



**CITIZENS INTERESTED
IN ARTS**
KEEPING ARTS ALIVE IN SOUTH FLORIDA

www.cia4arts.org | <http://groups.to/cia4arts/>



GRANT APPLICATION GUIDELINES

Thank you for your interest in
Keeping Arts Alive in South Florida.

FOR 2013 GRANT AWARD CONSIDERATION, APPLICATIONS MUST BE RECEIVED BY SEPTEMBER 15, 2012.

The following information must be included in your application.

- 1) The cover page must include **all** of the following information:
 - a) A copy of your mission statement.
 - b) Name, address, email, phone & fax numbers of the organization.
 - c) The name, phone number and email of the contact person.
 - d) Verification that applicant is permanently based in South Florida and the year in which it was founded.
- 2) Description of SPECIFIC need, SPECIFIC amount requested and date of SPECIFIC performance or presentation. Note: Grants are not available for administrative salaries, costs, or expenses of your organization.

Note: Please understand that the grant, if awarded, is not to be used for any other program than that applied for. If the program is cancelled for any reason, monies must be returned to CIA, Inc. within 60 days.

- 3) A copy of your current operating budget and most recent audit or cover page of your tax return. Please note that the budget must be detailed and complete for the grant application to be considered.
- 4) A list of the governing boards, officers, members and staff of the organization including the the salary of the 3 (three) highest paid employees.
- 5) A copy of the IRS Determination Letter that states the organization's status as a 501(c)(3) charity.
- 6) Please submit nine (9) printed copies of your proposal along with nine (9) printed copies of the grant application cover page to:

Dr. Dorothy Koreman
Vice President of Grants
Citizens Interested in Arts, Inc
6000 Island Blvd
Apt 1506
Aventura, FL 33160

If grant is awarded to your organization, you must print our logo **visibly** on all your programs and promotional materials, using the logo CD provided for that purpose.

We expect an evaluation of the effectiveness of your presentation within 60 days of the program.

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. as the Board of Directors and membership of Citizens Interested in Arts, Inc. retains complete discretion and final decision with regard to the awarding of grants.



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2013 GRANT APPLICATION CHECKLIST

IMPORTANT DATES:	Grant Applications Due	September 15, 2012
	Grant Winners Notified	January 15, 2013
	Grants Awarded	February 17, 2013

<input type="checkbox"/>	Organization Name	_____
<input type="checkbox"/>	Contact Person	_____
<input type="checkbox"/>	Address	_____
<input type="checkbox"/>	Email	_____
<input type="checkbox"/>	Phone	_____
<input type="checkbox"/>	Fax	_____
<input type="checkbox"/>	General Budget	_____
<input type="checkbox"/>	Program Budget	_____
<input type="checkbox"/>	Amount Requested	_____

Please complete this checklist and submit with your application.

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