

# Forest Grove Public Arts Commission Mini-Grant Application



## Grant Guidelines:

- Provide seed money to local organizations offering Arts programming in Forest Grove at **no charge** to the community
- Preference is given to groups:
  - Serving underrepresented portions of the community; children, seniors, low-income and Latinos
  - Providing a substantial in-kind contribution; volunteer support and/or donation of goods and services.
- Eligible activities include music, dance, literary arts, fine arts, crafts, film and theatre arts
- Clubs and organizations are eligible to apply
- Organizations are not required to be registered as a non-profit.

## Please print clearly or type your responses.

Project Name: Cornelius Elem. Handprint Mural Organization: Forest Grove School District  
Contact Name(s): Leah Henriksen Contact Phone(s): 503-307-4754  
Address, City, State, Zip: 496 Willamina Avenue, Forest Grove, OR 97116  
E-Mail Address: lhenriksen@fgsd.k12.or.us

### 1) Description of the Project: (in 50 words or less)

Students, staff, and volunteers at Cornelius Elementary will create a colorful tree mural with handprints based on the book Beautiful Hands by Bret Baumgarten and Kathryn Otoshi.

### 2) Describe the portion of the project for which you are requesting PAC Mini-Grant funds: (in 50 words or less)

The PAC Mini-Grant would pay for eight jugs of acrylic paint (each a different color), one Pro Dixie Stretch-it-yourself canvas kit, and twenty permanent markers.

### 3) Total Amount Requested From PAC (not to exceed \$500): \$ \$435

4) Target Audience for project: Students, staff, volunteers, and visitors to our school

5) Date of Project(s): April 1-5, 2019 Time: 9:00am-3:00pm

6) Location: Cornelius Elementary School, 200 N. 14th Ave, Cornelius, OR 97113

7) How will the project be publicized: School district website, local newspaper, Facebook

*(Notice of PAC sponsorship is required on printed materials and at the event and a logo will be given to you)*

Note: The Forest Grove Public Arts Commission makes every effort to ensure that a representative will attend all events sponsored in part by PAC, so notification in writing of changes in date/ time are required to be sent, or emailed to the addresses at the bottom of this application. If the funded event does not occur as scheduled, the event must be rescheduled and completed within 30 days of the originally scheduled event or the grant will be rescinded.

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8) Projected Budget **\$540**  
 Total Estimated Costs: \$ \_\_\_\_\_

	PAC Mini-Grant	Requesting Organization	Other (Specify)
<b>Personnel (explain):</b>			
<b>Marketing &amp; Publicity (explain):</b>			
<b>Materials &amp; Supplies (explain):</b> Paints, canvas, markers, Beautiful Hands books	<b>\$435</b>		<b>\$105</b> Ed. Found. of FG
<b>In-Kind Contribution (explain):</b>			
<b>Total</b>	<b>\$ 435</b>	<b>\$</b>	<b>\$105</b>

9) Name of organizations that will partner or collaborate with this project:  
 Cornelius Elementary School, AmeriCorps, Education Foundation of Forest Grove, Forest Grove School District

10) Number of people in the community who are anticipated to participate in this project: 450

11) How will this project benefit the residents of Forest Grove? (in 25 words or less)

1. Creating beautiful, inspirational art
2. Building community
3. Allowing students to leave a lasting legacy
4. Empowering kids with the knowledge that they can make a difference

Signature of applicant(s): *Leah B. H.*

Date Application Submitted: 9/18/18

Application needs to be submitted two weeks prior to a regular Public Arts Commission meeting (held the 2<sup>nd</sup> Thursday of each month) to be considered. Applicants should plan to attend the PAC meeting to present the request and answer questions.

Send Application to: Public Arts Commission, P.O. Box 326, Forest Grove, OR 97116

Or Email Application to [PublicArtsCommission@ForestGrove-or.gov](mailto:PublicArtsCommission@ForestGrove-or.gov)

Within 30 days of the funded event, the applicant is required to submit the Project Summary and Evaluation to City Hall, Attention: Beverly Maughan, PO Box 326, Forest Grove, OR 97116. The report should include receipts, copies of publicity and photos, if possible. A reimbursement check, not to exceed grant amount, will be processed and distributed two weeks after receipt of Project Summary and Evaluation.

**NOTE: Request for reimbursement and summary report must be received within 30 days of the completion of the event or the grant money will be returned to PAC general budget.**

Please initial indicating an understanding of the above-mentioned requirements: *LBH*