



Department of Art, Culture + Tourism
Angel Taveras, Mayor | Lynne McCormack, Director

NEIGHBORHOOD PERFORMING ARTS INITIATIVE 2013

Application Guidelines

DEADLINES

Applications (original plus two copies) are due by 4pm on February 28, 2013 to:

Department of Art, Culture + Tourism | 444 Westminster St. 3rd Floor, Providence, RI 02903

Notification of awards will be made by March 29, 2013.

PROJECT IMPLEMENTATION

Projects for this initiative must take place between July 1 and September 1, 2013.

NEIGHBORHOOD PERFORMING ARTS INITIATIVE DESCRIPTION

The Neighborhood Performing Arts Initiative (NPAI) is a partnership among Mayor Angel Taveras, the City of Providence, Department of Art, Culture + Tourism, the Department of Public Parks and the Partnership for Providence Parks. This initiative encourages Providence-based organizations and artists to create public programming for the City's diverse neighborhoods.

PROJECT GUIDELINES

- Projects must have a public performance aspect in a venue that is handicapped accessible.
- Presentations in public parks are encouraged.
- As part of an effort to encourage newer parks groups to create strong, dynamic programs for their neighborhoods, there is an additional category for 2013 to help seed activities for these organizations in existence for 3 years or less. The request cap is \$1500. Veteran organizations actively working for 4 or more years may request up to \$4000.
- While all applicants are encouraged to attend, New Organizations should plan to send a representative to a 90 minute workshop on April 10th, 2013 hosted by the Partnership for Providence Parks on how to plan and promote your neighborhood event.
- Because the City of Providence already invests considerable arts resources in downtown, projects whose public performance aspect occurs in downtown will not receive priority.
- Applications that request general operating funding for annual community festivals will not be considered. However, applications that include pre-festival activities or workshops that culminate at the festival will be accepted for review. It is strongly suggested that your organization meet with staff from the Department of Art, Culture + Tourism prior to submitting an application for this kind of project.
- Artistic quality will be a major determining factor in approving funding requests.
- For purposes of this application the performing arts are defined as: Theater, Music, Dance, Spoken Word.
- Workshop activities may be included in proposals but are not required.
- Please review the Final Report (at the end of the Application) to be aware of information that will be necessary to track throughout your project.
- The City of Providence will promote all NPAI events. **Organizations should also jointly promote and advertise their activities through their own means.** Funding recipients **MUST** credit the City of

Providence, the Mayor, the Department of Art, Culture + Tourism and the Providence Department of Parks & Recreation. Accepted projects will be required to coordinate all press and advertising with the Dept. of Art, Culture + Tourism. The City of Providence will provide on-site banners recognizing the City as a sponsor at each public performance.

REVIEW CRITERIA

- Artistic merit
- Neighborhood connections
- Clarity and achievability
- Demonstrated ability to produce a public event (for Veteran Org's)

APPLICATION DIRECTIONS

Please follow the directions below for each page of the application.

Page 1

Please complete this page in its entirety.

Page 2

Organization History

Please briefly describe your organization's history. Please include examples of past public programming produced by the organization. If you are an individual artist applying with a 501(c)(3) umbrella, please include a history of your work in addition to the organization's history. If you are categorized as a New Organization, please include plans for programming your neighborhood park in the coming years.

Project Producers and Artists

Who will participate in this project? Please attach a biographical statement (one paragraph) **OR** resume for each of the artists. If you have other community partners please list the organization and outline their roles in the project.

Project Location

Please identify the neighborhood for which you are designing your project.

Identifying a specific public space is not required for this application. If you would like to identify a specific space please, be advised that upon review and acceptance you may be asked to work in a different location within the neighborhood. **The Dept. of Art, Culture + Tourism and the Dept. of Parks & Recreation must approve the final location.**

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Project Description

On a separate page please describe the activities to take place, including the following information. Please do not exceed two typewritten pages.

1. Briefly explain the project goals and objectives. **A bullet pointed list is preferred.**
2. a. Explain how the project will benefit the neighborhood.
b. Describe how the public space will be utilized or changed by the presence of the performances.
3. Provide a timeline and schedule of events to take place. This includes all activities that will take place prior to the public performance. Please be aware that if the project is accepted we ask that you be somewhat flexible with performance dates. These projects are to be coordinated with other summer activities and your chosen dates may not line up directly with those schedules. If it is not possible to be flexible with dates please include a rationale for the specific dates needed.

4. **All technical needs must be provided by your organization.** This includes **sound and lighting needs**, all set up and breakdown. In some cases generators may be needed to provide electricity. **Please make sure to include these costs as part of your budget.**

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PROJECT BUDGET

Income

There is no matching requirement for this project grant. This City funding can support one hundred percent of your project. Organizations that require funding that exceed \$1500 / \$4,000 are encouraged to seek other funding sources to augment the budget. Sponsorship credit such as on-site banners, program credit, announcements from stages, etc is allowed.

DO NOT INCLUDE IN-KIND DONATIONS AS INCOME. If your organization would like to provide a list of in-kind donations, please provide this on a separate sheet of paper.

Expenditures

Artistic Fees – Fees paid directly to performers & artists.

Administrative – Fees paid to administrative staff.

Supplies & Materials – Funding for supplies & materials

Technical Requirements – Please include sound and lighting, any other rentals necessary to implement the project.

Travel & Subsistence – Funding needed to house artists and any hospitality necessary for the project.

Other - Expenses that do not fit into the above categories, please describe the expense.

Total Expenditures – This number should not exceed income.

ELIGIBILITY

In order to be eligible to apply for support to the Providence Department of Art, Culture + Tourism, you must be one of the following:

- A non-profit corporation, incorporated in and conducting business in the City of Providence, with 501(c)(3) tax exempt status from the Internal Revenue Service, governed by a revolving board of directors, trustees or advisory board drawn from the community at large and shown to be actively involved in the activities of the organization.
- Organizations that have not yet received the appropriate IRS non-profit determination may be sponsored by an eligible nonprofit organization. If funds are awarded to your organization as the sponsor of another organization, it is understood that the sponsor organization is financially, administratively and programmatically responsible for all conditions of the funds. The sponsor is also responsible for signing the contract, compliance and final report forms. *Please note: if you are applying with a sponsor organization please provide Organization Information and a Mission Statement for both yourself and the sponsor organization.*
- An individual artist who is working under the umbrella of a 501(c)(3) organization.

Other considerations:

- All public performances or exhibitions must take place in a space that is physically accessible to people with disabilities, as required by law.
- Divisions, branches, departments, programs, or other subunits of non-profit corporations shall be ineligible to apply on their own; only the parent corporation may submit applications.

WHAT WE DO AND DO NOT FUND

Department support may be used for expenses related to a specific project, such as the production, presentation or exhibition of art, or for reasonable administrative expenses necessary to carrying out the project. Department support may not be used for:

- Construction or capital expenses
- Deficit reduction or contributions to an endowment fund

- Fund-raising events or benefit activities
- Prizes and awards
- Receptions, parties, gallery openings
- Expenses incurred prior to or after the fiscal year in which the fund has been awarded (a total of 12 months from the date the funds awarded, i.e. 7/1 thru 6/30)
- Re-granting purposes
- Activities that are part of a graduate or undergraduate degree program
- Activities that have a religious purpose
- Performances and exhibitions not available to the general public

FUNDING OUTLOOK

Resources in this and all other Providence Department of Art, Culture + Tourism categories may be limited, and applicants should plan accordingly. Awards will range between \$500 and \$1500/\$4000, depending on available resources and the outcome of the review process (see below).

REVIEW PROCESS

- The staff of AC+T reviews each application for eligibility and completeness. Questions or problems relating to eligibility or application completeness will be referred back to the applicant.
- Upon reviewing all completed materials, staff of the Department of Art, Culture + Tourism and Department of Parks & Recreation will make funding recommendations, which are then referred to the Mayor of Providence for final approval. Projects will be chosen based on their relevance to the particular neighborhood, artistic merit, and technical feasibility.
- Notification of awards will be made by March 29, 2013.

Once funds have been awarded, applicants should understand that the fund processing procedure is lengthy. Many times funds may not be received prior to the start of a project. The Providence Department of Art, Culture + Tourism does not issue fund checks. Fund checks are issued by the City of Providence, and have no set date of dispersal. Applicants should be aware of this and plan their cash flow accordingly.

ADDITIONAL INFORMATION

- Funding applications are considered on a competitive basis. No applicant is guaranteed funding at any level, even if all basic criteria have been met.
- All Department of Art, Culture + Tourism awards are contingent upon the availability of funds from the City of Providence General Fund and are subject to annual approval by the Mayor of Providence and the City Council.
- Any fraudulent statement made in an application or support material will be grounds for funding denial.
- **Funding recipients MUST credit the City of Providence, the Mayor, the Department of Art, Culture + Tourism and the Providence Parks & Recreation Department. Once a grant is awarded further credit information will be provided.**

LIMITS OF LIABILITY

The Providence Department of Art, Culture + Tourism is not responsible for damage or loss of materials submitted to its office, whether or not such damage or loss is caused by negligence of the Department of Art, Culture + Tourism, its employees, or agents. **All supporting materials submitted must be duplications of work. No original or single editions of works will be accepted. Submitted materials will not be returned.**

FINAL REPORT

All organizations that receive funding **MUST** submit a Final Report to the Department of Art, Culture + Tourism by September 30, 2013. The final report process is critical for this program to receive future funding. The Final Report can be found at the end of the Application.