INDIVIDUAL ARTIST GRANT CATEGORY 2013/2014 APPLICATION INDEX AND COVER SHEET

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Retain a copy of the grant application and supplemental materials for the applicant's records.

APPLICATION COVER SHEET

- □ **Applicant Name:** Provide the name of the organization, fictitious business name, assumed name, or DBA (doing business as) name used by the applicant.
- **Mailing Address:** Physical address of facility or where the applicant will receive notification regarding this application.
- □ Contact Person (name and title): Provide the name for the primary person who should be contacted in regard to this grant application. Requests for additional materials may include, explanations of submitted materials and award and decline letters. Applicants are required to keep the Cultural Affairs informed of current contact information.
- □ **Phone/Fax:** Provide phone contact for primary person who should be contacted with regard to this grant application. Requests for additional materials may include explanations of submitted materials and award and decline letters. Applicants are required to keep the Cultural Affairs informed of current contact information.
- □ **Email:** Provide email contact for primary person who should be contacted in regard to this grant application. Requests for additional materials may include explanations of submitted materials and award and decline letters. Applicants are required to keep the Cultural Affairs informed of current contact information.
- □ **Website:** Provide the URL for the website of the applicant. Please make sure that the site listed is correct.
- □ Name of Employer: Only needed for non-resident employment (please provide a copy of pay stub, or letter of verification from employer). Individual Artists must work, live, rent or own a studio in Pasadena to qualify to apply.
- □ **Project Summary:** Short summary of proposed project. This should be a brief overview of the project described in Section I, Part II (it is recommended that the applicant complete Section I, Part II prior to entering the Project Summary).
- □ Start Date/ Project End Date: List start and end date of proposed project. Project must take place during granting period. (After 7/1/13 and prior to 7/1/14)
- ☐ Grant request: Enter amount requested from Pasadena Grant Program.
- □ Pasadena City Council District served: Enter District number.
- □ Cultural Affairs Funding History: If applicable, please list the sum total of any grants received each year from Pasadena Cultural Affairs for the project, if previously funded, and total funding amounts received by the organization from Pasadena Cultural Affairs for years indicated.
- □ **Certification:** By signing the application, the applicant assures and certifies that he/she/they has read and understand the program guidelines and public funding and information disclaimer, and that, to the best of the signatories' knowledge and belief, the applicant meets the applicable requirements and, to the best of the signatories' knowledge and belief, the information contained in the application, including all attachments and supporting materials, is true and correct.
- □ Name and Title: Print or type the name and title of the person certifying the application.
- Authorized Signature: No active member of the Pasadena Cultural Affairs staff or member of the Arts & Culture Commission shall sign a grant application.

INDIVIDUAL ARTIST GRANT CATEGORY 2013/2014APPLICATION INSTRUCTIONS

(1) NARRATIVE INFORMATION

Part I: Individual Artist Background (1 page): Please include a narrative biography of art background and artistic statement or philosophy. (The applicant must also provide an additional artist <u>resume</u> with this application. Include resumes of any key administrative or creative personnel when applicable.)

Part II: Project Proposal – Individual Artist

- Please address the following questions in no more than three 8"1/2 x 11" pages with 1" margins.
- Number each page and indicate the Applicant's name in the upper right of each page.
- Applications must be typewritten, single-spaced in a font of 11 point or larger.

Use the following headings and letters to organize your response:

A. Project Description:

Describe the proposed project for which funds are being requested. Include proposed presentation site (letter of intent from host site or performance venue must be included with application).

B. Artistic Direction:

Give an overview of your artistic direction or path and why this grant would be helpful at this point in your career. Is there potential for personal growth?

C. Artistic Goals:

Indicate your goals for the following as applicable: artistic quality, artistic contribution, project innovation or other goals.

D. Evaluation:

Explain how you will determine the success of your project and what information you will use to account for your success. If desired include possible audience size or diversity, community access or outreach if applicable. *Please note: This feature of the application is not intended to focus your project on data collection but is an opportunity for you to show the IMPACT of the funded program or project on the target market and/or community. Please include both statistical and anecdotal information. Please read the Project Evaluation and Outreach and Diversity Guidelines attachment.* Cultural Access Policy and Equity Standards are available online at http://www.cityofpasadena.net/arts/AccessPolicy.asp or by contacting Cultural Affairs (626) 744-7062.

E. Timeline:

Please include a detailed timeline here over the grant funding period (July 1, 2013 through June 30, 2014).

F. Additional Funding Sources:

Since it is <u>unlikely</u> that full project funding will come from Cultural Affairs please describe how the project would be adjusted or, how and where additional funds would be sought?

(2) PROPOSAL EXPENSES

Provide the budget in the following format. Administrative expenses may not exceed 15% of the total project budget. Although equipment is not fundable under 'Expenses' it should still be included in the budget if applicable. Total A+B in far left column under "Grant Request" should equal amount requested. Please include any "In-Kind" support under "Support" if applicable. Please Note: For Individual Artist not all categories will apply. Fill in ONLY those applicable categories. Include any narrative category clarifications in the far right column. Budget variances should be itemized on Budget Detail sheet following.

Please note that these line items correspond to the line items in the California Cultural Data Project.

1-5 Salaries:

- List the total expense for salaried and hourly employees by category.
- Please note that if a position includes tasks in more than one of the areas listed in the column headings, the salary for that position should be allocated over the applicable columns based percentages of time spent on

each area. In general, this allocation should be the same or similar from year-to-year as long as the position description remains constant.

Subtotal: Add together all expenses listed in Proposal Expenses, Section A.

6 Advertising and Marketing:

How much will the applicant spend on advertising and marketing, including ad placement fees, professional consulting services, printing, etc.?

7 Artist Commission Fees:

How much will the applicant spend on hiring individual artists to create original works of art, musical pieces, theatrical pieces, or other works for use or exhibition by applicant?

8 Artists & Performers – Non-Salaried:

How much will the applicant spend on consultants, such as: artists, performers, designers, directors, etc.? These are people specifically hired to work on a temporary basis to participate in an exhibition or presentation of the applicant.

9 Catering & Hospitality:

How much will be spent on providing hospitality to visitors or guests including meals, food for meetings, gifts, etc.?

10 Conferences & Meetings:

How much will the applicant spend on entrance fees to conferences and/or meetings attended by applicant's personnel? Include expenses which will be incurred for meetings and/or conferences which will be held or sponsored by the applicant.

11 Cost of Sales:

How much will the applicant spend on inventory or merchandise intended for resale in a gift shop? If the applicant has its own food or catering services, include the cost of food and other related expenses in this line item.

12 Equipment Rental:

How much will the applicant spend on the rental of office or other equipment (computer hardware, copiers, etc.?)

13 Facilities - Other:

This item should include projected expenses associated with the applicant's physical plant, whether rented or owned, and not listed in the Building and Grounds Maintenance, Rent, or Utilities lines.

14 Fundraising Expenses – Other:

How much will the applicant spend on fundraising activities such as special events, telethons, etc.?

15 Fundraising Professionals:

How much will the applicant spend to hire consultants to design and perform fundraising activities?

16 Honoraria:

During the fiscal year, how much will the applicant pay to guest speakers or lecturers?

17 In-Kind Contributions:

What will be the monetary value of any contributions given to the applicant in the form of goods or services?

18 Insurance:

How much will the applicant spend on insurance premiums for insurance, including general liability, directors and officers insurance? Do not include health or worker's compensation included in Fringe Benefits Line 5.

19 Internet & Website:

How much will the applicant spend on Website development including design, maintenance, internet access, website hosting or email services?

20 Lodging & Meals:

How much will the applicant spend on hotel or other fees associated with overnight stays, including meals, while any personnel or on business travel?

21 Office Expense - Other:

Please list any other office expenses which will be incurred by the applicant and not covered in the Equipment Rental & Maintenance, Postage and Shipping, Supplies, or Telephone lines.

22 Other:

Please list any other expenses which will be incurred by the applicant and not specifically asked for in a line item on this form. If greater than 10% of total expenses, attach a separate schedule.

23 Postage & Shipping:

How much will the applicant spend on postage and shipping, including overnight, messenger services and bulk mail fees?

24 Printing:

How much will the applicant spend on printing materials? Do not include printing for the express purpose of marketing included in Advertising and Marketing above, or printing costs included in *any* other line item in this section.

25 Production & Exhibition Costs:

How much will the applicant spend to create and produce any presentations or exhibitions, including supplies, materials and other related expenses? Do not include personnel costs.

26 Programs – Other:

How much will the applicant spend to create and produce any other programs not included in Line 25 above including supplies, materials and other related expenses? This might include education programs, etc. Do not include personnel costs or items included on other lines in this section.

27 Professional Development:

How much will the applicant spend on staff training, workshops, or any other professional development activities?

28 Professional Fees:

What other professional fees will be incurred by the applicant for services that are not included in Accounting, Advertising and Marketing, Artists and Performers - Non-Salaried, Audit, Fundraising Professionals, Internet and Website, or Legal Fees, or any other lines in this section?

29 Public Relations:

How much will the applicant spend on public relations, including professional consulting fees, public appearance fees, press placement fees, etc.?

30 Rent: How much will the applicant spend to lease an office, performance, exhibition, storage or any other space?

31 Supplies:

How much will the applicant spend on supplies including office supplies, computer supplies or duplication services? Do not include supply expenses included on other lines in this section.

32 Telephone:

How much will the applicant spend on telephone and/or data lines including mobile phone fees, 800 numbers, dedicated internet access phone lines, T-1 lines, or cable modern lines?

33 Touring:

How much will the applicant spend to bring touring programs to its location or to take an exhibition or production on tour? Do not include travel or lodging fees included in other expense line items.

34 Travel:

How much will the applicant spend on travel, including business travel, and transportation, such as airfare, parking, and commuting fees? Do not include expenses associated with tours included in Line 33, or any expense items included in Line 20 Lodging and Meals.

35 Utilities:

How much will the applicant spend for utilities, including gas, electric, heating, cooling, water, and sewer services?

Subtotal Operating:

Add together all expenses listed in Proposal Expenses Section B.

Grant Total Expenses:

Add together the Proposal Expenses, Subtotal Salaries & Fringe, Section A to the Subtotal Expenses for Section, B for the Grand Total Expenses (A+B).

(3) PROPOSAL SUPPORT

Provide the budget in the following format. Administrative expenses may not exceed 15% of the total project budget. Although equipment is not fundable under 'Expenses' it should still be included in the budget if applicable. Please include any "In Kind" support under 'Income' if applicable. Please include any "In-Kind" support under "Support" if applicable. Please Note: For Individual Artists not all categories will apply. Fill in ONLY those applicable categories. Include any narrative category clarifications in the far right column. Budget variances should be itemized on Budget Detail sheet following.

Please note that these line items correspond to the line items in the California Cultural Data Project.

1 Admissions:

How much revenue will the applicant earn as a result of visitation? This refers specifically to museums, galleries, historical societies or any organization charging an entrance fee. If the applicant charges an admission fee for visiting artists or show or competition entries, do not include that amount here, but on Line 18, Other Earned Revenue.

2 Ticket Sales:

How much revenue will the applicant earn as a result of all ticket sales for performances, presentations, or special exhibitions, etc? Do not include workshops or lectures. Subscription revenue should not be entered here, but on Line 12 of this section.

3 Tuitions:

How much revenue will the applicant earn from payments for multi-session classes or semester-long courses offered by the applicant? Do not include one-time workshops, lectures, or lecture series.

4 Workshop & Lecture Fees:

How much revenue will the applicant earn as a result of one-time events such as workshops, lectures, a lecture series, etc?

5 Touring Fees:

How much revenue will the applicant earn as a result of public or private performances, exhibitions or other presentations offered away from the home or the applicant's usual presentation venue?

6 Special Events – Other:

How much revenue will the applicant earn from events held for any purpose other than fundraising?

7 Gift Shop/Merchandise Sales:

How much will the applicant earn as a result of gift shop sales? This includes sales at any location. If the applicant runs its own food or catering services, include any revenue from these services in this line. If the applicant receives a commission on food-related sales operated at the applicant's venue by an outside vendor, record that revenue on Line 9.

8 Gallery Sales:

How much revenue will the applicant earn from the sale of items in the applicant's gallery?

9 Food Sales/Concession Revenue:

How much will the applicant earn in concession commission fees as a result of restaurant and/or catering or food sales?

10 Parking Concessions:

How much will the applicant earn from parking fees generated by a lot or garage owned or leased by the applicant?

11 Membership Dues/Fees:

How much revenue will the applicant earn from the collection of membership dues or fees? Include donations which will be made in return for benefits such as free admission, discounts and invitations to special events.

12 Subscriptions: How much revenue will the applicant earn from sales of tickets purchased via a subscription offering to a series of events during a performance season?

13 Contracted Services/Performance Fees:

How much revenue will the applicant earn from any services it performs under contract to another? Do not include fees earned from touring exhibits, performances or presentations reported above in Line 5.

14 Rental Income - Program Use:

How much revenue will the applicant receive for renting out space for on-site events for arts and culture activity? Do not include rental expenses such as interest and depreciation.

15 Rental Income - Non-Program Use:

How much revenue will the applicant receive for renting out space for on-site events for use other than arts and culture activity? Do not include any rental expenses such as interest and depreciation.

16 Advertising Revenue:

How much revenue will the applicant earn from the sale of advertising space in publications or other advertising opportunities offered by the applicant?

17 Sponsorship Revenue:

How much revenue will the applicant receive from a corporation or other organization to be used in exchange for use of the corporation's name or logo on printed materials or other agreed upon exchanges or promotions? Do not include any amounts entered on Line 21, Corporate Contributions.

18 Other Earned Revenue:

Will the applicant receive any additional earned revenue?

Subtotal Earned Revenue: Add together all expenses listed in Proposal Support, Section A.

19 Trustee/Board Contributions:

How much will the applicant receive in donations from board members, trustees, or advisors? Include all board contributions whether required by the applicant's by-laws or not.

20 Individual Contributions:

How much will the applicant receive in donations from individuals who are not board members, trustees, or advisors. Do not include any membership revenue reported in Line 11.

21 Corporate Contributions**:

How much will the applicant receive in donations from corporations, including grants and funds received from a friends group associated with the applicant or any matching gifts? Do not include any sponsorship revenue entered on Line 17 above.

22 Foundation Contributions**:

How much will the applicant receive in donations, whether temporarily restricted or unrestricted, from a charitable foundation? Include contributions from foundations associated with corporations in this line if they are accounted for this way in the applicant's audit or internal financial reports.

23 Government - City**:

If the applicant receives multiple sources of support, please provide a detailed list.

24 Government - County**:

If the applicant receives multiple sources of support, please provide a detailed list.

25 Government - State**:

If the applicant receives multiple sources of support, please provide a detailed list.

26 Government - Federal**:

If the applicant receives multiple sources of support, please provide a detailed list.

27 Special Events - Fundraising:

How much revenue will the applicant receive from events held specifically for fundraising purposes?

28 Other Public Support:

What is the total amount in donations that will be received by the applicant but do not fall into the categories listed above?

29 Parent Support:

If the applicant, department, or ongoing program is a part of, or subsidiary of a larger organization such as a university, enter any monetary support the applicant will receive from that parent on this line. This support may be in the form of a cash transfer or a budget line item.

30 In-kind Contributions:

What is the monetary value of contributions given to the applicant in the form of goods, services, land, buildings or use of space. Examples of In-Kind revenue would be the value of a donated computer, the value of free brochure printing services, or the value of the rent on a donated space used by the applicant. To determine whether an item should be counted as in-kind revenue, consult with a financial person or the applicant's auditor.

Subtotal Support:

Add together all expenses listed in Proposal Expense, Section A

Grand Total Expenses:

Add together the Proposal Support, Subtotal Earned Revenue Section A, to the Subtotal Support Section B to arrive at the Grand total Expenses (A+B.)

**For Corporate, Foundation and Government, if there are multiple sources of support in each category provide a detailed list of the sources of the support. Name sources of support along with the dollar amount of each contribution. Attach additional sheet if necessary.

PROPOSAL BUDGET DETAIL - EXPENSES /SUPPORT

Budget Explanations required by funder.

- Provide notes to explain any significant <u>project</u> budget variances if project is ongoing or expanding.
- Applicants are required to explain variances, of 10% or more, in income and expense line items from year to year.
 Applicants are strongly encouraged to explain other significant budget variances, to explain a deficit or surplus, and/or to describe plans to retire a deficit or use a surplus.
- Please provide more detailed item descriptions in the column to the right, attach additional pages if necessary.
- Use Budget Detail sheet to note variances and explain confusing budget items.
- Unexplained budget variances may result in poor reviews or scores. Attach additional pages if necessary.

(4) ARTISTIC DOCUMENTATION INDEX AND MATERIALS

Artistic documentation and artistic samples are crucial for evaluating the artistic quality of the applicant and/or project. Samples should be recent, of high quality, and as relevant to the application and/or project as possible. Label each sample clearly with the name of the applicant and the corresponding work sample letter (A or B) from the Artistic Documentation Index.

Do not submit marketing/promotional materials as artistic documentation. Please see Checklist for instructions on how to include marketing/promotional materials such as season brochures, flyers, postcards, newsletters, reviews and letters of support.

Preview the artistic documentation before submitting to ensure that there are no technical problems that might interfere with the panel's review of the work. Panelists generally spend no more than three to five minutes on the work sample(s) for each application. Please be aware that the entire sample (not just the selected segment) is considered a part of the application package and may be reviewed.

Specific Instructions for Artistic Documentation:

- Make sure that the letter on the Artistic Documentation Index corresponds to the letter on the sample work itself.
- Each different DVD, CD, publication or CD-ROM should be considered one artistic work sample.
- Applicants may submit up to two artistic documentation samples.

The following are accepted formats for submission:

DVD (Strongly Encouraged for Dance, Multi-Disciplinary, Media, Theatre and Traditional and Folk Art)

Up to 5 minutes.

- In general for the performing arts, panelists prefer to review substantive artistic excerpts rather than short edited clips with heavy narration.
- List each different DVD as one work sample on the Artistic Documentation Index.
- Include track/chapter information in the Artistic Documentation Index.
- Place selection(s) in priority order.

Audio CD: (Strongly Encouraged for Music)

- Up to 5 minutes.
 - List each different CD as one work sample on your Artistic Documentation Index.
- Include track information in your Artistic Documentation Index.
- Place your selection(s) in priority order.

Published Material (Strongly Encouraged for Literary & Visual Arts)

• This format is best used for literary publications and museum and gallery catalogues.

Images on CD ROM (Strongly Encouraged for Visual Arts)

- Up to 10 images. Digital files of completed artwork.
- All images must be numbered (1 through 10).
- Digital files must be in JPG format, 300 DPI, 5MB or smaller.

This format is best used for exhibition materials.

Pasadena Visual Support Required:

All applicants in ALL categories are required to submit <u>visual documentation</u> (CD images, DVD, CD-ROM, PowerPoint) regardless of discipline, in addition to any other support documentation (Audio CD, brochure, promotional material, etc). The <u>visual</u> documentation must reflect the type of programming or performance activity for which funding is requested. For example: an application for support of an in-school <u>music</u> program by a performing arts organization <u>must</u> be accompanied by a <u>visual</u> sample of an in-school program, not simply a general audience performance. In addition audio documentation would be expected. All additional documentation should be of the highest quality and represent the application as favorably as possible.

New Programs: If the proposed project is a pilot program of a new organization, or a new project of an established organization, or by an individual artist educator new to the field, visual documentation is **REQUIRED**. Visual support materials are encouraged for all applications whenever possible and visual material of related programming may be submitted. If any additional visual material **is** submitted the applicant <u>must</u> explain the relationship of the support material to the application, and how it reflects the applicant's **capacity** to produce the proposed project. For example: a teaching organization may submit documentation of a previous school program when requesting support for a pilot in-school program. Further information about video/DVD resources may be available on the City of Pasadena website or by calling (626) 744-7062.

(5) PRINT MATERIAL INDEX

Please provide information on any printed material accompanying your application up to ten (10) items.

- Examples may include additional photographs, brochures, catalogues, etc.
- All materials must be clearly identified.
- Label all materials with applicant's name.

One (1) copy of each item should be submitted with the original application and <u>ten (10) additional sets must be provided for panelists.</u> (One of a kind catalogues exempted.) Label the sample print materials with the corresponding index number and the applicant's name in the right corner of each sample.

(6) PRESS MATERIAL INDEX (AND/OR LETTERS OF SUPPORT)

Please provide information on any printed material accompanying your application such as reviews, newspaper, magazine articles and/or letters of support, etc. up to ten (10) items.

- All materials must be clearly identified. Label all materials with applicant's name.
- Provide the following information for each clipping.

One (1) copy of each item should be submitted with the original application and <u>ten (10) additional sets must be provided for panelists.</u> Label the sample press materials with the corresponding number the applicant's name in the right corner of each sample.

VENDOR LIST QUESTIONNAIRE

All grant recipients are considered vendors providing a specific service for the City of Pasadena. A Vendor List Questionnaire (Form AA-1) must be submitted to the Department of Finance prior to the start of any services provided.

INDIVIDUAL ARTIST GRANT CATEGORY 2013/14 APPLICATION CHECKLIST

Please fill out this page and attach to the FRONT of the Original application package.

Organization Name:		ion Name: Contact Name:		
Pho	ne: _	Fax: Email:		
		Application and Copies are 3-hole punched, clipped, not stapled	Include with Original	Include with 10 copies
	1.	Application Checklist -This page-	$\overline{\square}$	
Ħ	2.	2013/2014 Application [which includes]:	V	$\overline{\mathbf{V}}$
		Cover Page		
		Project Summary		
		 Section 1, Part I (1 page) and Part II (3 Pages maximum), and Sections 2 through 5. 		
	3.	Artistic Documentation Index and VISUAL materials - Section 4 ARTISTIC DOCUMENTATION AND ARTISTIC SAMPLES are REQUIRED for ALL applicants (See GUIDELINES)		
		Sample a. CD/ DVD / CD-ROM/ POWER POINT Index and Visual Disc – One (1) copy of Index and disc required with original application [maximum of five (5) minutes artistic excerpts or maximum of ten (10) images. Items must be labeled with indication on what is to be reviewed.] Additional copies optional AND/OR	V	optional
		Sample b. Additional CD/ DVD / CD-ROM/ POWER POINT Index and Audio -or-Visual Disc – One (1) copy of Index and disc with original application [maximum of five (5) minutes artistic excerpts or audio samples or maximum of ten (10) images. Items must be labeled with indication on what is to be reviewed.] Additional copies optional	Ø	optional
	4.	Additional Supplemental Materials		
		Printed Materials INDEX with Printed materials - Section 5 [Clear sleeves for samples recommended] - One (1) copy of each item, maximum ten (10) Brochures, performance programs, catalogues, etc. Additional copies of each item required for panelists see below.	V	\square
		Press Materials INDEX with Press clippings - Section 6 [Clear sleeves for samples recommended] – One (1) copy of each item, maximum ten (10) Reviews, newspaper articles, etc. Additional copies of each item required for panelists see below. (One of a kind catalogues are exempted from additional copies)	Ø	\square
П	5.	Complete resumes of applying artist	Ø	\square
旹	6.	Resumes of key administrative and creative personnel (when applicable)	<u> </u>	
旹	7.	Letters of intent from intended host site or performance venue	<u> </u>	
Ħ	8.	Vendor List Questionnaire	<u> </u>	
Ħ	9.	Self addressed, stamped envelope for return of visual and supplemental materials.	<u> </u>	
	10.	ONE (1) ORIGINAL that includes #1.thru 9. above		
_	4.4	[Three-hole punched, clipped, not stapled]		
	11.	TEN (10) ADDITIONAL COPIES that include # 2. 4. 5. 6. & 7. above (additional copies of # 3 is optional)		
		[Three-hole punched, clipped, not stapled] in sets]		

INDIVIDUAL ARTIST GRANT CATEGORY 2013/2014 APPLICATION COVER PAGE

Please thoroughly complete this form. You may use a typewriter or a word processor. ☐ New Applicant Previously applied, not awarded funding Previously applied, awarded funding Applicant: **Mailing Address:** City: State: Zip Code: **Contact Person (name and title):** Phone: Fax: Email: Website: Name of Employer (For non-resident employment only. Please provide copy of pay stub, or letter of verification from employer.): Project Summary: Provide a concise overview of project for which funding is requested. **Project Start Date: Project End Date:** Pasadena City Council 2013/2014 GRANT REQUEST: \$ District(s) project will take place **CULTURAL AFFAIRS FUNDING HISTORY:** 2009/10 2010/11 2011/12 2012/13 For applicant:

I certify that the information presented in this application is true and complete to the best of my knowledge. I further

Date:

certify that the organization complies with all minimum eligibility requirements.

Signature:

INDIVIDUAL ARTIST GRANT CATEGORY ARTIST BACKGROUND AND PROJECT PROPOSAL

(1) NARRATIVE INFORMATION

Part I: Individual Artist Background (1 page): Please include a narrative biography of art background and artistic statement or philosophy. (The applicant must also provide an additional artist resume with this application. Include resumes of any key administrative or creative personnel when applicable.)

Part II: Project Proposal – Individual Artist

- Please address the following questions in no more than three single-sided 8" x 11" pages with 1" margins.
- Number each page and indicate the Applicant's name in the upper right of each page.
- Applications must be typewritten, single-spaced in a font 11 point or larger.

Use the following headings and letters to organize your response:

- A. Project Description: Describe the proposed project for which funds are being requested. Include proposed presentation site. (Letter of intent from host site or performance venue must be included with application.)
- B. Artistic Direction: Give an overview of your artistic direction and why a grant would be helpful at this point in your career. Is there potential for personal growth?
- C. Artistic Goals: Indicate your goals for the following as applicable: artistic quality, artistic contribution, project innovation or other goals.
- D. **Evaluation:** Explain how you will determine the success of your project and what information you will use to account for your success. If desired include possible audience size or diversity, community access or outreach if applicable.

Please note: This feature of the application is not intended to focus your project on data collection but is an opportunity for you to show the IMPACT of the funded program or project on the target market and/or community. Please include both statistical and anecdotal information. Please read the Project Evaluation and Outreach and Diversity Guidelines attachment. Cultural Access Policy and Equity Standards are available online at http://www.cityofpasadena.net/arts/AccessPolicy.asp or by contacting Cultural Affairs (626) 744-7062.

- E. Timeline: Please include a detailed timeline here over the grant funding period (July 1, 2013 through June 30, 2014).
- F. Additional Funding Sources: Since it is <u>unlikely</u> that full project funding will come from Cultural Affairs please describe how would the project be adjusted or, how and where would additional funds be sought?

			FY 2013/2014 Applicant Name:	
(49)	(2) PROPOSAL EXPENSE	S		
Propos	al Expenses from	_ to		
Drovido	the hudget in the following forms	t Administrative	a expanses may not exceed 15% of the total project hydret	

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categories. Include any narrative/clarifica	Grant	Other	Proposed Other	TOTAL	Budget Notes
	Request	Sources	Source CONFIRMED or AWAITING RESPONSE FROM FUNDER?	IOIAL	Category Clarifications
I. EXPENSES					
A. Salaries & Fringe			C or A		
Artists & Performers – Salaries					
2. Program – All Other - Salaries					
3. Fundraising - Salaries					
4. General & Administrative – Salaries (Limited to 15 % of total budget)					
5. Fringe Benefits					
Subtotal Salaries & Fringe					
B. Operating Expenses			C or A		
6. Advertising and Marketing					
7. Artist Commission Fees					
8. Artists & Performers - Non-Salaried					
9. Catering & Hospitality					
10. Conferences & Meetings					
11. Cost of Sales					
12. Equipment Rental					
13. Facilities - Other					
14. Fundraising Expenses - Other					
15. Fundraising Professionals					
16. Honoraria					
17. In-Kind Contributions					
18. Insurance					
19. Internet & Website					
20. Lodging & Meals					
21. Office Expense - Other					
22. Other (If >10% of operating explain in detail)					
23. Postage & Shipping					
24. Printing					
25. Production & Exhibition Costs					
26. Programs - Other					
27. Professional Development					
28. Professional Fees					
29. Public Relations 30. Rent					
31. Supplies					
32. Telephone					
33. Touring			1		
34. Travel					
35. Utilities					
Subtotal Operating					
GRAND TOTAL EXPENSES (A +B)					

	FY 2013/2	014 Applicant Name:
◉ (3) PROPOSAL SUPPORT		
Proposal Support fromto		
	nistrative expenses	may not exceed 15% of the total project budget.
		be included in the budget if applicable. Please include
		ny "In-Kind" support under "Support" if applicable.
		Fill in ONLY those applicable categories. Include
any narrative category clarifications in the far		
SUPPORT	Total	Detailed item descriptions here: please indicate and explain in DETAIL SECTION when SUPPORT is AWAITING RESPONSE FROM FUNDER (see previous page)
A. Earned Revenue		
1. Admissions		
2. Ticket Sales		
3. Tuitions		
4. Workshop & Lecture Fees		
5. Touring Fees		
6. Special Events - Other		
7. Gift Shop/Merchandise Sales		
8. Gallery Sales		
9. Food Sales/Concession Revenue		
10. Parking Concessions		
11. Membership Dues/Fees		
12. Subscriptions		
13. Contracted Services/Performance Fees (If additional services are included, itemize on Budget Detail sheet.)		
14. Rental Income – Program Use		
15. Rental Income – Non-Program Use		
16. Advertising Revenue		
17. Sponsorship Revenue		
18. Other (If greater than 10% of revenue use Budget Detail.)		
Subtotal Earned Revenue		
B. Support		
19. Trustee/Board Contributions		
20. Individual Contributions (If greater than 10% of private support, please itemize on Budget Detail)		
21. Corporate Contributions**		
22. Foundation Contributions**		
23. Government – City** (Anticipated proceeds from this application should be included in this line. Itemize others below.)		
24. Government – County**		
25. Government – State**		
26 Government - Federal**		

27. Special Events – Fundraising

29. Parent Organization Support

30. In-kind Contributions (If greater than 10% of

GRAND TOTAL REVENUE (A + B)

28. Other Public Support

revenue use Budget Detail.)
Subtotal Support

^{**}For Corporate, Foundation and Government, if there are multiple sources of support in each category, please provide a detailed list in the box below. Attach additional sheet if necessary.

FY 2013/2014 Applicant Name:
Budget Explanations required by funder. Provide notes to explain any significant budget variances and line items that may seem confusing to the evaluation panel. Applicants are required to explain variances if line item is 10% or more of total income and expense line items. Applicants are strongly encouraged to explain significant budget variances, to explain a deficit or surplus, and/or to describe plans to retire a deficit or use a surplus. Unexplained and confusing budget variances and line items may result in poor reviews or scores. Attach additional pages if necessary.
. Applicant has no budget variances to explain OR See budget explanations below

ARTISTIC DOCUMENTATION and SAMPLES – VISUAL/MEDIA CD/ DVD / CD-ROM / POWER POINT INDEX

	(4)	ARTISTIC	DOCUMENTATION	INDEX - VISUAL
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your application. T disc and case with	otal viewing time car artist's name.	not exceed f	ive (5) minutes	. All images <u>n</u>	nust be clearly	identified. L
REQUIRED: SAM	PLE A DVD	☐ CD	☐ CD-ROM	1		
Title	Artist(s)		Date work completed	Track(s) or Chapter(s)	Sample Running Time	
Briefly describe the	e artistic sample and	explain the r	elationship of th	ne artistic san	nple to the app	lication in th
accompanying you	e following information or application. Total v abel disc and case w	iewing/listeni	ng time cannot			
accompanying you clearly identified. L	ur application. Total v abel disc and case w	iewing/listeni	ng time cannot	exceed five (
accompanying you	ur application. Total v abel disc and case w	iewing/listeni vith artist's na	ng time cannot ame.	exceed five (

Briefly describe the artistic sample and explain the relationship of the artistic sample to the application in the box below.

SUPPLEMENTAL MATERIAL PRINTED MATERIAL

(5) PRINTED MATERIAL INDEX

Please provide information on any printed material accompanying your application up to ten (10) items. Examples may include additional photographs, brochures, catalogues, etc. All materials <u>must</u> be clearly identified. Label all materials with applicant's name.

One (1) copy of each item should be submitted with the original application and <u>ten (10) additional sets must be provided for panelists.</u> (One of a kind catalogues exempted.) Label the sample print materials with the corresponding index number and the applicant's name in the right corner of each sample.

	Date(s)	Name/Description
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

SUPPLEMENTAL MATERIAL PRESS CLIPPINGS

(6) PRESS MATERIAL INDEX (and/or Letters of Support)

Please provide information on any printed material accompanying your application such as reviews, newspaper, magazine articles and/or letters of support, etc. up to ten (10) items. All materials <u>must</u> be clearly identified. Label all materials with applicant's name. Provide the following information for each clipping.

One (1) copy of each item should be submitted with the original application and ten (10) additional sets must be provided for panelists. Label the sample press materials with the corresponding number the applicant's name in the right corner of each sample.

	Name of Publication	Date Published
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		



Purchasing & Payables Division

100 N. Garfield Ave., Room 328 Pasadena, CA 91101 (626) 744-6755 (626) 744-6757 Fax

Internet: www.ci.pasadena.ca.us/purchasing

Vendor List Questionnaire (Form AA-1) Affidavit of Equal Opportunity Employment & Non-segregation

In order to be placed to the City's vendor list and be eligible to receive City business, you must provide the following information except where indicated as "optional". By submitting this form you are declaring under penalty of perjury under the laws of the State of California and the laws of the United States that the information is true and correct. Furthermore, you are certifying that your firm will adhere to equal opportunity employment practices to assure that applicants and employees are not discriminated against because of their race, religion, color, national origin, ancestry, disability, sex or age. And, your firm does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained.

Name of Company:	Busine	ess Telephone:
Address:		Fax Number:
City:	State:	(optional) Zip:
Contact Person:	Email Address:	
Tax ID Number (or Social Security Number):		
Remit Address (if different):		
Please state clearly and concisely the type(s	of goods and servic	es your company provides:
Small and Micro Business Preference Program: If of a small or micro business, please provide DGS Refere for additional information.	•	•
The following section is OPTIONAL and is for statistical that apply):	al reporting purposes o	nly. Ownership (please check all
African – American	☐ Hispanic ☐	Native American ☐