



## **2018-19 Neighborhood Public Art Mini-Grant Application Form**

### **Important Dates:**

Call for Proposals: Monday, July 23<sup>rd</sup>, 2018

Mandatory Workshop: Saturday, August 25<sup>th</sup>, 2018

Application Deadline: Wednesday, September 21<sup>st</sup>, 2018

Presentations to the Arts & Culture Commission: Thursday, Sept. 27<sup>th</sup> & Thursday, Oct. 4<sup>th</sup>, 2018  
(applicants select their presentation date)

Grant Period: December 2018 – August 2019

### **1. Proposed Project:**

Name of Project: \_\_\_\_\_

Project Location: \_\_\_\_\_

Name of Project Manager or Primary Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email (mandatory): \_\_\_\_\_

### **2. Eligibility:**

Are you at least 18 years old? Yes \_\_\_ No \_\_\_

Did you attend the mandatory workshop? Yes \_\_\_ No \_\_\_

Are you a resident of Richmond? Yes \_\_\_ No \_\_\_

Have you applied or been awarded a Richmond grant before? Yes \_\_\_ No \_\_\_

If Yes:

What year(s)? \_\_\_\_\_

How many times have you received an NPA grant? \_\_\_\_\_

How much was/were the grant(s)? \_\_\_\_\_

Briefly describe that project in 100 words or less:

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### **3. Application Requirements:**

1. Mandatory attendance to workshop.
2. A completed and signed application form.
3. Images.
4. Resume/Bio.
5. Proposed Budget.
6. Optional: supporting materials such as articles, artist statements, postcards, etc..
7. Answers can be typed for email or attached on separate sheets of paper.
8. No exceptions to the above application requirements.

**Additional Participants (list name, address, phone number, and email for each person):**

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**Artistic Discipline:**

(Circle all that apply to the project)

Visual Arts      Mural              Dance              Performing Arts              Media Arts              Environmental  
Literary Arts      Music              Craft              Other: \_\_\_\_\_

**Describe your art experience and background (300 words or less):**

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**Describe your project (300 words or less):**

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**What are your top 3 goals for your project? (300 words or less)**

- 1)
- 2)
- 3)

**Who is the target audience and/or community for your project? (300 words or less)**

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**What community activities will be included in the project? (300 words or less)**

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**List 3 measurable outcomes from your project (300 words or less):**

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**What is the start and end date of the proposed project?**

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

**Estimated number of people impacted by this project:** \_\_\_\_\_

**What category does your grant request fall within? (Circle one):**

**Small:** \$500-\$3000      **Medium:** \$3000-\$5000      **Large:** \$5,000-\$8000

**4. Projected Expenses:**

Categories	Expenses
<b>1. Project Leader (name):</b> No more than 25% of the total budget can be allotted for the Project Manager.	
<ul style="list-style-type: none"> <li>● <i>On-site time = Hours x Cost per hour</i></li> </ul>	
<ul style="list-style-type: none"> <li>● <i>Prep time= 1 hr. prep time for every 2 hrs. project time</i></li> </ul>	
<ul style="list-style-type: none"> <li>● <i>Meetings = # hrs per meeting x # of meetings</i></li> </ul>	
<b>2. Assistant Coordinator (name, if applicable)</b>	
<ul style="list-style-type: none"> <li>● <i># of hours dedicated to this project</i></li> <li>● <i>Cost of Assistant Coordinator per hour x # of hours</i></li> </ul>	
<b>3. Supplies for entire project.</b>	
<ul style="list-style-type: none"> <li>● <i>Paints, lumber, plywood, brushes, clay, tiles, other</i></li> </ul>	
<b>4. Other project expenses:</b> Equipment cannot be more than 25% of the Budget. Applicant may be asked to consider alternatives for the top two equipment expenses and provide viable alternatives.	
<b>5. Transportation costs (if applicable)</b>	
<b>Sub-total</b>	
<b>Notes:</b>	
<b>TOTAL PROJECT COSTS</b>	

**5. References:**

List three references with name, address, phone number, and email:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**6. Project Work Sample:**

Submit 1-5 JPEG images no larger than 10 MB each on a CD or email with corresponding list indicating title, size, location, and year if applicable.

**Image List:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**8. Resume or Bio:**

Attach a resume or bio. The bio can be 1-2 paragraphs describing your background.

**9. Optional:**

Limit additional supporting materials to 3 such as articles, artist statements, postcards, and etc... Do not send original pieces of artwork. They cannot be returned.

**10. Mail Completed Application to:**

Michele Seville, Arts & Culture Manager  
440 Civic Center Plaza, 2<sup>nd</sup> Floor  
Richmond, CA 94804

**Or email to:** [michele\\_seville@ci.richmond.ca.us](mailto:michele_seville@ci.richmond.ca.us)

**Signature by Primary Project Contact:**

Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office use only:**

Received by \_\_\_\_\_ Date: \_\_\_\_\_