



## CITY OF BANGOR

### COMMISSION ON 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.

#### ELIGIBILITY REQUIREMENTS

- **Match requirement-** Applicants must demonstrate how City of Bangor funds will be leveraged. Funds requested should be at least matched 1 to 1 through other means of fundraising (grants, donations, in-kind). For example, a \$2,000 project request must demonstrate a minimum of \$2,000 in other funds (revenue, donations, etc.).
- Funds requested must be used on **projects located within the City of Bangor** and directly serve the Bangor community.

#### Eligibility for Organizations

- **Only Organizations holding a current IRS Determined Non-Profit status are eligible to apply for grants** (*501(c) Tax Exempt Non-Profits, 509(a) Supporting Organizations & Charities, 170(b) Public Charity Designation, or 507(b) Private Foundations*).

#### Eligibility for Individuals

- Individual artists may submit applications for grants **up to \$1,000**.
- Individual artists are only eligible for reimbursement for up to 50% of the costs of supplies and materials.
- Works produced will initially be accessible to the public.

#### APPLICATION & GRANT DETAILS

- Applications are accepted on a bi-annual basis and must be postmarked by **April 1<sup>st</sup> or October 1<sup>st</sup>** for consideration.
- The Commission reviews applications approximately one month later at the monthly meetings scheduled for May and November.
- Applicants may be given the opportunity to speak on behalf of their organization, both with the Commission and with the Council or Council Committee.
- The Bangor City Council gives final approval on all Commission recommendations.
- Eligible applicants that receive a grant may only submit one application per calendar year.
- Applicants that did NOT receive a grant may submit an application at any subsequent grant cycle.
- The decision process on each application will take a minimum of six weeks from the end of the application deadline.
- Funds granted must be used within 12 months.
- A final report is required of all successful grant recipients, detailing how funds were used and the impact on the community.

**CHECKLIST OF ITEMS DUE WITH GRANT APPLICATION**

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

- Cover Letter
- Grant Application Request Form
- Proposal Narrative
- Budget supporting this proposed project
- Signed Assurances Form

<b><u>ADDITIONAL ITEMS REQUIRED FOR ORGANIZATIONS</u></b>	<b><u>ADDITIONAL ITEMS REQUIRED FOR INDIVIDUALS</u></b>
<ul style="list-style-type: none"><li><input type="checkbox"/> List of officers and board members</li><li><input type="checkbox"/> Copy of IRS Federal Tax Exemption Determination Letter</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Artist resume or curriculum vitae</li></ul>

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

Community and Economic Development Office  
City of Bangor  
73 Harlow Street, Bangor, ME 04401  
(207) 992-4280  
culturalcommission@bangormaine.gov

## COVER LETTER

Include a basic one-page cover letter addressed to the Commission on Cultural Development that states the amount requested and provides a highly abbreviated description of the project.

## GRANT APPLICATION REQUEST FORM

This provides essential data about your request and your organization. Begin by opening the Request Form, saving it (as a writable Microsoft Word document) to your computer and entering your information. *Don't forget to save the document to your computer.* When the application is completed, email or print and mail it directly to the CCD.

APPLICANT INFORMATION		
I am applying as: <input type="checkbox"/> Organization <input type="checkbox"/> Individual		
Name of Applicant:		
Name of Contact Person:		
Email:		
Address:		
City	State	Zip
Telephone	Fax	
Website:		
Have you received a grant from the Commission on Cultural Development in the past? _____ Yes            _____ No If yes, please indicate the year: _____		
PROJECT INFORMATION		
Please Select the Primary Category of the application: _____ Visual Arts            _____ Performing Arts            _____ Humanities            _____ Other If humanities or other, please specify:		
Total Amount Requested:	Total Project Budget:	
Brief Description of the Request (5 lines or less):		

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**PROPOSAL NARRATIVE**

**Part 1: Proposal Narrative**

Submit a proposal narrative, **not exceeding 2 pages or 1,000 words**, with 1-inch margins, at least 10-point font, and single line spacing. The narrative should focus on the grant request and should include the following (if applicable):

- Proposed use of requested funds.
- Targeted population and geographic area to be served by this project/program.
- Desired outcomes and plans for achieving them.
- Plans for assessing progress toward goals.
- Other sources of support committed thus far.
- Projected timeline for use of funds. *Provide project start and end dates if possible.*

**BUDGET**

<b>INCOME</b>		<b>EXPENSES</b>	
Amount requested:		Fees:	
Matching funds (at least 50% of award amount):		For contractors, artists	
Cash		For administration	
In-kind		For venue use	
Sponsorships (cash or in-kind)		Materials	
		Marketing	
		Travel	
		Other	
<b>TOTAL PROJECT BUDGET</b>		<b>TOTAL EXPENSES:</b>	



## CITY OF BANGOR

### 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 full amount of said grant if any of the following events occur:

- Failure to spend the grant as indicated in the application, including any change in the intent of the activity, without prior approval of the Commission on Cultural Development.
- The grant application or any required report to the City of Bangor is found to be inaccurate in any material respect.
- Any change in the activities of the grantee which affects the nature of its exempt status (*Organizations only*)

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

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

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

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

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