



CITY OF BISBEE ARTS COMMISSION GRANT/SPONSORSHIP FUNDING PACKET

Eligibility

Applicants must meet the following criteria:

- Must be an individual artist or artist group/collective.
- Non-profit organizations and governmental entities may apply for sponsorship funding.
- The project must be an independent artistic endeavor intended for a public audience.
- The project must take place within the City of Bisbee.
- Applicants may receive only one (1) grant per calendar year.

Application & Review Process

- Applicants must complete the official Grant Application Packet, available on the City of Bisbee website www.bisbeeaz.gov or at City Hall, 118 Arizona Street, Bisbee, AZ 85603.
- Submit completed applications by mail or in person to:
City of Bisbee
Attn: Bisbee Arts Commission Grant Funding
118 Arizona Street
Bisbee, AZ 85603
- Applicants must provide eight (8) copies of the completed application packet.
- Funding is competitive and based on available funds. Applications may receive full, partial, or no funding.
- Applicants are required to present their proposal before the Bisbee Arts Commission at a Scheduled meeting.
- The Commission will review applications and make funding recommendations to the Mayor and Council, who provide final approval.
- Funds will be distributed by check within sixty (60) days of award approval.

Grant /Sponsorship Disbursement & Funding Restrictions

- Grant awards are available for up to \$500.00
- Sponsorship funding is available for up to \$1,000.00.

- Funds must be used solely for costs directly related to the proposed project.
- **Eligible Project Types:** Visual Arts, Performing Arts, Film and Video, Arts Education and Arts Promotion (e.g., events promoting the Bisbee Arts Community such as studio tours)
- **Ineligible Uses** (*Grant funds may not be used for*): Projects occurring outside Bisbee, Virtual-only programming (hybrid in-person/virtual is allowed), Permanent public art or infrastructure, Construction or renovation, Fundraising activities, Re-granting funds, and Applicants who have failed to submit a required Final Report from a prior grant.

Notification Process & Expectations

- Applicants will be notified of funding decisions at the Arts Commission meeting.
- Funded projects must:
 - Clearly acknowledge the Bisbee Arts Commission as a sponsor in printed materials and / or verbal announcements.
 - Be completed within one (1) year of the award date.
- A Final Report is required and must include:
 - Project Summary
 - Detailed Final Budget overview
 - Photos and/or documentation
- The Final Report must be submitted within sixty (60) days of project completion.
- Failure to submit a Final Report will result in ineligibility for future funding.

Assurances & Acknowledgements

By signing, the applicant agrees:

- All information provided is accurate and truthful.
- To comply with all program requirements and conditions.
- To complete the project within one (1) year of award.
- To use funds only for the approved purpose.
- To return any unused or improperly used Funds to the Bisbee Arts Commission.
- That program terms may be updated with City Approval.

Applicant Name: _____

Applicant Signature: _____ Date: _____

If the spaces provided below are insufficient, please provide responses on a separate sheet of paper and attach it to your application packet.

CITY OF BISBEE ARTS COMMISSIN GRANT/SPONSORSHIP APPLICATION

☐ GRANT FUNDING APPLICATION – OR – ☐ SPONSORSHIP FUNDING APPLICATION

Applicant Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Applicant Background / Bio / Resume / Statement: _____

Applicant Purpose or Mission Statement: _____

Amount Requested: _____

Project Summary (Include a statement explaining your artistic vision, and how the project will be displayed or completed, where the project will be held or displayed):

Project Objectives & Timeline (Provide a statement including project goals and timelines):

PROJECT PROPOSAL

What will you do? What activities will take place and where? What about this project, is unique, interesting, or needed?

Who are the participants? Who will participate and how will they be invited or included? How are artists/creatives involved?

Why is this project important? How does this connect to and impact Bisbee? How will you know if your project is successful?

How will you use the Grant funds? Explain any additional partnerships and community support *(include a detailed budget)* **Note: Funds received may be subject to 1099 tax reporting requirements.**

Additional Information: What other details about the project and your request for grant funding would you like the review panelists to know?

FINAL REPORT

This report must be submitted to the City of Bisbee within 60 (sixty) days of project completion and 1 year from notice of the award. The final report is required prior to submitting any additional funding requests. **Enclose a copy of your publicity for your grant funded work and/or a program of the events that were possible because of BAC funding.**

Recipient: _____

Project name: _____

Contact Person: _____

Email address: _____

Amount awarded: _____

Any unused grant or sponsorship funds, or funds associated with a project that was not completed or was canceled, must be returned to the Bisbee Arts Commission. Amount to be returned: \$_____.

Actual Expenditures— Attach Detailed itemized Expenditures by the Description as stated on the Funding Application

Describe how your project met the goals outlined in your application:

Describe any ways your project did not meet its goals and explain why:

Recipient Signature: _____ **Date:** _____

BUDGET EXAMPLE

Below is an example of an appropriate budget layout.

Please include your budget in a similar format.

Item Description	Total Cost	Amount requested from BAC	Amount from other Source	Name of other Source
Artists Fees	0	0	0	
	0	0	0	
	0	0	0	
	0	0	0	
	0	0	0	
	0	0	0	
Equipment	0	0	0	
	0	0	0	
	0	0	0	
Marketing	0	0	0	
	0	0	0	
	0	0	0	
Space Rental	0	0	0	
	0	0	0	
	0	0	0	
Supplies	0	0	0	
	0	0	0	
	0	0	0	
Other	0	0	0	
	0	0	0	
	0	0	0	
TOTAL	0	0	0	