



BISBEE ARTIST GRANT FUNDING PACKET

Bisbee Arts Commission

The Bisbee Arts Commission is charged by the Mayor and Council to make recommendations to the council regarding funding of eligible art projects. The goal is to support the artists and arts in the Bisbee Community in the following categories:

1. Visual Arts
2. Performing Arts
3. Film and Video
4. Arts Education
5. Promotion: Projects or advertising that promote the Bisbee Arts Community.
6. *Example: Bisbee Artist Studio Tours*

There are 4 steps to the funding process:

1. Fill out the following application and include your project budget, resume, and an artist's statement. *Type or print clearly.* Please keep answers clear and concise.
2. **Provide 8 copies of this application and project, resume, and artist's statement at the time of submittal to Bisbee City Hall located at 118 Arizona Street, Bisbee, AZ 85603.**
3. The Bisbee Arts Commission must be clearly acknowledged in print, or announced at the event, as a sponsor of funded projects.
4. Submit a final report within 30 days of completion of funded project. A final report form is included at the end of this application and does not need to be included when the application is submitted.

Eligibility requirements:

1. The primary audience for the project must be Bisbee residents.
2. The project must stand alone as an artist endeavor aimed at a public audience. *Example: The BAC will not pay to provide artistic entertainment for a non-artistic industry convention or event.*
3. Applicant must be an individual artist or group/collective of artists. *This grant funding is not for non-profits or government entities. The BAC will consider sponsorship for these categories of grantees throughout the year. For consideration of funding by the BAC, please contact us @bisbeeartscommission@gmail.com.*

Applications for assistance with normal, “business as usual” expenses involved with the applicant’s customary art practice or professional activities are not high priority for funding. If you have a question about the suitability of your idea for a grant, email us at bisbeeartscommission@gmail.com.

With this Application, please include:

1. Your Project Budget: *A budget document should include all project income and all project expenses. The income should include the amount of your grant request. The source of any matching revenue, if applicable, should be shown. The total amount for expenses and the total amount of income should be equal to each other, so your budget is balanced.*
2. Resume
3. Artist Statement



BISBEE ARTIST GRANT APPLICATION

Name of Applicant: <i>(If you are applying as a group or collective, please also list the contact's name)</i>
Phone Number:
Email:
Mailing Address:
Name of Project:
Project Description:
Amount Requested: <i>(Grants to applicants range from a minimum of \$100 to a maximum of \$500)</i>

Project Cost

What is the total projected cost of the activity?
What is the proposed use of the grant funds?

Location of project or activity

Are you a resident of the City of Bisbee, Arizona? *(We ask this for our own reporting. City residency is not required for consideration, but funded project must take place or be shown within city limits.)*

Activity Dates

When will your project take place? *(Supported activities should take place in the current year, although they can extend.)*

Local Community Impact

In what ways do you think this project could have an impact on the local community?

Are other artists involved? *(If there are other artists involved in your project in a meaningful way, please list them below and explain briefly how they are involved.)*

If you are applying on behalf of an artist collective or group, please provide the names and artistic disciplines for others in the group.

Additional Information

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

Upon request, I agree to provide the City of Bisbee with a full accounting of the funds received, including receipts, cancelled checks and other documents suitable for proof of payment.

I agree to complete the project for which funds are requested within 1 year of notice of award.

I will provide a written, final report to the City of Bisbee within 30 days of completion of the project.

I agree that if funds are not used for the stated purpose and within 1 year of award, they will be returned to the BAC.

Funds received may be subject to 1099 tax reporting requirements.

Typed or Printed Name

Signature

Date

FINAL REPORT: This report must be submitted to the City of Bisbee within 30 days of project completion and before 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: _____

Money to be returned to the Bisbee Arts Commission, If project was not possible:

Actual Expenditures—

Actual Expenditures-Itemized 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:

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	
Artists Travel	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	