

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

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

Please complete this cover page and submit with your application

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.

NEW GRANT APPLICATION GUIDELINES FOR GRANT PERIOD JANUARY 1, 2018 – DECEMBER 31, 2018

Thank you for your interest in the CIA's grant process. We are delighted that you are thinking of applying. Please read all the instructions carefully as they have been revised. **For your grant application to be considered, 10 copies of all the required materials must be received or postmarked by October 6, 2017. No additional material will be accepted after the filing date. Incomplete applications cannot be considered.** Grant decisions will be announced to the applicants by letter in December 2017. Grant checks will be awarded early in 2018.

In the past CIA awards have been awarded in amounts up to \$10,000. This does not preclude grants in larger amounts being awarded in the future.

- A. Only one application from an organization will be considered.
- B. Unallowable expenses: This is a project based grant program. We do not fund general support for organizations. Grants will not be awarded for administrative salaries, general operating costs or expenses, endowments, fundraising drives or events, support of buildings, equipment or other capital expenses unless it is demonstrated that such capital expenditures are essential to the success of the program. Grants will not be awarded to individuals or to conduit organizations that disburse funds to other individuals or other organizations.
- C. Funding priority will be given to programs with an outreach component. If your project offers such an outreach component, be sure to describe it fully.
- D. **You must use the cover page provided with these guidelines.** The cover page must be legible and filled out in its entirety.
- E. **The Application must include 10 copies of each of the following:**
 - a. The cover page;
 - b. A copy of your Mission Statement;
 - c. A list of the organization's Board members and officers. Also include the names of the staff members responsible for your application project. Please indicate if there are no paid staff members;
 - d. A copy of the IRS Determination Letter that states the organization's status as a 501 (c) (3) non-profit;
 - e. A current copy of the organizations operating budget, including the most recent audit or cover page of the tax return;
 - f. A detailed income and expense budget for the project for which you are applying for a grant. Please include a detailed breakdown of exactly what expenses the CIA grant will be used to cover;
 - g. A description of the specific performance, project or presentation for which the grant is requested, and any outreach program associated with this specific grant request. Include the amount requested, the date of the presentation, performance or project, your goals and objectives and expected outcomes. **YOUR PROGRAM MUST TAKE PLACE WITHIN THE 2018 GRANT YEAR PERIOD.**

Please submit the 10 copies of your grant application by **October 6, 2017** to:

Ellen Lavin, VP-Grants
Citizens Interested in Arts
17555 Collins Avenue #1205
Sunny Isles Beach, FL 33160

If a grant is awarded to your organization, the CIA logo must be visible on all your printed programs and materials for the program funded. The logo can be downloaded from our website. Check the website for the current logo to be used.

CIA must receive a written evaluation of the grant program within 60 days of its presentation in order for the grantee to fulfill its obligations. The format and criteria will be provided with your award.

Grants must be used for the specific program as described in the application. If for any reason the program is cancelled or delayed, CIA must be notified at once. All monies must be returned to CIA within 30 days of cancellation or delay, unless an extension is asked for and granted.

For further information contact:

Ellen Lavin, VP-Grants
Citizens Interested in Arts
17555 Collins Avenue #1205
Sunny Isles Beach, FL 33160
ellenlavin@yahoo.com

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