**Section 1—Applicant Information:**

**1.) Organization Name:**

**2.) Address:**

**3.) Phone Number:**

**4.) Email:**

**5.) Website:**

**6.) Project Director (main point of contact) Name:**

**7.) Board Chair Name:**

**8.) Social media handles:**

**9.) Federal ID# or EIN #** (provide ONLY if you are a non-profit that has tax exempt status under section 501(c )(3) status of the U.S. Internal Revenue Code):

**10.) Mission Statement:**

**11.)** **Did you receive funding from ArtOps last year?**

**12.) Provide a brief organizational history and summary of programming, and recent accomplishments.**

**Section 2—Project Information:**

**1.) Project Title:**

**2.) Artistic Discipline(s) of the project:**

**3.) Amount you are requesting:**

**4.) Start Date (no earlier than June 1, 2020):**

**5.) End Date (must end by December 1, 2020):**

**6.) Is this a new project?**

**7.) How many people do you expect will participate in, see, or experience this project?**

\_\_\_ **1-25**

\_\_\_**26-50**

\_\_\_ **51-100**

\_\_\_ **101-250**

\_\_\_ **More than 250**

**Please explain your number above.**

**8.) Of the total number of people estimated to benefit from the project, how many will be under age 18?**

\_\_\_**Not applicable**

\_\_\_**1-25**

\_\_\_**26-50**

\_\_\_**51-100**

\_\_\_**101-250**

\_\_\_**More than 250**

**If your project intends to impact youth, explain that impact below.**

**9.) Include a brief biography of the artist(s) you plan on working with in your project. Provide information about their credentials.**

**Section 3—Narrative Information:**

**1.) Project Description**—Describe what you are going to do with this grant and what you intend to create. Include answers to “who, what, where, when, and how.” Include marketing activities that you plan to do for your project.

**2.) Why is this project important to do right now? How will it impact and enhance community life in Highland Park?**

**3.) Partnerships—If you will work with other individuals or organizations in the community to complete your project, list them in the grid below as well as their role(s). If your project involves partners like schools or organizations that serve youth, include them in the grid below.**

|  |  |  |
| --- | --- | --- |
| Partner Name | Partner Role(s) | Are they committed or pending? |
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**5.) Is there anything else you would like the panel to know in considering your application?**

**Section 4—Budget Information:**

**What is the total cost of your project? (include cash and in-kind expenses in your total)**

*\*USE ATTACHMENT 2, BUDGET WORKSHEET, TO FILL OUT THE FOLLOWING:*

**List your project expenses.** That can include materials and supplies, space rental, marketing, any printing costs, etc to complete this project.

Make sure that the expenses you list in your project budget match to the activities you describe in the narrative.

**List your revenue.** That can include any donations you receive, ticket revenue if you charge admission, and your in-kind match.

*Match Requirements—please review carefully to determine which match you must make…*

1. **If you are applying for the first time or never received funding before**, you must match your grant request by at least 25%, either through cash and/or in-kind.
2. **If you applied AND received funding once during a previous grant cycle**, you must match your grant request by at least 50%, either through cash and/or in-kind.
3. **If you applied AND received funding during both previous grant cycles**, you must match your grant request by at least 75%, either through cash and/or in-kind.

***Tips:***

* *Remember that your budget must balance! Total revenue (which includes your grant request amount) should equal total expenses.*
* *Total expenses and revenues must be incurred between June 1, 2020 and December 1, 2020. If you have already started planning your project before June 1 and have spent some money that you want to include in the project, clarify this.*

**Section 5—Attachments:**

1. **Timeline**—This is required. *\*USE ATTACHMENT 1, TIMELINE WORKSHEET, TO FILL THIS OUT\**
2. **Budget**—This is required. *\*USE ATTACHMENT 2, BUDGET WORKSHEET, TO FILL THIS OUT\**
3. **If you are a collective, provide a list of the members directly involved in the collective**.
4. **Work Samples**—These are encouraged, but not required. Please include up to three (3) attachments. They can be letters of support from any partners, audio files, photos, or video links. It can be anything relevant to your project that strengthens your case for funding.

*\*\*If you are submitting by the online portal, the samples cannot total more than 20 MB total.*

*If you are including videos, send them as links via Vimeo or YouTube in a word doc or PDF. Do NOT send as individual separate video files.*

**Section 6—Signature:**

*By signing this application, I/we certify that the information provided in this application is truthful and complete to the best of my knowledge. I also attest that I meet all eligibility requirements as listed in the application.*

*If I am/we are awarded a grant, I/we will follow the grant guidelines and final reporting requirements, and commit to making the cash and/or in-kind match.*

*I/we also verify that the proposed project will occur between June 1, 2020 and December 1, 2020.*

*If there are any changes that need to be made to the project after submission, I/we take responsibility to notify ArtOps.*

**Project Director’s Signature:**

**Board Chair Signature:**

**Date:**

*~Please keep a copy of your fully completed application for your own records~*

**Section 7—Evaluation**

*Please answer the following questions below. Your answers will NOT affect your application score in any way. However, your feedback is important to improving the process. Thank you!*

**How did you hear about this grant opportunity?**

\_\_\_ Friend or family member

\_\_\_ ArtOps staff or website

\_\_\_ Social media

\_\_\_ Flyer

\_\_\_ Other (please describe)

**How easy or difficult was it to complete this application?**

\_\_\_ Very easy \_\_\_ Somewhat easy \_\_\_ Neither easy nor difficult \_\_\_ Somewhat difficult

\_\_\_ Very difficult

**Explain your answer.**

**About how long did it take altogether to complete this application?**

\_\_\_ Less than 1 hour \_\_\_ More than 4 hours

\_\_\_ 1-2 hours

\_\_\_ 3-4 hours

**Have questions about the application and/or the process? We are here to help!**

**Jainelle Robinson**

Community Engagement Officer, ArtOps

Team Lead, “CAHP” Program

Email: [robinson@art-ops.org](mailto:robinson@art-ops.org) OR [communityheart@art-ops.org](mailto:communityheart@art-ops.org)

**Anne Ruffley**

Director of Institutional Giving, ArtOps

Team Lead, “CAHP” Re-granting

Email: [ruffley@art-ops.org](mailto:ruffley@art-ops.org) OR [communityheart@art-ops.org](mailto:communityheart@art-ops.org)

**If you are not submitting your application through our portal, there are other options!**

**You can…**

1. **Email your application materials…**

Please send in ONE package/email to [communityheart@art-ops.org](mailto:communityheart@art-ops.org). Include “CAHP Grant Application 2020” in the subject line.

**\*Applications MUST be received by 11:59 p.m. on Friday, April 17, 2020\***