

CITIZENS INTERESTED IN ARTS, INC. (CIA) GRANT APPLICATION GUIDELINES

For Grant Award consideration, Application Must be postmarked by October 15, 2016.

Grants will be announced and awarded in January, 2017.

The Cover Page must be legible, filled out in its entirety, and include the following:

1. Name of Organization, address, email, phone number, fax
2. Name, title, phone number and e-mail of contact person
3. Amount requested

The Application must include the following:

1. A copy of your Mission Statement.
2. Verification that applicant is permanently based in South Florida and the year it was founded.
3. A list of governing boards, officers, members and staff of the organization (including the names and salaries of the three (3) highest paid employees).
4. A copy of the IRS Determination letter that states the organization's status as a 501 (c)(3) non-profit.
5. A current copy of the organization's operating budget (including the most recent audit or cover page of the tax return).
6. A description of the specific performance, project or presentation. Amount requested and date of the performance, project or presentation. Include your goal(s), objectives and expected outcomes of the proposed performance, project or presentation.
7. A detailed budget of the program for which you are applying for a grant.
8. If your organization offers an outreach program, please include it with your application.

If a grant is awarded to your organization, CIA's Logo must be visible on all of your printed programs and materials. The Logo can be downloaded from our Website: **CIA4ARTS.ORG**.

CIA must receive a written evaluation of this program within 60 days of its presentation in order for the organization to fulfill their obligations. The written evaluation is to be sent or emailed to our Vice President-Grants (See name and address below).

Grants must be used for the specific program as described in the application. If for any reason it is cancelled, all monies must be returned to CIA within 60 days of cancellation.

Only one application from an organization will be considered.

Grants will NOT be awarded for administrative salaries, operating costs or expenses, endowments, fundraising drives or events, support of buildings, equipment or other capital expenses unless it is demonstrated that such expenditures are essential to the success of the program.

Grants will not be awarded to conduit organizations, that is, agencies that disburse funds to individuals or other organizations.

Please submit ten (10) printed copies of your proposal along with required materials postmarked by October 15, 2016 to:

Ms. Ellen Lavin, VP Grants
Citizens Interested in Arts, Inc.
17555 Collins Avenue # 1205
Sunny Isles Beach, Florida 33160

For further information contact:

Ellen Lavin, VP-Grants Ellenlavin@yahoo.com, Joyce Julian, Co-Chair Grants Committee Nutridoc2@aol.com, Hollis Freimark, President, CIA Hihollis@aol.com

Disclosure: Full compliance with all grant criteria is required to be submitted with all applications, but it does not guarantee the award of a grant by Citizens Interested in Arts, Inc. The Board of Directors and membership of Citizens Interested in Arts, Inc. retains complete and final discretion in regard to the awarding of grants.

CITIZENS INTERESTED IN ARTS, INC. (CIA) GRANT APPLICATION COVER PAGE

<input type="checkbox"/>	NAME OF ORGANIZATION	_____
<input type="checkbox"/>	ADDRESS	_____
<input type="checkbox"/>	EMAIL ADDRESS	_____
<input type="checkbox"/>	PHONE NUMBER	_____
<input type="checkbox"/>	FAX NUMBER	_____
<input type="checkbox"/>	NAME OF CONTACT	_____
<input type="checkbox"/>	TITLE OF CONTACT	_____
<input type="checkbox"/>	PHONE NUMBER OF CONTACT	_____
<input type="checkbox"/>	EMAIL ADDRESS OF CONTACT	_____
<input type="checkbox"/>	PROGRAM BUDGET	_____
<input type="checkbox"/>	AMOUNT REQUESTED	_____

Please complete this cover page and submit with your application

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