

# **2017-2018 Milpitas Arts and Culture In Kind Grant Program In Kind Grant Application**

## **Program Description:**

The Milpitas Arts and Culture In Kind Grant Program supports Artists, Arts Organizations and Cultural Organizations in 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, 2017 and October 31, 2018.

## **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 Support:**

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

# **Milpitas Arts and Culture Program In Kind 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:**

Friday, January 4, 2018 5:00pm

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

## **Applicant Review:**

January 25, 2018 7:00pm

Arts Commission Meeting

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

## **Program Dates:**

Must take place between February 1, 2018 and October 31, 2018 and cannot conflict with other Milpitas Arts and Culture Grant Program or City-Sponsored events.

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

Joshua Clevenger  
Milpitas Community Center  
457 E. Calaveras Blvd.  
Milpitas, CA 95035

## **Questions:**

Joshua Clevenger, Recreation Program Coordinator  
(408) 586-3209  
[jclevenger@ci.milpitas.ca.gov](mailto:jclevenger@ci.milpitas.ca.gov)

# Milpitas Arts and Culture In Kind Grant Program

## Application Requirements

Submit one (1) Grant Application Packet 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.

### □ Supporting Materials

- Three (3) forms of supporting materials must be submitted with your application on a flash drive. Materials should be:
  - Video/ Audio and/or Pictures
  - Programs, Flyers, Social Media Announcements
  - Newspaper or magazine, etc.

- **Materials submitted will not be returned.**

- All events open to the public require Insurance as defined in the City of Milpitas' Facility Rules and Regulations Packet.
- 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 IN KIND GRANT PROGRAM APPLICATION *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/Organization; 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.

## 3. Supporting Materials

1. Three pieces of supporting material on a Flash Drive including:
  - Video/ Audio and/or Pictures
  - Programs, Flyers, Social Media Announcements
  - Newspaper or magazine, etc.

**Flash Drive submitted will not be returned.**

***City of Milpitas***  
***2017-2018 Milpitas Arts and Culture In Kind Grant Program***

**Application Cover Page**

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Artist/Organization Name: \_\_\_\_\_

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

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

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

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

Arts Discipline (check the form(s) which is the focus of the Applicant'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 she/he:

1. Is the applying artist or a principal officer of the applying organization with the authority to obligate it.
2. Has read and accepted the FY 2017-2018 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 his/her knowledge.

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Principal Officer Signature

Name (print)

Date