



# Dover City Arts Grant

## APPLICATION

---

### Overview

Dover Arts Commission City Arts Grants are awarded to individuals, groups, and nonprofit organizations for specific arts projects, programs, and activities intended to enrich the quality of life for Dover citizens. Eligible projects include concerts, performances, festivals, workshops, exhibits, readings, after-school programs, and other creative endeavors that engage the arts and artists for the benefit of the community at large.

### Grant Details

- City Arts Grants are on a rolling deadline and can be submitted anytime during the fiscal year.
- Grant applicants MUST present a summary of their project to Arts Commission members prior to making the application and will be required to attend an in-person presentation of their proposed project.
- The grant year is concurrent with the City of Dover's fiscal year and runs from July 1<sup>st</sup> through June 30<sup>th</sup>.
- Individual grants will be up to \$3,000 and dependent on funding availability.
- Grant applications are evaluated by the Dover Arts Commission using criteria outlined on the Project Evaluation Form.
- All grants awarded by the Dover Arts Commission must be approved by the Dover City Council before payment of the grant award.
- After the grant has been awarded, recipients will be required to submit a completed [W-9](#), the [City of Dover Vendor Application](#), and a copy of your Proof of Insurance to receive grant money.
- The timing of grant disbursement is at the discretion of the City of Dover.
- Grant recipients are ineligible to receive another grant until one full grant year has passed since the grant award.

### How to Apply

- Email the completed application and required supplemental materials to [ArtsCommission-All@dover.nh.gov](mailto:ArtsCommission-All@dover.nh.gov).
- *Incomplete applications will not be eligible for consideration.*



# Dover City Arts Grant

## APPLICATION

---

### Information

If you have questions about the application process, please contact

- [ArtsCommission-All@dover.nh.gov](mailto:ArtsCommission-All@dover.nh.gov)

**Contact Information for Artist or Project Manager (for organizations and minors).**

NAME:	
TITLE:	
ORGANIZATION:	
STREET ADDRESS:	
CITY, STATE, ZIP:	
PHONE:	
EMAIL:	
WEBSITE:	

**1. If the applicant is an organization, briefly describe your organization and its mission.**

**2. Project Title:**

**3. Project Description (a written summary of your project may be attached):**



## **Dover City Arts Grant**

### **APPLICATION**

---

- 4. Project Start Date:** \_\_\_\_\_ **Project End Date:** \_\_\_\_\_
- 5. Grant Request: \$** \_\_\_\_\_ **Total Project Budget: \$** \_\_\_\_\_
- 6. This application represents** (please check only one):
- A first-time request in support of a new project
  - A first-time request in support of an existing project
  - A request for continued funding of an existing project
- 7. Briefly describe your experience and qualifications relevant to the project for which you are seeking this grant. (Additional pages may be added.)**
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- 8. Identify which city space (e.g. City Hall, McConnell Center, Henry Law Park, Dover Middle School, Dover High School, other) you intend to utilize for your project.**
- \_\_\_\_\_
- \_\_\_\_\_
- 9. Describe the timeline of the project. Include planning and design time, installation & removal dates for artwork (if applicable), and if performance-based, the run of the show. (Additional pages may be added.)**
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



## **Dover City Arts Grant**

### **APPLICATION**

---

**10. Explain the goal(s) and intended outcome(s) of the project. How will you know if they are achieved? (Additional pages may be added.)**

**11. Describe how the community will be involved in and/or impacted by your project. If you are involving other civic organizations in your project identify them and explain their role. (Additional pages may be added.)**

**12. Summarize your funding strategy. Is this project free to participants? If not, please define the fee structure for the participants.**



# Dover City Arts Grant

## APPLICATION

**13. Complete the Budget Worksheet below. Be sure to include your total project budget as well as the amount of grant funding requested. **Income and Expenses must be equal.****

### Budget Worksheet

*Double-click on the table to open the spreadsheet and enter your data.*

	Projected Cost	In-Kind Donations	Total
<b>INCOME</b>			
DAC City Arts Grant			-
Admissions			-
Fees			-
Contributions			-
Applicant Cash			-
<b>TOTAL PROJECT INCOME</b>			<b>\$ -</b>
<b>EXPENSES</b>			
Artist fees			-
Technical Fees			-
Advertising			-
Supplies & Materials			-
<b>TOTAL PROJECT EXPENSES</b>			<b>\$ -</b>

**14. Describe the marketing plan and any promotional activities that will support this project. (Additional pages may be added.)**



# Dover City Arts Grant APPLICATION

## SUPPLEMENTAL MATERIALS

**15. As part of the application process, we'd like to see examples of your previous work. Please indicate how you will address this requirement by checking the applicable boxes below:**

- You can view my work online at:
- I will attach copies of my work (in JPG, PNG, or PDF format) when I submit this application.

**16. In addition to this grant application, a completed [Public Art Installation Application](#) is required if your project involves a permanent or temporary installation of public art. Please be sure to include it.**

**17. Please provide contact information for three professional and/or academic references:**

	REFERENCE #1	REFERENCE #2	REFERENCE #3
NAME:			
RELATIONSHIP:			
PHONE:			

## APPLICATION CHECKLIST

*Please review the list below to ensure that your grant application is complete and contains all required supplemental materials:*

- Answers to Narrative Questions
- Completed Budget Worksheet
- Work Samples (in JPG or PDF format) or a link to an Online Portfolio
- Completed [Public Art Installation Application](#) (if applicable)
- Three References



# Dover City Arts Grant

## APPLICATION

### AGREEMENT TO GRANT TERMS

*By signing this application form, the applicant hereby indicates agreement with the following terms and conditions:*

1. The information contained in this application and in any attachments is true and correct to the best of my knowledge.
2. A **final grant report** must be submitted to the Dover Arts Commission by the due date specified in the grant award letter.
3. Grant recipients must participate in at least one **community event** hosted by the City of Dover. A member of the Dover Arts Commission will contact the recipient to discuss specifics related to participation.
4. The organization must publicly recognize the support of the City of Dover by prominently featuring the Dover Arts Commission logo in the project marketing materials.
5. Any funds received as a result of this application will be used only for the purpose specified in the award letter.
6. Any funds received as a result of this application will be expended within 12 months of the payment date. At the end of this period, any unexpended grant funds will be returned to the City of Dover, or a written request for an extension of time will be submitted to the Dover Arts Commission for approval.

**Applicant's Name (please print)**

**Title**

**Applicant's Signature**

**Date**

FOR INTERNAL USE ONLY	Arts Commission	City Council
Date Received:		
Date Reviewed:		
Status:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Amount Awarded:	\$	