

# Budget Line Item Worksheet

In the space provided, please indicate any Budget expenses or income that needs further explanation.

<u>Item Description</u>	<u>\$ -/+</u>	<u>Explanation</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Explanation of any large expense item:

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Explanation of any large Project Overhead:

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# Milpitas Arts and Culture Grant Program Budget Worksheet

## Fiscal History

This is fiscal history for an:  
 \_\_\_\_\_ Organization Project  
 \_\_\_\_\_ Artist Project

	2012-2013 Actual	2013-2014 Projected	2014-2015 Budgeted
<b>Revenues</b>			
Earned			
Contributed			
Total Revenues	\$	\$	\$
<b>Expenses</b>			
Artistic			
Administrative			
Total Expenses	\$	\$	\$
<b>Surplus/Deficit</b>	\$	\$	\$

## Project Budget (Projected)

<b><u>Earned Revenue</u></b>		<b><u>Artistic Expenses</u></b>	
Admission/Tickets	\$	Artistic Salaries	\$
Product Sales	\$	Other	\$
Business License	\$ -	Other	\$
Student Fees/Tuition	\$	<i>Sub-total Artistic</i>	\$
<i>Sub-Total Earned</i>	\$		
<b><u>Contributed Revenue</u></b>		<b><u>Production Expenses</u></b>	
Federal Grants	\$	Marketing/Promotions	\$
State Grants	\$	Rent (Performance Space)	\$
Local Government	\$	Rent (Lighting/Sound)	\$
Private Industry	\$	Other	\$
In-Kind	\$	Other	\$
Other	\$	<i>Sub-total Production</i>	\$
<i>Sub-total Contributed</i>	\$		
<b>Total Revenues</b>	<b>\$</b>	<b>Total Expenses</b>	<b>\$</b>

**City of Milpitas**

**2014-2015 Milpitas Arts and Culture Grant Program – In Kind**

**Application Cover Page - Artist**

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New Applicant

(You are considered to be a new applicant to the program even if you have applied in the past but were not funded.)

Returning Grantee – last year approved  
(check one)

- FY 2011-2012
  - FY 2012-2013
  - FY 2013-2014
- 

**Artist Name:** \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Arts Discipline (check the form(s) which is the focus of the Organization’s mission)

- |   |  |
|---|--|
| <input type="checkbox"/> Dance                          | <input type="checkbox"/> Traditional/Folk Arts |
| <input type="checkbox"/> Music                          | <input type="checkbox"/> Visual Arts           |
| <input type="checkbox"/> Theater                        | <input type="checkbox"/> Literary Arts         |
| <input type="checkbox"/> Media Arts                     | <input type="checkbox"/> Other _____           |
| <input type="checkbox"/> Inter-/Multi-disciplinary Arts |  |

**Project Title:** \_\_\_\_\_

**Area of Support (Check One):**  Community Arts     Cultural Exposure     Arts Education

Total Project Budget: \$ \_\_\_\_\_

Project Location: \_\_\_\_\_

In-Kind Services Request (Mark those that you would like incorporated into your grant request):

- Performance Space                       Marketing Support

The undersigned hereby certified that s/he:

1. Is a principal officer of the organization with the authority to obligate it.
2. Has read and accepted the FY 2014-2015 Milpitas Arts and Culture Grant Program Packet Information, guidelines and requirements.
3. Information in this application and its attachments is true and correct to the best of her/her knowledge.

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Principal Officer Signature

Name (print)

Date

# **2014-2015 Milpitas Arts and Culture Grant Program Grant Application - *Artist***

## **Program Description:**

The Individual Artist Project Grant supports Artists producing art or cultural activities in Milpitas that culminate in a local public outcome for the benefit of the community. Such activities may include, but are not limited to, performances of dance, music or theatre, classes and workshops, exhibits and literary activities. Proposed project activities must occur between November 1, 2014 and October 31, 2015.

## **Program Goals:**

- To provide the Milpitas Community with arts and cultural activities that improves understanding and respect for arts and culture.
- To support Arts Education in Milpitas.
- To bring new programs, activities and artists to Milpitas.

## **Areas of Support:**

- Community Arts
- Cultural Exposure
- Arts Education

## **Program Funding:**

*The Milpitas Arts and Culture Grant Program, through the Milpitas Arts Commission, annually awards in kind services of Performance Space and Marketing Support.*

# **Milpitas Arts and Culture Program Grant Cycle, Deadlines and Eligibility**

## **Eligibility**

Projects must be held in the City of Milpitas and fit one of the three listed Areas of Support.

## **Application Deadline:**

July 18, 2014 5:00pm

**NO LATE OR INCOMPLETE APPLICATIONS WILL BE ACCEPTED.**

## **Applicant Review:**

July 28, 2014 7:00pm

Arts Commission Meeting

Milpitas City Hall Committee Conference Room, 455 E. Calaveras Blvd.

## **Program Dates:**

Must take place between November 1, 2014 and October 31, 2015 and cannot conflict with other Milpitas Arts and Culture Grant Program or City-Sponsored events.

## **Reports:**

All grantees are required to submit interim and final reports on the project based on the information presented in the proposal and specific Milpitas Arts and Culture Grant Program requirements.

If a complete Final Statement is not received 30 days after the due date, (a total of 90 days after the event/activity), applicant(s) may not be eligible to apply for the following funding cycle.

## **Mail or deliver your grant application to:**

Renee Lorentzen  
Milpitas Community Center  
457 E. Calaveras Blvd.  
Milpitas, CA 95035

## **Questions:**

Renee Lorentzen, Marketing and Cultural Programs  
(408) 586-3409  
[Rlorentzen@ci.milpitas.ca.gov](mailto:Rlorentzen@ci.milpitas.ca.gov)

# Milpitas Arts and Culture Grant Program

## Application Requirements

Submit one (1) Grant Application Packets with the below information included. Only one (1) copy of your Supporting Materials is required.

### Cover Sheet

- Complete the provided Cover Sheet.

The Coversheet will provide the Commission with preliminary knowledge of you and your proposed project. Your requests for available In-Kind services are located on the Coversheet. Please mark all that apply, as you will be held to your original requests upon Grant approval.

### Project Narrative

- Submit a Project Narrative that is no more than eight pages, double-spaced, 12 pt. Font.
- Answer the questions stated in the Project Outline portion of the Grant Application, clearly and with as much detail as space will allow on a separate piece of paper.
- Answer each question by re-typing the question.

Please be as detailed and specific as possible when drafting your project narrative. The Commission will need to retrieve all necessary information and have all their questions answered from your written proposal.

### Budget Worksheet

- Complete the provided Budget Worksheet.
- Complete the Budget Line Item Worksheet if applicable.

The Budget Worksheet and Line Item Form are important components to your Grant application. How you are planning on funding your proposed project, in addition to the City of Milpitas Arts and Culture Grant; income, other grants, ticket sales, concession sales\*, etc.

### Supporting Materials

- Three (3) forms of supporting materials must be submitted with your application.
- One of your three (3) Supporting Materials must be a Video/DVD, Audio or pictures (visual arts projects only).
- Programs, brochures, flyers, newspaper or magazine articles are acceptable forms of Supporting Materials.
- **Materials submitted will not be returned.**

- A business license and/or Health Permit must be obtained to sell concessions as stated and defined in the City of Milpitas' Facility Rules and Regulations Packet.

# MILPITAS ARTS AND CULTURE GRANT PROGRAM

## APPLICATION - Artist

### *Proposal Narrative*

Please answer the following questions clearly and concisely in the order provided. Please begin each answer by retyping the question.

#### 1. Cover Sheet

Complete the provided Cover Sheet for your grant application

#### 2. Project Outline

1. Describe your history as an Artist; mission, past projects, accomplishments, etc.
2. Describe the project for which funds are being requested. Your description **must** include the following:
  - Goals of the Project
  - Plans for Implementation, including timeline and dates of public presentation
  - Location of Project - if using non-City facility, a letter of confirmation from the site manager is mandatory
  - Names of Artists involved, their training and experience
  - Example of a past/similar project implemented by the organization
    - If new project please describe how you and any of your artistic personnel will achieve success
3. Describe your community outreach plans. Include:
  - Identifications of audiences, estimated numbers, demographics, etc.
  - Mechanisms to reach audiences/marketing strategies
  - Potential impact of project to benefit the Milpitas community
4. Briefly describe your ability and commitment to improve exposure to, understanding of and respect for the arts and culture of Milpitas. How will you incorporate audiences/participants of diverse cultures or interests into your project.
5. List your attachments/supporting materials; provide a short introduction to your VHS, DVD or Audio Cassette.

#### 3. Budget Worksheet

Complete the provided Budget Worksheet for your grant application.

#### 4. Supporting Materials

1. Three pieces of supporting material (brochures, newsletters, press releases, videos, etc.). One piece of supporting material must be a Video, DVD or Audio Cassette or in the case of a visual arts proposal, pictures.
2. **If you will be presenting an activity at a non-City site, provide a letter from the Facility Manager or principal approving the use of that facility on a specified date at an agreed upon time, and that the general public is welcome to attend.**