

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 diverse and underrepresented portions of the community.
 - 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 for one mini-grant per year (July 1 - June 30) with the exception of a new program that has not received any PAC funding in the past.
- Organizations are not required to be registered as a non-profit.
- Organizations will be required to track and report diversity of participants and attendees as well as how the event advanced racial equity, diversity and inclusion of the most vulnerable.

Please print clearly or type your responses.

Project Name: _____ Organization: _____
Contact Name(s): _____ Contact Phone(s): _____
Address, City, State, Zip: _____
E-Mail Address: _____

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

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

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

4) Target Audience for project: _____

5) Date of Project(s): _____ Time: _____

6) Location: _____

7) How will the project be publicized: _____

(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the event must be rescheduled and completed within 30 days of the originally scheduled event or the grant will be rescinded.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

Total Estimated Costs: \$ _____

	PAC Mini-Grant	Requesting Organization	Other (Specify)
Personnel (explain):	\$	\$	\$
Marketing & Publicity (explain):	\$	\$	\$
Materials & Supplies (explain):	\$	\$	\$
In-Kind Contribution (explain):	\$	\$	\$
Total	\$	\$	\$

9) Name of organizations that will partner or collaborate with this project:

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

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

Signature of applicant(s): _____

Date Application Submitted: _____

Application needs to be submitted two weeks prior to a regular Public Arts Commission meeting (held the 3rd 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

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: _____.