



***Small Grants, Big Arts***  
**2008 Microgrant Program for the Arts**

Through support from The James Irvine Foundation, the Placer Community Foundation has established an Arts Initiative to promote and enhance the arts in Placer County. The initiative was born from focus groups and a survey of arts organizations conducted by the Foundation in the fall of 2006. One of the primary goals of the initiative is to increase visibility/accessibility for the arts in Placer. As such, the *Microgrant Program for the Arts* was designed to promote a variety of arts events and programs that serve our local communities.

This program will fund existing or planned arts projects which support excellence in the arts, expand access to the arts, and engage cross-sections of the community in their execution or production. Grants ranging up to \$1,000 will be awarded throughout 2008 to nonprofit arts organizations that are either executing the project themselves, or are sponsoring an artist or group in the production of the project.

**I. General Eligibility**

- All arts-related activities funded through this microgrant program must take place in Placer County and be made available to Placer County residents.
- Applicant organizations must be a tax-exempt 501(c)(3) nonprofit.
- The offices of the applicant organizations are located along the western slope of Placer County (i.e., from Dutch Flat to Roseville).
- The applicant organization primarily serves Placer County residents.
- The applicant can demonstrate that grant funding will contribute to arts-related activities in Placer County.
- The applicant must complete a brief application and provide the required attachments (refer to *Application Process* below).
- Microgrants cannot be used for projects currently funded or eligible for funding by any other Placer Community Foundation grants or funding opportunities.
- More than one project associated with the same arts organization may apply in the same year, although justification may be necessary.

**II. Criteria for Funding**

Successful applicants will propose innovative projects or programs that demonstrate:

- Artistic merit
- Potential benefit to the community or constituency served
- Capacity to advance an aspect of the visual or performing arts
- Managerial and fiscal ability to carry out the project

**III. Awards**

Grants may range from \$100 to \$1,000 per application; applicants are encouraged to ask for the smallest amount needed. Funding is intended to support programs or projects occurring between May 1, 2008 and December 31, 2008. Given the limited funding available, matching grants are encouraged but not required.

#### **IV. Award Notification**

Awards will be announced three times throughout the year starting April 2008 through December 2008. All applicants will be notified by Foundation staff as to the result of their proposal.

#### **V. Examples of Funding**

**Arts Organizations** – Supports *visual and performing* arts projects by professionally managed arts organizations whose primary purpose is to produce, perform, display, create and sustain the arts. Both emerging and well-established arts organizations are included in this category.

Examples of possible Arts Organization projects include:

- Concert series
- Theatre productions
- Public art exhibitions
- Cultural events and festivals
- Youth-related arts programming or events
- Instruction in visual or performing arts

#### **VI. Application Process**

Note: the Placer Community Foundation reserves the right to reject incomplete applications.

To be considered for a microgrant, submit the following in the order listed below:

##### **One page of contact information:**

- Contact person's name
- Organization name
- Complete mailing address
- Phone and fax number
- Email and website address
- Date of incorporation for the organization
- Annual operating budget

**Letter of request.** Please include the following on no more than two, double-spaced, typed (12-14 font), and single-sided pages:

- A description of the event or activity for which you are seeking funding. (Include flyer, brochure, etc. as appropriate.)
- Include a schedule or timeline for the event or activity (from onset to completion). Be sure to include the start and end dates.
- Include the date and manner in which the event or activity became known to your organization.
- State the request amount for the microgrant.
- State the goals and intent of the event or activity.
- Describe the benefit(s) this event or activity will have on one or more communities in Placer County, including a description of how the applicant is involved in the community.
- State as evidence, your organization's ability to successfully complete the event or activity within the proposed timeframe.

- List ways the Placer Community Foundation may be acknowledged for the project's funding (i.e., playbill, newsletter, annual report, or brochure).

**Attachments:**

- Include a mission statement, a short history of the organization, and, if available, a brochure or flyer.
- If applicant is sponsoring one or more artists, include a one-page resume or CV for each artist and, up to three print samples of their work (i.e., brochure, review, flyer, or photograph). Note: print samples will not be returned unless specifically requested by the applicant and applicant provides a self-addressed stamped envelope.
- Provide an itemized budget for the activity or event, for which funding is being requested; list all income and expenses, including amount requested. (*Refer to Sample Itemized Budget on page 4.*)
- List of Board of Directors including name and affiliation.
- IRS tax-exemption letter or 501(c)(3) designation letter.

**Deadline Dates**

Applications are due three times in 2008 on the following dates:

- Thursday, April 17
- Thursday, June 26
- Thursday, September 4

Grant decisions will be made and applicants notified approximately four weeks from these dates. Send completed applications to:

**Placer Community Foundation  
ATTN: Microgrant for the Arts  
P.O. Box 9207  
Auburn, CA 95604**

Placer Community Foundation staff will screen applications for eligibility before presenting them to the Foundation's Grants Committee for review. The Grants Committee will review applications and recommend a decision to the Foundation's Board of Directors for final approval. All Committee and Board decisions are final.

If funded, a short final report summarizing the completed event or activity is required. The report must include the activity or event's effectiveness and impact. Material regarding this report will be provided by the Foundation when notified of the grant award.

For questions about this program, contact Jessica Hubbard, Administrative Manager at (530) 885-4920 or email [info@placercf.org](mailto:info@placercf.org). Information is also posted on our website at [www.placercf.org/grantmaking.html](http://www.placercf.org/grantmaking.html)

## Sample Itemized Budget

The following is to be used as a guideline. Other formats for an itemized budget are acceptable as long as it lists all income and expenses, including amount requested. Please be sure to complete for the PROJECT budget only.

### I. CASH INCOME

#### A. Contributed

|                                     |                 |
|-------------------------------------|-----------------|
| 1. <b>Projected Request Amount</b>  | \$              |
| 2. State Government (CAC)           | \$              |
| 3. Local/Municipal Government       | \$              |
| 4. Individual Contributions         | \$              |
| 5. Business/Corporate Contributions | \$              |
| 6. Foundations                      | \$              |
| 7. Other: _____                     | \$              |
| <b>8. Subtotal Contributed</b>      | <b>\$</b> _____ |

#### B. Earned

|                               |                 |
|-------------------------------|-----------------|
| 9. Admissions/Ticket Sales    | \$              |
| 10. Tuition/Workshops         | \$              |
| 11. Product Sales/Concessions | \$              |
| 12. Other: _____              | \$              |
| <b>13. Subtotal Earned</b>    | <b>\$</b> _____ |

**GRAND TOTAL CASH INCOME (line 8 + 13)** \$ \_\_\_\_\_

### II. CASH EXPENSES

#### A. Personnel

|                               |                 |
|-------------------------------|-----------------|
| 14. Artistic                  | \$              |
| 15. Administrative            | \$              |
| 16. Technical Production      | \$              |
| <b>17. Subtotal Personnel</b> | <b>\$</b> _____ |

#### B. Program/Production Expenses

|  |                 |
|--|-----------------|
| 18. Facility Expenses/Space Rental     | \$              |
| 19. Outreach/Marketing                 | \$              |
| 20. Production/Exhibition              | \$              |
| 21. Other: _____                       | \$              |
| 22. Other: _____                       | \$              |
| 23. Other: _____                       | \$              |
| <b>24. Subtotal Program/Production</b> | <b>\$</b> _____ |

**GRAND TOTAL CASH EXPENSES (line 17 + 24)** \$ \_\_\_\_\_