



Mini Grant Application

City of Livermore
Library
Commission for the Arts

Applications are due on March 1, June 1, September 1, and December 1 each year

Completed grant applications must be:

- ❖ Delivered (in person or by commercial service such as FedEx, UPS, etc.) to the Livermore Public Library c/o Commission for the Arts by 5 p.m. on March 1, June 1, September 1, or December 1.

Send or deliver applications to:

**Livermore Public Library
1188 S. Livermore Avenue
Livermore, CA 94550
Attn: Commission for the Arts Staff Liaison**



Mini Grant Application Form

Submission Date: _____

Select Application Deadline *Events for funded activities may not begin earlier than two (2) months after the application deadline*

March 1 (*earliest event start date: May 1*)

Sept 1 (*earliest event start date: Nov 1*)

June 1 (*earliest event start date: Aug 1*)

Dec 1 (*earliest event start date: Feb 1*)

Amount of Grant Request: \$ _____

Total Project Budget: \$ _____

Project Title: _____

Applicant/Organization: _____

Applicant/Organization Address: _____

Applicant's Website: _____

Preparer's Name and Title: _____

Preparer's Phone: (____) ____ - _____ Preparer's Email: _____

Address: (for formal notification): _____

Briefly (in one to two sentences) describe how the grant funds will be utilized for your project. *Note: A full description of the use of grant funds will be requested in Question 4.*

Briefly (in one to two sentences) describe the nature of your project, including any event dates and venues. *Note: A full description of your project will be requested in Question 2.*

Mini-Grant Application Certification

If applicant is an organization:

I certify that the by-laws of this organization or a resolution of its governing body authorizes me to enter into legal agreements for the organization and to submit this application. To the best of my knowledge and belief, this organization meets the appropriate eligibility requirements. I have reviewed the information in this application and all attachments, and I certify that they are true and correct.

Authorized Officer's Signature

Date

Print Name of Officer signing this form

Title of Officer signing this form

- or -

If applicant is an individual artist:

To the best of my knowledge and belief, I meet the appropriate eligibility requirements. I have reviewed the information in this application and all attachments, and I certify that they are true and correct.

Artists Signature

Date

Print name of Artist signing this form

Mini Grant Application Project Description

All responses to be 500 words or less.

1. Describe the organization's or artist's experience and skill set for this project.

2. Summarize your project, including location, date(s), target audience/participants, and primary goals.

3. Describe how this project addresses the goals of the City's Cultural Arts Master Plan.

4. If funded, how will the grant proceeds be used?

5. If funded, how will you acknowledge funding from the City of Livermore Commission for the Arts? Grant recipients must acknowledge the City's financial support in all appropriate materials and media. Additionally, programs or other promotional materials crediting the City should be attached to the final grantee report upon project completion.



Project Support (Do not include in-kind support)

Earned Revenue	Amount	Notes
Ticket Sales/Admission	\$	
Tuition/Workshop Fees	\$	
Other	\$	
Subtotal: Earned Revenue	\$	

Contributed Income	Amount	In-Hand	Pending
Contributions (Individuals/Businesses)	\$	\$	\$
Grants (Foundations/Government other than City)	\$	\$	\$
City of Livermore (other than this grant request)	\$	\$	\$
Other	\$	\$	\$
Subtotal: Contributed Income	\$		

Mini Grant Amount Requested	\$
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Total Project Support	\$
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Project Expense (Do not include in-kind expense)

Personnel	Amount	Notes
Artistic	\$	
Production	\$	
Administrative	\$	
Other (describe)	\$	
Subtotal: Personnel	\$	

General	Amount	Notes
Venue Rental	\$	
Materials and Supplies	\$	
Marketing and Promotion	\$	
Transportation	\$	
Insurance	\$	
Other (describe)	\$	
Subtotal: General	\$	

Total Project Expense	\$
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Project Surplus (Loss) (Total Support minus Total Expense)	\$
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