Then describe the proposed event, project, or program, including any participating artists' background or qualifications. Explain specifically how this event/project addresses one or more of the Commission's goals and objectives. *Use only one page and a minimum 10-point font size.*
- 3. LIST OF BOARD MEMBERS On another separate page (one side of an 8 1/2" x 11" sheet only) list the members of your board (this is not necessary for government entities and agencies). *Use only one page.* (Please do not attach or include any additional information sheets, resumes, etc., with this application unless this is a collaboration with another agency; in that case, include a letter of intent to participate from all partners/collaborators.)
- 4. CERTIFICATE OF GOOD STANDING Please include a copy of a Certificate of Good Standing for your organization (non-profit corporation) from the Colorado Secretary of State, available online at www.sos.state.co.us (Business Center–Certificate of Good Standing) or by calling 303-894-2200. *(This is not necessary for government entities and agencies.)*

DEADLINE: Applications must be received no later than Noon on February 15.

SEND VIA POSTAL MAIL OR HAND DELIVER TO:

(no faxes or emails accepted)

**GJ Commission on Arts & Culture
1340 Gunnison Avenue
Grand Junction, CO 81501**

**CITY OF GRAND JUNCTION
COMMISSION ON ARTS AND CULTURE
EVENT/PROJECT/PROGRAM FUNDING APPLICATION FORM – Page 1 of 2**

ORGANIZATION

Organization name: _____
Mailing address: _____
Telephone number: (day) _____ (evening) _____ (fax) _____
E-mail address: _____ Web site address: _____
Contact person and title: _____
Year organization founded: _____ Organization IRS Number: _____
Non-profit organization: Yes No 501(c)(3) 501(c)(3)pending Govt. entity

EVENT/PROJECT/PROGRAM

Project title: _____
Project description: _____

Date(s) of Event/Project: _____
Location: _____
Target audience: _____
Estimated audience size or number of people to be served: _____
Ticket/admission price(s): _____
Amount of Commission funding being requested: \$ _____ Total project budget: \$ _____
Specific use of Commission funds: _____
Project Category (Check all that apply): Visual Performing Literary Festival
 Cultural/Heritage/History School/Educational Other (Describe) _____
How will this project be publicized: _____
Describe project's community outreach, if any (scholarships, free/discount tickets, school tours, etc.):

GENERAL INFORMATION

Total organization expenditures for last completed fiscal year: \$ _____ Revenues: \$ _____
Total number of organization's paid FTE (full-time equivalent) employees: _____
Total number of organization's members or season ticket holders as of end of last year: _____
Total number of volunteers (not counting regular members and board members): _____

EVENT/PROJECT/PROGRAM BUDGET

Show the budget for the entire project, not just the Commission’s portion.
Explain all monetary income and outlays on the lines provided beside each category below.

ESTIMATED CASH INCOME	AMOUNT
Admissions/Tickets/Registrations_____	\$_____
Concessions/Program Advertising_____	\$_____
Sale of Artwork/Artists’ Merchandise_____	\$_____
Corporate/Foundation Grants/Donations_____	\$_____
Government Grants (<i>not</i> including this request)_____	\$_____
Carry over balance from prior year event or project (if any)	\$_____
Amount requested from the Commission on Arts and Culture	\$_____
TOTAL ESTIMATED CASH INCOME:	\$_____

ESTIMATED CASH EXPENSES	AMOUNT
Administrative Personnel_____	\$_____
Artistic Personnel_____	\$_____
Technical/Production Personnel_____	\$_____
Space Rental_____	\$_____
Equipment Rental/Purchase_____	\$_____
Materials/Supplies/Programs_____	\$_____
Marketing/Publicity_____	\$_____
Other_____	\$_____
TOTAL ESTIMATED CASH EXPENSES:	\$_____

Total income must equal total expenses. If income exceeds expenses, explain surplus disbursement:

Please describe any in-kind (non-cash) contributions (estimate volunteer hours and in-kind donations):

By signing below, I declare that I am authorized to make this application and will assure that any funds received as a result of this application are used only for the purposes set forth herein, and if that becomes impossible, that the funds will be immediately returned. I certify that, to the best of my knowledge, the information contained in this application is accurate.

Signature

Type the signatory name

Date

Title (Organization Board President/Chairperson/Executive Director):_____