



## **COMMISSION FOR CULTURAL DEVELOPMENT GRANT APPLICATION**

Our Mission is to promote the development of Bangor as a regional arts center that nurtures the artistic and cultural expression of its diverse peoples.

### **APPLICATION INSTRUCTIONS**

- Applications are reviewed quarterly and must be postmarked by **January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup>, or October 1<sup>st</sup>** for consideration.
- **Only 501(c)3 Organizations are eligible to apply for grants**
- **Large grant applications** (Over \$2,000) will only be accepted on January 1<sup>st</sup> and July 1<sup>st</sup>. *NOTE for large grants collaborations is very heavily weighted in the evaluation process.*
- **Small grant applications** (\$2,000 or less) will be accepted on January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup> and October 1<sup>st</sup>.
- **Match requirement-** Applicants must demonstrate how City of Bangor funds will be leveraged. Funds should be matched by a minimum of 50% through other means of fundraising (grants, donations, in-kind)
- Eligible organizations may submit only one application per calendar year.
- The decision process on each application will take a minimum of six weeks from the end of the application deadline.
- The Bangor City Council gives final approval on all Commission recommendations.
- Funds granted are intended to be used within 12 months and a final report is required of all successful applicants.
- Applicants will be given the opportunity to speak on behalf of their organization, both with the Commission and with the Council
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### **CHECKLIST OF ITEMS DUE WITH GRANT REQUEST**

**Please provide 5 hard copies AND 1 electronic copy of the following:**

- Grant Application Form
- Proposal Narrative
- Budget supporting this proposed project

**Please provide 1 hard copy of the following:**

- Signed Assurances Form
- List of officers and board members
- Copy of IRS Federal Tax Exemption Determination Letter 501(c)

**Materials and questions should be addressed to:**

Caitlin Brooke • City of Bangor, 73 Harlow Street, Bangor, ME 04401  
(207)992-4234 • caitlin.brooke@bangormaine.gov

- Operating income and expense budget for current fiscal year
- Capital budget
- Description of any capital campaign which you are planning or have in process
- List of current and proposed funding sources for your organization
- Most recent annual report including financial statement (Audited, if available)

## GRANT APPLICATION

### Organization Information

<b>Applicant name</b>	<b>Phone</b>	<b>Email</b>
<b>Organization</b>	<b>Name of project for funding</b>	
<b>Mailing address</b>	<b>Physical address (if different)</b>	
<b>Year organization was established:</b>	<b>Number of employees:</b>	
<b>Organization named in 501(c) letter:</b>	<b>Total operating expenses, past fiscal year:</b>	
<b>Mission Statement:</b>		
<b>General description of the organization, its purpose, and goals:</b>		

**Brief description of current programs and activities.** Emphasize major achievements of the past two years.

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## Funding Request Summary

Amount Requested	Date Needed	Organization's Fiscal Year
<b>Total fundraising goal for this project (in cash and in-kind):</b>		<b>Total funding already raised for this project and description of the source(s):</b>
<b>Briefly state the purpose of the request, and time frame of the planned expenditures:</b>		

## Proposal Narrative

**Provide the following information in this order. Do not use more than 5 single-spaced pages, exclusive of attachments. Please staple; do not bind your application.**

### **Describe your project:**

1. What community and/or agency needs will this effort address?
2. Capacity: complete description of program or capital campaign including strategies that will be employed to implement the proposed project:
  - goals and objectives
  - timetable for accomplishing stated goals and objectives
  - program methodology
  - staffing and volunteer support
3. How does your project address these needs?
4. How will City of Bangor funds leverage additional funds to support this project?
5. What population does this project serve?
6. What results do you expect to have achieved by the end of the funding period?

### **Budget**

1. Include a detailed budget supporting this project

### **Evaluation**

2. What are your indicators for success with this project? (i.e. increased participation, leverage additional fund via grants or donations, etc)
3. How will you measure (in quantifiable terms) the effectiveness of your activities?

**Collaborations:** *NOTE for large grants this section is very heavily weighted in the evaluation process.*

1. Describe all partners and their roles in the project.
2. How do you collaborate with other organizations independent of this proposed project? Describe your formal and informal relationships with other organizations.

### **Sustainability**

1. How will your project be sustained after the exhaustion of grant funds?

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**Commission on Cultural Development**

**Assurances Form**

If the grant is made, the grantee agrees to provide the City of Bangor, within 12 months of receipt, an accounting of how the grant money was used, and a description of how well the project met the grantee's original objectives, as well as any other reports that the City of Bangor may require.

Grantee will also provide digital photographs of the finished project or event funded, and authorizes use and publication of the photos by the City of Bangor.

If the grant is made, the grantee agrees to repay, upon demand, to The City of Bangor the amount of said grant if any of the following events occur:

- Any change in the activities of the grantee which affects the nature of its exempt status.
- Failure to spend the grant as indicated in the application.
- The grant application of any required report to The City of Bangor is found to be inaccurate in any material respect.

***The foregoing is certified to be true to the best of our knowledge, information, and belief.***

Name of Requesting Organization: \_\_\_\_\_

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Print Signer's Name: \_\_\_\_\_

Official Capacity of Signed: \_\_\_\_\_

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## Commission on Cultural Development

### Municipal funding criteria and mechanisms (3/24/05)

**Municipal funding in support of arts, cultural and humanities activities, organizations, and public art collections** is for the purpose of helping to sustain the level of activity and accessibility that meets the community's needs. Distinct funding cycles encourage planning within and amongst the arts and cultural organizations.

- Collaboration, partnering, and cooperation among arts and cultural groups in programming and operations (where possible) are highly weighted factors in determining 1) whether to award the grant, and 2) the size of the grant.
- A demonstrable material economic impact factor (relative to the funding request) will be a weighting factor in determining 1) whether to award the grant, and 2) the size of the grant.
- Funding from other sources is required to match in whole, or in part, City funding. Said funding may take the form of revenues, grants, sponsorships or donations.
- Those programs or events that are planned to be recurring in nature and which are projected to become self-sustaining within five years will receive greater consideration for public funding than those which cannot be expected to become largely self-sustaining.
- Every application for municipal funding must include a set of quantifiable goals as well as a set of subjective goals.
- Every recipient of municipal funding is required to submit a post-project report of accountability, comparing actual results to the quantifiable and subjective goals identified in the funding application.
- No additional funding will be granted to any applicant that has not provided the requisite post-project report related to earlier grants.
- Notwithstanding any of the above criteria, applications for financial assistance will be considered first and foremost on the quality of the proposed project, understanding that quantifiable criteria are not the only barometers of success.
- The Bangor City Council establishes an annual appropriation to fund grant requests by local 501 c 3 arts and cultural organizations. The amount budgeted is established during the overall city budgeting process, with consideration given to recommendation from The Commission on Cultural Development. Appropriations that are not used in a given year are added to the balance of a reserve account that helps to fund meritorious future requests. Categories for which grants are considered:
  - projects/programming
  - capital projects
- Applications for grants from the appropriation are reviewed in accordance with a funding cycle calendar published by the Finance Director of the City of Bangor. Currently, applications are reviewed quarterly and must be received by April 1st, July 1st, October 1st, or January 1st for consideration. Eligible organizations may submit only one application per calendar year.
- The Commission on Cultural Development performs the preliminary review of all applications, and makes funding recommendations to the City Council on those that meet the eligibility criteria.

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