



Bloomington Urban Enterprise Association



Bloomington Entertainment & Arts District

## ZONE ARTS GRANT PROGRAM APPLICATION FORM

**Deadline for submission is 5:00 p.m. August 15, 2018.**

### APPLICATION INSTRUCTIONS

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Read the Zone Arts Grant Application Guidelines.

Email the BUEA ([BUEA@bloomington.in.gov](mailto:BUEA@bloomington.in.gov)) a **single** PDF containing:

- Application Form (required)
- Proof of Federal E-Verify enrollment (required, if grant request is \$1,000 or greater)
- Letters from project partners (if applicable)
- Up to three pages of artistic documentation (optional)

Deadline is 5:00 p.m. on August 15, 2018

### SECTION A. APPLICANT AND PROJECT INFORMATION

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#### I. APPLICANT INFORMATION

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Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone number(s): \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Is the applicant located in the Urban Enterprise Zone?      Yes      No

#### II. PROJECT DESCRIPTION

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1. Provide a brief descriptive title for the project: \_\_\_\_\_

Project director or contact person for this project: \_\_\_\_\_

Project/activity dates: Beginning date: \_\_\_\_\_ Ending date: \_\_\_\_\_

2. Total number of artists served by the project: \_\_\_\_\_

Total number of volunteers (not including artists) served by the project: \_\_\_\_\_

Total number of individuals served by the project (not including artists or volunteers): \_\_\_\_\_

3. Total project expenditures: \$ \_\_\_\_\_

4. Amount requested (Reminder: Arts Project Grants will **not** cover 100% of project costs): \$ \_\_\_\_\_

5. Admission charge for the project (if any): \$ \_\_\_\_\_

## SECTION B. PROJECT DESCRIPTION

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Please answer the following, addressing the criteria outlined in the guidelines.

1. Describe the project. *(Please keep response within the defined area below.)*

2. Describe how the project benefits the businesses and residents of the Bloomington Urban Enterprise Zone. Please be specific. *(Please keep response within the defined area below.)*

3. Describe how the project advances quality and availability of the arts in the Zone. *(Please keep response within the defined area below.)*

4. Describe specifically how the project will be communicated and marketed to both Zone residents and businesses and to the community at large. *(Please keep response within the defined area below.)*

5. Describe how participating artists will benefit from the project. *(Please keep response within the defined area below.)*

6. Describe what method(s) will be used to measure the success of the project. *(Please keep response within the defined area below.)*

7. Provide detail on which specific project activities will be supported with Zone Arts Grant funds. *(Please keep response within the defined area below.)*

8. Describe the applicant's and/or partners' relevant experience in completing similar projects. *(Please keep response within the defined area below.)*

9. If the project is proposed to take place on City property or would require City authorization, please address how authorizations have/will be obtained. *(Please keep response within the defined area below.)*

10. If the project is a **partnership**, attach letter(s) of support from project partners to application.
11. **OPTIONAL:** Attach up to three (3) pages of additional artistic documentation (work samples, reviews, images) to application.

## SECTION C. FINANCIAL INFORMATION AND PROJECT BUDGET

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**1. CITY OF BLOOMINGTON SUPPORT.** List cash or in-kind funding received by the applicant from the City of Bloomington during the past three years.

YEAR	GRANTING PROGRAM	CASH/IN-KIND	PURPOSE/PROJECT	AMOUNT
				\$
				\$
				\$

**2. IN-KIND CONTRIBUTIONS/EXPENSES.** Specify in-kind contributions/expenses as requested in the form below.

Be sure to include rate information showing how you calculated dollar value for in-kind contributions. If you show a dollar value of \$100 for volunteer services, please, specify how many volunteers are anticipated for how many hours at what rate per hour. If you need additional space, add an additional page to this document with details as specified in the form below.

SERVICES RENDERED	MATERIALS DONATED	DONOR	RATE	DOLLAR VALUE
				\$
				\$
				\$
				\$
				\$
				\$
			TOTAL	\$

### 3. PROJECT BUDGET

**INCOME SUMMARY** - Provide a budget income summary for the proposed project.

Categorize income into **CONFIRMED** (funding in hand) and **PENDING** (applied for, to be fundraised, etc.)

	REVENUE CONFIRMED	PENDING
1. Admissions	\$	\$
2. Contracted services	\$	\$
3. Other revenue	\$	\$
<b>DONATIONS &amp; GRANTS</b>		
4. Corporate support	\$	\$
5. Foundation support	\$	\$
6. Other private support	\$	\$
7. Government support	\$	\$
<b>OTHER INCOME</b>		
8. Applicant cash	\$	\$
<b>INCOME TOTALS</b>		
9. Total cash income (add lines 1-8)	\$	\$
10. Total in-kind contributions/expenses <b>Should match Expense Line 10.</b>	\$	\$
11. Zone Arts Grant Request	\$	\$
<b>TOTAL PROJECTED INCOME (add lines 9-11)</b>	\$	\$

**EXPENSE SUMMARY** - Provide a budget expense summary for your proposed activity.

EXPENSE CATEGORY	
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9. Total cash expenses (add lines 1-8)	\$
10. Total in-kind contributions/expenses <b>Should match Income Line 10.</b>	\$
<b>TOTAL PROJECT EXPENDITURES (add lines 9 &amp; 10)</b>	\$

## LEGAL ASSURANCES

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In the event a grant is awarded as a result of this application, the following terms and conditions shall be complied with as signified by the applicants' signatures. This application shall become part of the legally binding contract ("grant agreement") between the applicant and the BUEA.

1. The grant cannot be assigned to a different project or transferred without prior written approval of BUEA and BEAD. The Grantee must present major changes to its original proposal in writing to BUEA for approval.
2. The Grantee shall submit to BUEA and BEAD thirty (30) days after project completion the final evaluation report. **In cases where documents are not submitted in a timely manner, the BUEA or the City of Bloomington may, without notice, withhold or refuse any current or future grant funds.**
3. Grantee must maintain detailed records and other evidence pertaining to costs incurred and revenues acquired for the project and during its term. Reimbursement funding can only be made for the activities agreed upon in the grant agreement.
4. Credit must be given to BUEA and BEAD in brochures, news releases, programs, publications and all other materials published within the context of the Project. Copies of such materials must accompany the evaluation report. When no such materials are used, verbal credit shall be given at each performance or presentation and a record of those shall be submitted in the evaluation report.
5. The Grantee agrees to indemnify and hold harmless the BUEA, the City of Bloomington and its employees from any and all claims or actual injury, damage or loss to a person, or real or personal property that results from or is in any way connected to the use of BUEA grant monies. The Grantee agrees to comply with all federal and state laws, and with local ordinances that are applicable to the grant agreement.
6. The filing of this application has been authorized by the governing body of the applicant, and the undersigned representative has been authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative in connection with this application.

## APPLICANT ACKNOWLEDGEMENT OF PROGRAM REQUIREMENTS

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I have read and understand the guidelines, criteria and legal assurances established by the BUEA and the City of Bloomington. If an award is granted, and the grantee does not comply with these stated policies, the City of Bloomington reserves the right to withhold funding.

Project Manager: \_\_\_\_\_  
(Please type name here)

## TO SUBMIT THIS APPLICATION

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Email the BUEA ([BUEA@bloomington.in.gov](mailto:BUEA@bloomington.in.gov)) by no later than 5 p.m. on the deadline date a **single PDF** containing:

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