



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

**FOR GRANT AWARD CONSIDERATION,  
APPLICATION MUST BE RECEIVED BY OCTOBER 1<sup>ST</sup>  
GRANTS ARE AWARDED IN DECEMBER FOR USE IN THE NEXT CALENDAR YEAR**

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.
  - e) The Grant Application checklist cover page (see page 2 below)
- 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.  
You **must** include a **detailed** budget for the grant program for which you are applying.

**Note: Please understand that the grant, if awarded, is not to be used for any program other than that described in the application. 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 salary of the 3 (three) highest paid employees.
- 5) A copy of the IRS Determination Letter that states the organization's status as a 501c (3) charity.
- 6) Please submit ten (10) printed copies of your proposal along with ten (10) printed copies of the grant application cover page to:

Jo-An Evans  
Vice President of Grants  
Citizens Interested in Arts, Inc  
7000 Island Blvd  
Apt 2002  
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. You can also download the logo from our website. Find link at the bottom of our home page.

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.*



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

www.cia4arts.org 

**GRANT APPLICATION GUIDELINES**

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

**GRANT APPLICATION CHECKLIST**

Organization Name

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Contact Person

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Address

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Email

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Phone

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Fax

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General Budget

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Program Budget

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Amount Requested

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**Please complete this checklist and submit with your application.**

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