

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

NAME OF ORGANIZATION _____

ADDRESS _____

EMAIL ADDRESS _____

PHONE NUMBER _____

FAX NUMBER _____

NAME OF CONTACT _____

TITLE OF CONTACT _____

PHONE NUMBER OF CONTACT _____

EMAIL ADDRESS OF CONTACT _____

PROGRAM BUDGET _____

AMOUNT REQUESTED _____

A BRIEF (100 WORD MAX) SUMMARY OF YOUR PROJECT, INCLUDING THE DATES AND LOCATIONS. THIS SUMMARY WILL BE USED IN CIA ANNOUNCEMENTS IF YOUR PROJECT IS FUNDED.

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, 2019 – DECEMBER 31, 2019

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 5, 2018. No additional material will be accepted after the filing date. Incomplete applications will not be considered. Late applications will not be considered. It is your responsibility to confirm that your application has been received before the deadline, either by confirming email, or tracking receipt. Grant decisions will be announced to the applicants by letter in December 2018. Grant checks will be awarded early in 2019.

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 2019 GRANT YEAR PERIOD**
 - h. A statement outlining the method you will use for evaluating your grant program. This evaluating method should be used in your final report, should you receive a grant.

Please submit the 10 copies of your grant application by October 5, 2018 to:

Ellen Lavin, VP-Grants
Citizens Interested in Arts
3000 Island Blvd, #2103
Aventura, FL 33160
Citizens4arts.grants@gmail.com

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
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