



MICRO GRANT APPLICATION AND GUIDELINES

GRANT DESCRIPTION AND DEADLINES

The ACT Micro Grant is designed to support the cultural life of Providence neighborhoods by providing event organizers with funds for promotional and event materials. Awards up to \$500 are made at the discretion of ACT staff as funds allow.

Applications may be submitted on a rolling basis. Responses can be expected within 30 business days. Send complete applications to: Charlotte Abotsi, Special Projects Manager at cabotsi@providenceri.gov

Or mail/drop off in person to:

Department of Art, Culture + Tourism
ATTN: Rebecca Noon
444 Westminster Street Third floor
Providence RI 02903

PROPOSAL GUIDELINES

- Awardees may receive no more than \$500 per event.
- Projects must be accessible to the public; all ages and ADA accessible events preferred.
- Prioritization will be given to applicants who can demonstrate strong neighborhood connections and a history of successful events.
- Individual artists/event organizers and nonprofit organizations may apply (lead applicant must be 18 yrs. old or older, organizations without 501c3 status may apply with an identified fiscal sponsor).
- Applicant must add ACT logo to all event promotional materials, program booklets, and social media.
- Applicants must add event to the ArtsNowRI calendar.

WHAT THE GRANT DOES AND DOES NOT FUND

Micro Grant support may be used for promotional and tech expenses related to a specific project, such as the production, presentation or exhibition of art, or for reasonable administrative expenses. Micro Grant 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

- You will receive written notice from ACT regarding your award.
- Funds will be disbursed *after* the event is held (this is a reimbursement grant).
- Funding recipients MUST credit ACT as described under “Guidelines”.

NOTE: Checks are issued by the City of Providence, not the Department of Art, Culture + Tourism. Applicants need to be aware of this and plan their cash flow accordingly.

ADDITIONAL INFORMATION

- Funding applications are considered on a competitive basis and no applicant is guaranteed funding at any level.
- All 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 denying all current and future funding requests.

FINAL REPORT

Applicants must provide a final report (up to 2 paragraphs) detailing highlights of the event, and provide photo or video documentation.

APPLICATION

SECTION 1 - CONTACT INFORMATION

Primary Contact:

Email:

Phone Number:

Organization or Fiscal Agent:

Organizational Mission:

Federal Tax ID Number:

Please include a current signed w9 for the entity that will be receiving awarded funds. **Note that the mailing address on the w9 is the mailing address for any checks mailed to grantees.**

SECTION 2- PROJECT INFORMATION

Project start date:

Project completion date:

Where is the event happening (note street address and ward):

Projected number of individuals benefiting:

Projected number of artists benefitting:

Projected number of attendees or audience members:

Describe why your event is important to you and the neighborhood it is occurring in.

How will you use Micro Grant funds of up to \$500? Provide an itemized list:

SECTION 3 - SIGNATURE PAGE

AGREEMENT TO TERMS

“The applicant, by submitting this application, agrees to comply with all applicable local, state, and federal laws that prohibit discrimination based on race, color, national origin, ancestry, religion, age, gender, sexual orientation, or disability, and also to comply fully with all of the other terms, conditions, and guidelines of this Application.”

In addition the applicant, by submitting this application, understands that funding recipients MUST credit the City of Providence, the Mayor, the Department of Art, Culture + Tourism. Accepted projects will be required to coordinate all press and advertising with the Dept. of Art, Culture + Tourism.

Authorized Official _____ Date_____

Applying Organization _____

Signature _____

Printed Name _____

Title _____

Board Chair _____ Date_____

Applying Organization _____

Signature _____

Printed Name _____

Title _____