

**City of Reno  
Arts & Culture Commission**

**Project Grants  
(Maximum Grant: up to \$10,000)  
\$130,000**

**2014-2015  
Application and Guidelines**

**Due  
Monday, January 6, 2014  
4 p.m.**

**Signature Page: 2014-2015 Project Grant**

This page must be signed by the grant contact person and by a principal officer of the organization with knowledge of the information in this application. The undersigned do hereby certify that the information contained in this application is accurate and represents a reasonable estimate of future operations.

**Signature of Applicant** \_\_\_\_\_

Title \_\_\_\_\_ Organization \_\_\_\_\_

Typed Name \_\_\_\_\_ Date \_\_\_\_\_

**Signature of Principal Officer  
or Fiscal Agent (if applicable)** \_\_\_\_\_

Title \_\_\_\_\_ Organization \_\_\_\_\_

Typed Name \_\_\_\_\_ Date \_\_\_\_\_

## Checklist for Packet:

- Workshop attendance form (1)
- Signed original signature page 2 (1)
- Affirmation of Non-Profit Organization pages 4-5 (1)
- Application - pages 11-15 (10)
- Narrative - 3 pages maximum (10)
- Resumes (10)
- Cue sheet (10)
- Evaluation form (10)
- Supporting material (1)
  - Most recent copy of the fiscal budget portion of 990 (1)
  - Most recent audit, financial review or statement (1)
  - Most recent IRS letter of determination of non-profit status (1)
  - Current list of Board of Directors, faculty or advisory committee for public institutions (1)
  - Samples of publications, PR materials, programs or other material used by your organization in the past year (1)
  - Letters from collaborating partners (1)
  - Estimate of facility rental costs (1)
  - Past 3 years of funding information from City of Reno (grants, sponsorships, NAB, etc)
  - Documentation of present work and/or project (1)
    - **Performing arts** - DVD/CD 3 minutes or less that is a representation of your work. Include the date of the performance. Must be PC compatible.
    - **Literary arts** - 3 examples of your publications
    - **Visual arts** - 6 slides or digital images on power point with clearly labeled images for each artist or 2 each for group shows; please date them.
    - **Folk arts/multi-disciplinary** - most recent slides, digital images or power point, DVD/CD, publications or other materials what show your work and help the panel understand your activity, including the date of the example. Must be PC compatible.
    - **Design** - design plans, renderings or other material indicative of your project, letters of partnership and resumes form key designers, architects or other personnel.

**DO NOT INCLUDE ANY PAGES OTHER THAN THOSE LISTED ABOVE**

**NOTE:** Failure to provide any of the listed materials will result in complete disqualification. Application must be typed; no handwritten applications will be accepted.

**AFFIRMATION OF NONPROFIT ORGANIZATION**  
**(NRS 268.028 and 372.3261)**

\_\_\_\_\_ (hereafter “Applicant”) has applied for a grant or donation authorized by Section 268.028 of the Nevada Revised Statutes (NRS). That statute provides that a grant or donation may only be made to a “nonprofit organization created for religious, charitable or educational purposes” as defined in NRS 372.3261, which provides:

**NRS 372.3261 Requirements for organization created for religious, charitable or educational purposes.**

1. For the purposes of NRS 372.326, an organization is created for religious, charitable or educational purposes if it complies with the provisions of this section.

2. An organization is created for religious purposes if:

(a) It complies with the requirements set forth in subsection 5; and

(b) The sole or primary purpose of the organization is the operation of a church, synagogue or other place of religious worship at which nonprofit religious services and activities are regularly conducted. Such an organization includes, without limitation, an integrated auxiliary or affiliate of the organization, men’s, women’s or youth groups established by the organization, a school or mission society operated by the organization, an organization of local units of a church and a convention or association of churches.

3. An organization is created for charitable purposes if:

(a) It complies with the requirements set forth in subsection 5;

(b) The sole or primary purpose of the organization is to:

(1) Advance a public purpose, donate or render gratuitously or at a reduced rate a substantial portion of its services to the persons who are the subjects of its charitable services, and benefit a substantial and indefinite class of persons who are the legitimate subjects of charity;

(2) Provide services that are otherwise required to be provided by a local government, this State or the Federal Government; or

(3) Operate a hospital or medical facility licensed pursuant to chapter 449 or 450 of NRS; and

(c) The organization is operating in this State.

4. An organization is created for educational purposes if:

(a) It complies with the requirements set forth in subsection 5; and

(b) The sole or primary purpose of the organization is to:

(1) Provide athletic, cultural or social activities for children;

(2) Provide displays or performances of the visual or performing arts to members of the general public;

(3) Provide instruction and disseminate information on subjects beneficial to the community;

(4) Operate a school, college or university located in this State that conducts regular classes and provides courses of study required for accreditation or licensing by the State Board of Education or the Commission on Postsecondary Education, or for membership in the Northwest Association of Schools and of Colleges and Universities;

(5) Serve as a local or state apprenticeship committee to advance programs of apprenticeship in this State; or

(6) Sponsor programs of apprenticeship in this State through a trust created pursuant to 29 U.S.C. § 186.

5. In addition to the requirements set forth in subsection 2, 3 or 4, an organization is created for religious, charitable or educational purposes if:

(a) No part of the net earnings of any such organization inures to the benefit of a private shareholder, individual or entity;

(b) The business of the organization is not conducted for profit;

(c) No substantial part of the business of the organization is devoted to the advocacy of any political principle or the defeat or passage of any state or federal legislation;

(d) The organization does not participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office; and

(e) Any property sold to the organization for which an exemption is claimed is used by the organization in this State in furtherance of the religious, charitable or educational purposes of the organization.

### **AFFIRMATION**

The undersigned does hereby affirm that he or she is authorized to make this affirmation, that he or she is sufficiently familiar with Applicant to make this affirmation, that he or she intends that the City of Reno will rely upon this affirmation, that he or she has read this entire affirmation, and knows and affirms that Applicant is a “nonprofit organization created for religious, charitable or educational purposes” as defined in NRS 372.3261.

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

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Print Name)*

\_\_\_\_\_  
*(Print Title/Principle's Name)*

## 2013-2014 Project Grants

### SUMMARY:

Thank you for your interest in the 2014-2015 City of Reno Project Grants Program. PLEASE READ THE PACKET CAREFULLY! The following information summarizes the program and the requirements for this year's grant cycle.

### ELIGIBILITY AND CRITERIA:

- ◆ Non-profit organizations or public institutions under chapter 501(c) 3 of the Internal Revenue Code or qualified educational institutions. Grants will not be awarded to individuals.
- ◆ Projects, activities or seasons must be of benefit to Reno residents and must be located within the City limits.
- ◆ Request must address all of the following:
  - a) Create an environment that encourages excellence by area artists and cultural organizations;
  - b) Strengthen the awareness and involvement of all citizens in the community's cultural life, both in heritage and in contemporary expressions;
  - c) Encouragement of high quality artistic quality and/or design that reflects our unique sense of place and culture;
  - d) Long term community impact;
  - e) Administrative, programmatic and fiscal responsibility that shows the ability to perform the project or activity described.

The most important criterion is artistic quality of the organization as demonstrated through the mission of the organization and supporting materials provided with the application. Applications will also be scored on community impact and administrative and fiscal stability, but artistic quality is the largest point category in the evaluation process (see Exhibit A)

- ◆ An event receiving funding from a City of Reno July or 365 Events Grant is not eligible for a Project Grant.

### FUNDING:

Project Grant Awards will be made in two areas:

#### Category I:

Organizational budget size of \$100,000 or more for Arts and Culture Programs, maximum award of \$10,000 or 50% of project costs, whichever is less. Note: This is organization's operational expenses. In-kind does not count toward this amount.

#### Category II:

Organizational budget of less than \$100,000 for Arts and Culture Programs, maximum award of \$5,000 or 50% of project costs, whichever is less.

- ◆ These Grants require a 1:1 cash match, no salary or in-kind contributions allowed in match.

### TIMELINE:

Projects must take place between July 1, 2014 and June 30, 2015 (Project reporting must be fully completed by July 31, 2014 to be eligible).

**DEADLINE:**

**APPLICATIONS MUST BE RECEIVED BY Monday, January 6, 2014 at 4 p.m.** at the McKinley Arts and Culture Center, 925 Riverside Drive, Reno, NV 89503. **HANDWRITTEN or LATE APPLICATIONS WILL NOT BE ACCEPTED;** postmarks do not qualify.

If you have any questions about your eligibility, completing the application or need other assistance, please contact Peggy Nelson-Aguilar at (775)334-2414 or Christine Fey at (775)334-2303.

**GENERAL POLICIES**

- Projects funded by the Arts & Culture Commission must, in some manner, benefit the general public within the City of Reno. Projects may benefit all area residents, but must be of definable benefit to Reno residents. A performance, exhibit or other activity must take place in Reno, but could have an audience from other communities as well as from Reno. If a project involves activities in a variety of areas, the portion taking place in Reno, or of primary benefit to Reno residents, will be the portion eligible for consideration. Requests for funds to support community festivals, special performances, exhibitions and other events will be considered.
- Project grant funds requested must be matched on a 1:1 basis with cash. The match may come from applicant cash, existing revenues or new funding. In-kind or salaries cannot be used as part of the match.
- Projects receiving Project Grant funding are not eligible for a July or 365 Event Grant.
- Project Grant funds may be allocated to a variety of organizations, including but not limited to, groups that present programs in the performing, visual, literary and folk arts and design and other cultural disciplines.
- Project Grants are not awarded on a continuing basis. Each grant session shall be regarded as a separate funding opportunity.
- All grant funds are awarded to a recipient on a reimbursement basis following submission of final report for the program or project.
- If you are collaborating, you must provide letters from the partners.
- The sponsoring organization acts as an independent fiscal agent and assumes all contractual and fiscal responsibilities associated with the grant.
- Organizations awarded funding must submit final reports and payment requests within 30 days of the completion of the project. Failure to submit the necessary reports on time may result in denial of participation in future granting sessions, and possible forfeiture of grant funds.
- Project Grant funds may be used only for the following:
  - ◆ Personnel: administrative, artistic, technical and production (except for personnel whose full salary is funded by a public agency such as governmental entity or public university or community college);
  - ◆ Artistic, production and technical fees;
  - ◆ Space rental;

- ◆ Travel (must be directly related to the project);
  - ◆ Marketing and advertising;
  - ◆ Other operating expenses (costumes, sets, props, supplies, phone, postage, etc.).
- Project Grant funds **may not** be used for the following:
    - ◆ Capital improvements or acquisition of equipment or property, other than incidental equipment/property rentals in support of the granted activity;
    - ◆ Projects which further the aims and programs of religious organizations;
    - ◆ Any activity in which fund raising is the primary purpose;
    - ◆ Prizes;
    - ◆ Projects, or the portions of projects, which involve touring outside of Reno;
    - ◆ Scholarships or research stipends;
    - ◆ Negotiated indirect cost rates;
    - ◆ For any portion of a match for salaries funded by a public agency such as a governmental entity or public university or community college.
  - Project Grant funds may not be used for programs or projects which unlawfully discriminate against persons on the basis of race, sex, ethnic background, age, religion, sexual orientation, disabilities or familial status. The grantee's program must be accessible to persons with disabilities and a portion must be able to be seen and heard by them.
  - Applicants for Project Grant funds are encouraged to attend the Grant Panel public hearing. The Grant Panel shall review all applications and, based on merit and available funding, make funding recommendations to the Arts & Culture Commission. The Commission shall review the recommendations of the Grant Panel and either accept or amend the recommendations. The Commission shall forward its recommendations to the Reno City Council for final approval.
  - In general, this grant category only allows government and educational institutions to make one application per department.
  - All grant fund recipients must comply with all pertinent local, state and federal laws, rules and regulations.
  - The Arts & Culture Commission is subject to the Nevada Open Meeting Law and all Grant Panel meetings and deliberations are fully open to the public.
  - All recipients must include the following text in publicity, programs, newsletters and/or other materials related to the program:
 

***“Made possible, in part, by the support of the City of Reno”***
  - It is to your benefit to provide supplemental material that incorporates the best production values possible, including clarity of sound and image.
  - When submitting slides or digital format images for visual arts projects, it is important to provide a cue sheet and clearly label your images.
  - When submitting DVD, CD of performance(s), it is important to provide a cue sheet of the

performance(s) and to provide examples that accurately document the discipline including dated examples from performance(s). **Maximum length 3 minutes.** Full performances will not be accepted nor reviewed. Must be PC compatible.

- Your supplemental materials should be of current or very recent programs or projects.
- The Grant Panel adheres to a time-intensive and rigorous review process. Therefore, grant fund recipients are highly discouraged from appealing to the Commission to reallocate awarded funds. The Commission will not consider change requests except in rare occasions where circumstances beyond the control of the organization precipitated a change which is not a substantive divergence from the original scope, intent and value to the Reno community of the approved grant. Note that grant funds can be retracted upon reconsideration. To make an appeal to the Commission for reallocation of grant funds, please contact staff.

## Narrative: 2014-2015 Project Grant

Please answer the following questions on no more than three pages. Grants must be submitted on 8 1/2" x 11" sheet white paper with standard 1" margins and 12 point size font. Please number the answers and submit them in order with bold headlines identifying each. Please remember that your application will be reviewed by panelists who may not be familiar with your organization or project.

1. **Program description.** Include the nature of the project, people/artists involved, audience served and the number, date(s), time(s) of the event(s). Include quantifiable numbers if possible.
2. **Organization Mission and History:** A brief description of your organization's activities for the past two years and how they relate to the proposed project. Include any notes on significant fiscal changes in this section.
3. **Meeting Community Needs:** How do you serve your community and how did you identify the need for this program or activity?
4. **Publicity and Evaluation:** How will you make the project known to the general public and your target audience? How will you evaluate the program's success? Include a copy of your evaluation form(s).
5. Please include current resumes of key artistic, administrative and other related personnel after the narrative.
6. If you are collaborating please include letters from the partners confirming their participation.
7. Please attach the narrative and current resumes after the completed application and be sure to sign the signature page. **Please provide the original signed copy and nine (9) copies of the application packet, two sided if possible.**

# Application Form: 2014-2015 Project Grant

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For Applicant Use **ALL APPLICATIONS MUST BE SUBMITTED ON THESE FORMS.**

Organization \_\_\_\_\_ Tax ID# \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-mail address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Year Organization Was Founded \_\_\_\_\_ Incorporation Date of Organization \_\_\_\_\_

Project Title or Description \_\_\_\_\_

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

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ New Project?  Yes  No

Fiscal Agent (if applicable) \_\_\_\_\_ Tax ID # \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Grant Category:  Performing Arts  Visual Arts  Literary Arts  
 Folk Arts  Design  Multi-Disciplinary

**Grant Amount Requested** \_\_\_\_\_

Organizational Budget \$100,000 and over - \$10,000 maximum or 50% of budget, whichever is less

Organizational Budget up to \$100,000 - \$5,000 maximum or 50% of budget, whichever is less

(Governmental, Educational or non-Arts/Culture Organizations may only use their Arts and Culture Program Budget)

*Organizational Budget (use 990)	Last Year 12-13	Current Year 13-14	Next Year 14-15
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Operating Income	_____	_____	_____
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Operating Expenses	_____	_____	_____
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Estimated Attendance this Event	Last Year 12-13	Current Year 13-14	Next Year 14-15
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_____	_____	_____	_____
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\*Please note: If your organization is not an arts organization, please include only the arts portion of your organization budget. If you have a deficit, please address this in the narrative. Also, if the fiscal activity has changed by 25% or more, please explain in your narrative.

## Budget Form: 2014-2015 Project Grant

Please fill out the following budget form to reflect the expenses and income for your project.  
**ALL APPLICATIONS MUST BE SUBMITTED ON THESE FORMS.**

PROPOSED PROJECT EXPENDITURES	DOLLAR AMOUNT
Personnel (name, title, salaries, wages and benefits) (employees) Provide a percentage, for each employee, of the time devoted to this event. Grant monies <b>may not</b> be used to support any employee whose full salary is funded by a public agency. (see policy)	\$
Artistic (Include who, what job and pay rate)	\$
Technical and Production (Include who, what job and pay rate)	\$
Outside Artistic Fees & Services - Provide description, rates & list individual artists, if appropriate <i>in narrative</i> .	\$
Outside Fees & Services, Other - Provide description, rates & list individual artists, if appropriate, <i>in narrative</i> .	\$
Space Rental - Identify locations(s) and rate(s) and provide cost estimate from facility.	\$

## Budget Form: 2014-2015 Project Grant

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PROPOSED PROJECT EXPENDITURES (CON'T)	DOLLAR AMOUNT
Travel - Must be directly related to the proposed project. Who, where and why.	\$
Marketing and Advertising - Make sure you have sufficient funds allocated to marketing.	\$
Remaining Operating Expenses - Sets, props, costumes, supplies, phone, postage, etc.	\$
<b>TOTAL PROJECT EXPENDITURES</b>	\$
<b>ARTS &amp; CULTURE COMMISSION PROJECT GRANT REQUEST</b>	\$

## Budget Form: 2014-2015 Project Grant

CASH MATCH	DOLLAR AMOUNT
<b>REVENUE (EARNED INCOME)</b>	
<u>Admissions, Other Charges</u> - Ticket sales, admission charges, advertising sales, concessions, etc.	\$
<b>Applicant Cash</b> - Funds from present and/or anticipated resources.	
	\$
<b>SUPPORT (UNEARNED INCOME)</b>	
<u>Business and Individual Support</u> - List private contributions, amounts and sources. Do not include in-kind donations.	\$
<b>Foundation Support</b> - List support from private foundations, with source and amount.	
	\$
<b>Other Support</b> - List other government support (not this grant request), proceeds from fund-raisers, etc.	
	\$
<b>SUBTOTAL CASH INCOME</b> ( <i>excluding your grant request</i> )	\$
<b>PROJECT GRANT REQUEST</b>	\$
<b>TOTAL INCOME</b> ( <i>must be at least twice your grant request</i> )	\$

## Budget Form: 2014-2015 Project Grant

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IN-KIND SUPPORT (Optional)	DOLLAR AMOUNT
<p>You may list in-kind donations as evidence of community support if it significantly impacts the success of your project or if you feel your application is enhanced by this information. It may not be used as part of your match. Examples of in-kind contributions might be printing, loans of equipment, donated travel or hotel rooms, or office volunteers (for volunteer hours, please use \$10/hr as the rate)</p>	
	\$
	\$
	\$
	\$
	\$

**EXHIBIT A**

**Project Grant**

**Panel Worksheet 2014/15**

Panelist Name: \_\_\_\_\_ Panelist Signature: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Event: \_\_\_\_\_

Applicants will be evaluated in four areas: Artistic Quality; Community Involvement and Impact; and Administrative Strength, Stability and Fiscal Impact. Please use the rating scale below.

**1. ARTISTIC QUALITY:** Your determination of the applicant's artistic qualifications, ability, and appropriateness to the project, and merit of the project as appropriate to the proposal & mission statement.

				Numeric Score (    )
25	19	13	7	1
Excellent	Very Good	Adequate	Poor	Inadequate
Comments: _____				

**2. COMMUNITY INVOLVEMENT AND IMPACT:** How well does the applicant address strengthening the awareness and involvement of all citizens in the community's cultural life, both in heritage and in contemporary expressions? What is the long term community impact of this project to audiences, artists, other arts organizations and/or the ability of the arts and culture community to thrive in the Reno area?

				Numeric Score (    )
20	15	10	5	1
Excellent	Very Good	Adequate	Poor	Inadequate
Comments: _____				

**3. ADMINISTRATIVE STRENGTH AND STABILITY:** Does the applicant show the strength, stability and responsibility that demonstrate an ability to perform the project or activity described? This includes a clear and appropriate budget, planning and administrative support, and a plan to publicize and evaluate the activity.

				Numeric Score (    )
20	15	10	5	1
Excellent	Very Good	Adequate	Poor	Inadequate
Comments: _____				

**4. FISCAL IMPACT:** Will the grant significantly improve the applicant's ability to produce a project or will it further the organization's mission?

				Numeric Score (    )
20	15	10	5	1
Excellent	Very Good	Adequate	Poor	Inadequate
Comments: _____				

Preliminary Score (    )

Final Score (    )