



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 a 1:1 match through other means of fundraising (grants, ticket sales, donations, in-kind, etc.). For example, a request for a \$2,000 grant must demonstrate income equal to or greater than \$2,000.
- Funds requested must be used on **projects located within the City of Bangor** and directly serve the Bangor community.

Eligibility for Organizations

- **Only 501(c)3 Tax Exempt Non-Profits or organizations applying through a 501(c)3 partner are eligible.**

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.
- Special consideration will be given to projects designed to be displayed in a public location. All works funded must initially be accessible to the public.

APPLICATION & GRANT DETAILS

- Applications are accepted on a bi-annual basis and must be postmarked by **April 1st or October 1st** for consideration.
- The Commission reviews applications at the monthly meetings scheduled for May and November. The Commission will send their recommendations to the Business & Economic Development Committee for approval before going to the Council for final approval.
- Applicants may attend the Commission meeting when grants are considered. They are not expected to make a presentation but may be given the opportunity to speak or answer questions.
- 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.
- Projects will not be funded retroactively. Requests should be for funds needed after June 1 for the spring cycle and after December 1 for the fall cycle.
- Funds granted must be used within 12 months, other than for exceptional conditions, in which a request for extension must be submitted.
- A final report is required of all successful grant recipients, detailing how funds were used and the impact on the community. Any organization or individual who has received a prior grant is not eligible if they have not submitted a completion report for that grant.

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

<u>ADDITIONAL ITEMS REQUIRED FOR ORGANIZATIONS</u>	<u>ADDITIONAL ITEMS REQUIRED FOR INDIVIDUALS</u>
<input type="checkbox"/> List of officers and board members <input type="checkbox"/> Copy of IRS Federal Tax Exemption Determination Letter	<input type="checkbox"/> Artist resume or curriculum vitae

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

Please submit your organization's total income and expenses for the most recent fiscal year and a detailed budget for your proposal. Amount requested must not exceed 50% of the total budget for the project. Please include:

- Anticipated income: (CCD grant, other grants, tuition or entrance fees, in-kind, etc.)
- Expenses: Administration and overhead **for project only**, materials (as specific as possible), venue, artists/vendors, marketing, travel, other

INCOME		EXPENSES	
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	
TOTAL PROJECT BUDGET		TOTAL EXPENSES:	



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: _____