

MARTINEZ ARTS AND LIBRARY COMMISSION
Cultural Event Grant Criteria



- ✓ Grants will be in an amount up to \$1,000.

- ✓ Grant applications must be received in City Hall two (2) weeks prior to the next regular Commission meeting. Submit to Martinez City Hall, 525 Henrietta Street, Martinez 94553 Attn: Joann Tool.

- ✓ A verbal presentation to the Arts and Library Commission is required after application submission. Applicant will be notified of Commission meeting date.

- ✓ Event must be a cultural event presented within the City of Martinez by a non-profit organization.

MARTINEZ ARTS AND LIBRARY COMMISSION
Grant Request



PLEASE NOTE: All information is to be completed on this form. Do not answer questions on separate sheets.

Applicant name _____

Legal name, if different _____

Street address _____ City/State/Zip _____

Telephone _____ email _____ Fax _____

Please list 3 most recent grants received from the City of Martinez

Grant Name	Event Name	Year Awarded

Have you met all the City of Martinez Cultural Art Commission Grant Guidelines to date for the above grants? Yes No

If no, state current status:

ORGANIZATION ELIGIBILITY:

Is your organization an incorporated, tax-exempt 501 (c)(3)? Yes No

➤ Number of volunteers who are on-going members of your organization _____

➤ Number of paid personnel who are on-going members of your organization _____

➤ The year your organization began regular operations _____

	2003	2004	2005	Average
Income				
Expenses				

Does your organization's mission statement involve the development, production and presentation of arts activities in the City of Martinez? Yes No

Dates/Locations of last two publicly accessible cultural events:

Date	Activity	Place

Check the art form(s) that best describes the work most produced/presented/etc. by your organization: Dance Literary Arts Media/Multimedia Arts
 Music Theater Visual Arts
 Other Inter/Multi-disciplinary projects - explain _____

EVENT INFORMATION:

Where in Martinez will this event be held? _____

On what date(s) will the event be held _____ Estimated attendance _____

Will tickets be sold Yes No Is the venue secured Yes No

If venue has not been secured, on what date do you expect finalization _____

Total support for proposed event (not including in-kind):

Contributions and Grants _____ Businesses _____ Foundations _____

Fundraising _____ events (net) _____ Fed. Government _____ State

Government _____ Local Government _____ Other _____ Total _____

Total Event Expenses _____

Describe your audiences. The audience or participants you intend to reach with this project? Are you trying to draw from a particular community of interest? How will you try to reach your audience (e.g., your publicity/promotional plans)? Where possible, provide specific audience number from the past.

Describe the event for which you are seeking the grant. Include a discussion of the following: (1) goals of the project and how you intend to achieve them (implementation, process, timeline). Resources (personnel, financial, etc.) If you do not have the resources, how will you obtain them? What role will this requested grant have in the implementation process?

Provide your organization's mission statement:

Provide a brief organizational overview. Describe the kind of programming the organization has done and does currently and its goals and how long it has been in existence. What are its strengths and challenges?

Briefly summarize your proposed project in 50 words or less including its primary goals, location and target audience/participants.

If you have included photos, brochures or other printed organization information in a separate envelope, please check here

I hereby certify that to the best of my knowledge all data in this application are true and correct:

Signature of Applicant _____ Title _____ Date _____

Return completed application to: Martinez City Hall, 525 Henrietta Street, Martinez, 94553
Attn: Joann Tool.