



City of Jefferson Cultural Arts Commission Mini Grant Application



The City of Jefferson Cultural Arts Commission exists to ensure the arts are integral to our community's quality of life, economic vitality and central identity. The Commission has a Mini Grant program to promote collaboration among the arts, business, government, educational institutions and community residents.

The Mini Grant funding is a form of reimbursement that supports the cost of providing services to artists and organizations and/or presenting and producing cultural programming for the public. Eligible applicants may request up to \$500 of arts program expenses. Funding is provided on first come, first served basis.

Ineligible Expenses

Ineligible expenses include in-direct costs that are not directly related to the product. Ineligible costs include, but not limited to, salaries, fundraising, lobbying, purchase of general supplies for administration, computers and technology.

Funding Criteria

Projects are reviewed based on the following criteria:

- Collaboration
- Education
- Community Involvement

Application Deadlines

Applications are accepted and reviewed by the Cultural Arts Commission year round. In order to provide adequate review time, applications are accepted by the first Monday of each month for projects taking place at least two months after the deadline month (i.e., first Monday in January for projects taking place in March).

Submittals

Applications are available at City Hall from Planning and Protective Services or online at www.jeffersoncitymo.gov. Completed applications should be returned to:

Jayne Abbott, Neighborhood Services Coordinator
320 E McCarty St (City Hall, lower level)
Jefferson City, MO 65101
(573) 634-6457 fax

Or email to JCPlanning@jeffcitymo.org

Applications that are incomplete will not be considered for funding. The City of Jefferson reserves the right to remove materials that do not comply with application requirements. Successful applicants agree to sign a grant agreement and comply with City of Jefferson program requirements.

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.



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Cultural Arts Commission
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Applicant Name _____

Contact Person _____

Telephone _____

E-Mail _____

Project Information:

Name of Project: _____ Amount of Request: _____

Provide a detailed project description identifying how the project will enhance collaboration, education and/or community involvement. Attach additional pages if necessary.

Documentation: Return this form with the following attachments:

- Detailed Project Explanation
- Budget Identifying All Sources of Funds (i.e. Cash Match, In-Kind, etc.)
- Project Renderings (Concept, Pictures, Drawings, etc.)
- Detailed Project Timeline
- W-9 Form

Certification By Applicant:

The Applicant certifies that all information in this application, and all information furnished in support of this application is given for the purpose of certifying the eligibility for the Cultural Arts Commission Mini Grant program and was completed to the best of the Applicant knowledge and belief. Verification of any information contained in this application may be obtained from any source named herein. I understand funding for this program is subject to annual appropriation by the City Council.

Signature of Applicant

Date

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