

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: Art Classes for Kids Organization: Forest Grove Art Club
Contact Name(s): Alice Wonderland Contact Phone(s): 503-555-5555
Address, City, State, Zip: 1234 Main Street, Forest Grove, OR 97116
E-Mail Address: alicewonderland@gmail.com

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

We will provide a series of 5 free 2 hr. long art classes for children from 8-12 years old in the Forest Grove community. The classes will include paper arts, painting, drawing, pottery, poetry writing/illustrating and bead arts. The classes will be held on 5 consecutive Saturdays, but different students may participate in each session. There will be 15-25 students per class. Some students' work will be displayed in the children's area of the Forest Grove City Library in May, with a small reception with refreshments for the public at the opening.

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

The mini-grant will be used to purchase art supplies for the classes, refreshments for the library reception, printing for posters to publicize classes and reception, and a newspaper ad.

3) Total Amount Requested From PAC (not to exceed \$500): \$ 465.00

4) Target Audience for project: FG Children with limited access to arts instruction

5) Date of Project(s): 3/31/2018 to 5/5/2018 Time: 10 am to noon

6) Location: 1234 Main Street, Forest Grove, OR 97116

7) How will the project be publicized: News Times, social media, flyers, City utility bill

(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: \$ 1,756

	PAC Mini-Grant	Requesting Organization	Other (Specify)
Personnel (explain):		200	500 FGSD
Marketing & Publicity (explain):	200		
Materials & Supplies (explain): art supplies for classes and refreshments	265		300 Rotary
In-Kind Contribution (explain):		300	
Total	\$465	\$500	\$800

9) Name of organizations that will partner or collaborate with this project: Forest Grove School District, FG Rotary

10) Number of people in the community who are anticipated to participate in this project: 100

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

Improve opportunities for arts education for local children, and increase public awareness of importance arts education by showcasing children's work in public library exhibit

Signature of applicant(s): _____

Date Application Submitted: _____

Application needs to be submitted two weeks prior to a regular Public Arts Commission meeting (held the 2nd 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.