CITY OF SANTA FE SPRINGS

Heritage Artwork in Public Places Program

ART GRANT GUIDELINES

Fiscal Year 2015 -2016

1. Grants are provided to schools or organizations that serve Santa Fe Springs students in grades K – 12. Proposals must clearly explain how children's knowledge and awareness of art will be enhanced.

2. All proposals **must** be typed. Hand written proposals will not be considered. You may download the application from our website at http://www.santafesprings.org/about/art_grants/default.asp. Please do not copy and paste from a previous application.

3. Only teachers and/or program directors may apply for the grant. The **principal** of your school or the **executive director** of your organization must review and sign the proposal. School and/or organization volunteers and/or aides are not eligible to apply.

4. Proposals must be hand delivered and must be date stamped as received at the Gus Velasco Neighborhood Center, 9255 Pioneer Boulevard, Santa Fe Springs, California. Only original proposals will be accepted. Mailed, faxed, or electronically submitted proposals **will not** be accepted. Proposals are due **May 15, 2015**.

5. All supporting documentation must be submitted with the application. Incomplete proposals, and proposals with insufficient clarification **will not** be considered.

6. An itemized budget must be included with your application. The budget must clearly identify how the funds will be used.

7. By accepting the funds, the school or organization agrees to submit a final report including a financial summary by the end of the school year. These reports are due no later than **May 15, 2015**. Failure to submit the report will result in the disqualification of the school/organization from future grants. The final report form is available on our website at http://www.santafesprings.org/about/art_grants/default.asp. Report must be typed. Hand written reports will not be considered.

8. Art grants must be spent for the approved program and supplies must be used during the school year for which the grant was awarded. **Monies not spent must be returned.**

9. The grant may only be used for approved projects. *Any* changes to the approved project must receive approval from the committee before implementation. Changes without approval could result in requesting the return of the grant funds and/or being disqualified from future grants.

10. Art grants may be used for the following allowable expenses: study units about art masters, musical and theater productions, recorded music, art/music educators, cultural art, art supplies, sheet music, costume fabric, paint, art museum fieldtrips, buses/transportation to field trips, substitute teaches for required field trips, and concerts.

11. Art grants **may not be used** for the following: purchase of food and/or refreshments, tools, lumber, knives or any other implement not allowed in schools, chaperone expenses, P.A systems, computers, computer games, window coverings, stage curtains, finished costumes, mirrors, audiovisual equipment, shipping charges, musical instruments, or salaries for outside teachers.

12. Materials and supplies purchased with an art grant become property of the school/organization. In the event that the teacher/applicant leaves employment at the school, school district, or organization, the items purchased with the art grant must remain at the original school or organization and the successor of the art project must assume the oversight of the approved proposal.

13. It is expected that your art project is collaborative, both financially as well as in implementation. Failure to list how this will be accomplished and with whom could reduce or eliminate funding for your project. **Parent group involvement, fundraising activities, and/or sponsorships are required**. List all participants and/or funds contributed towards the project.

14. Applicant must provide photographs and/or samples of the project. This documentation must be submitted with the final report. **Grant funds may not be used for this purpose**.

15. It is highly recommended you invite the Heritage Arts Advisory Committee to view your project by sending an email or fax care of Edmund Ramirez, Executive Secretary to the Heritage Arts Advisory Committee. In your email/fax, include a schedule of program dates and times. Email: EdmundRamirez@santafesprings.org; Fax: (562) 695 – 8620.

16. All printed material related to the grant must list the Heritage Artwork in Public Places Program as a funder of the project(s).

17. If any of these guidelines are deemed unmet, the Heritage Arts Advisory Committee may elect to disallow you from submitting any future Art Education Grant Applications.