

FY 2011-2012 City of Riverside Arts and Culture Grant
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City of Riverside Arts and Culture Grant

On behalf of the City of Riverside, the Riverside Arts Council administers the City of Riverside Arts and Culture Grant in support of eligible non-profit arts and cultural organizations within our community. Through the years, it has evolved into its current competitive form, and from the mid-1990's to 2007 it was known as the City Arts Grant program. In its effort to being an inclusive city, in 2007 the City Council changed the name to the City of Riverside Arts and Culture Grant Program.

Through the City of Riverside Arts and Culture Grant Program, the City of Riverside seeks to:

- Sustain professional development of established arts and cultural institutions based in and serving the City of Riverside.
- Assist the operational and development of small to mid-sized arts and cultural organizations.
- Encourage and support the contribution of excellence and diversity to the richness of the community's cultural life.
- Encourage and support administrative and fiscal excellence in non-profit arts and cultural organizations.

The level of City of Riverside Arts and Culture Grant award amounts may vary from year to year based on funding allocations available through the City of Riverside, as well as the number of eligible applicants with high rankings.

GENERAL INFORMATION

City of Riverside Arts and Culture Grant Program offers general operating support to established City of Riverside artistic and cultural non-profit organizations that have developed a broad range of programming and have contributed substantially to the cultural life of the community.

- **FIRST-TIME APPLICANTS:** In addition to the information requested in this application, financial statements, budget and description of operations/programs for the past three (3) years must be submitted for review and evaluation by the grant panel.
- **CURRENT (FY 2010-2011) RECIPIENTS:** A final PROGRESS REPORT for FY 2010-2011 must be submitted no later than **Tuesday, August 30, 2011**.
- **BUDGET CATEGORIES**
 - Level 1:** Organizations with expenses between \$9,000 - \$100,000 in the last completed fiscal year may apply for a grant up to 20% of their previous year's income.
 - Level 2:** Organizations with expenses of \$101,000 - \$249,000 in the last completed fiscal year may apply for a grant up to 15% of their previous year's income or \$20,000, whichever is greater.
 - Level 3:** Organizations with expenses of \$250,000 + in the last completed fiscal year may apply for a grant up to 10% of their previous year's income OR \$30,000, whichever is greater.
- **CRITERIA USED BY THE GRANT PANEL** to evaluate applications include but are not limited to:
 - ✓ **ARTISTIC MERIT** as evidenced by programming that offers expanding artistic and educational outreach.
 - ✓ **PAST PERFORMANCE** and history.
 - ✓ **PRESENCE IN THE COMMUNITY**, including educational and outreach programming with presentations accessible to all segments of the community.
 - ✓ **ADMINISTRATIVE AND FISCAL EXCELLENCE**, as evidenced by organizational structure and sound financial structure.

See Specific Criteria and points applied outlined on pages 6 and 7.

CONDITIONS FOR FUNDING

The City of Riverside Arts and Culture Grant Program funds general operating support, including:

- Current (FY 2011-2012) operating expenses
- Administrative salaries
- Development of marketing/promotional materials
- Purchase or repair of equipment
- Retention of professional services (accountant, etc.)

The City of Riverside Arts and Culture Grant Program does NOT fund:

- Debt from past fiscal years
- Endowment Funds, Benefits or Fundraising Events
- Individuals (scholarships, fees, tuition, etc.)
- Payment to any organization's Board of Directors for duties performed as a board member

APPLICANT ELIGIBILITY:

1. The non-profit organization must be located in the City of Riverside and not receive any other General Fund allocations for the same purposes as the City of Riverside Arts and Culture Grants from any City of Riverside department or agency.
2. Funds are designated solely for operating support of non-profit arts organizations. For-profit organizations and educational institutions are not eligible for City of Riverside Arts and Culture Grant funds.
3. The applicant organization must be a California non-profit corporation and hold 501(c)(3) certification from the Internal Revenue Service, specifically identified as an organization with performance, production or presentation of arts and/or cultural programming as its primary focus.
4. The organization must offer an annual series of arts and cultural activities (such as exhibitions and performances) in the City of Riverside which are open and accessible to all.
5. The organization must have performing, producing, or presenting history of not less than three years, with minimum expenses of approximately \$9,000 in the last fiscal year. The most recent year must include artistic and/or cultural programming in the City of Riverside.
6. No matching funds are required. However, the organization must demonstrate its capability to match a City of Riverside Arts and Culture Grant award on a dollar-for-dollar basis. A "match" includes earned income, cash contributions, and grants.
Note: "In-Kind" contributions such as the dollar value of volunteer services do not constitute a match for this grant.
7. The organization must have satisfied the evaluative requirements of any previously awarded funding from the City of Riverside. See page 2: Current (FY 2010-2011) Recipients.
8. City of Riverside Arts and Culture Grant funds **must be expended by June 30, 2012.**

City of Riverside Arts and Culture Grant **PRACTICES AND POLICIES**

- All eligible applications are reviewed by an independent grant panel of arts administrators and community leaders facilitated by a grant panel chair. The grant panel reads, critiques, and scores all applications. The grant panel will make recommendations to the Riverside Arts Council for final funding approval (see Grant Review Process, pp. 6-7).
- Grant writing/technical assistance is available and provided by Riverside Arts Council staff to all interested applicants, but should not be interpreted as assurance of grant funding.
- Following approval of a grant, funding is requested by the Riverside Arts Council and allocated through the City of Riverside. Funds are anticipated to be available in the 1st quarter for use through June 30, 2012.
- The Riverside Arts Council will provide all City of Riverside Arts and Culture Grant recipients with a year-end Evaluation Form. Future funding is contingent upon receipt of the FY 2011-2012 evaluation and organizational review of performance and achievements, as well as proof that the City of Riverside was given sponsorship credit on signage, literature and marketing materials.
- Applications not in compliance with City of Riverside Arts and Culture Grant guidelines are not eligible for consideration.

FY 2011-2012 City of Riverside Arts and Culture Grant **TIMELINE**

- Grant Consultancies and Assistance by Appointment Mon., April 25 through
Fri., April 29
- City Arts and Culture Grant Application Deadline Fri., May 27, 4:00 p.m.*
- Grant Panel Meeting, Location TBD Thu., June 23, 10:00 a.m.**
- Presentation of Grant Awards, Mayor's Ceremonial Room August TBD
- 2010-2011 Grant Evaluation Deadline Tues., Aug 30, 4:00 p.m.*

**We do not accept postmarks and cannot accept late requests.*

***Please note that the date of the panel meeting is subject to change.*

Sorry, late or incomplete applications will not be considered.

City of Riverside Arts and Culture Grant

REVIEW PROCESS

City of Riverside Arts and Culture Grants are administered by the Riverside Arts Council on behalf of the City of Riverside Arts & Cultural Affairs Division.

Panels for the City of Riverside Arts and Culture Grant may include individuals from inside and outside the City of Riverside. Applying Review Criteria below, grant panelists review and evaluate grant applications, compiling a total point score based on Review Criteria. Applicants are notified of the grant panel meeting date and are encouraged to attend to observe.

Based on available funds, Riverside Arts Council staff converts grant panel recommendations into funding decisions.

Review Criteria:

Grant Panelists evaluate City of Riverside Arts and Culture Grant applications according to the criteria listed below. Percentage point values are indicated for each category, with a maximum rating of up to 100 points as follows.

Quality and Innovation of Programs, based on: (25 Points)

- ✓ Involvement and professionalism in planning and implementing programs
- ✓ Quality, historical background and expertise of programmers
- ✓ Reviews and other indications of how past programs have been received
- ✓ Demonstrated desire to improve the quality of programs
- ✓ Programming that encourages broad artistic/cultural expression
- ✓ Utilization of new or emerging artists
- ✓ Presentation of new and original programming
- ✓ Efforts to reach beyond conventional limits of art forms and/or cultural expression

Outreach and Audience Development, based on: (10 Points)

- ✓ Extension of free or discounted services to target/under-served audiences
- ✓ Benefit to new and under-served audiences. These audiences include youth, elderly, disabled, groups/populations or geographic areas not reached by existing programs
- ✓ Accessibility to the physically disabled and/or elderly
- ✓ Efforts to attract new audience
- ✓ Existence/Evidence of a formal Arts and/or Cultural Education program

Review Criteria – Continued

Cultural Diversity, based on: **(10 Points)**

- ✓ Understanding of the City’s cultural diversity
- ✓ Use of diverse artists and programmers

Administrative and Fiscal Management, based on: **(25 Points)**

- ✓ Staff composition (full-time, part-time, contract, volunteer, etc.)
- ✓ Professional development of management and staff
- ✓ Board, staff, peer and volunteer relationships
- ✓ Qualifications and background of management and professional staff
- ✓ Active involvement in long-range planning
- ✓ Stability of Board and staff
- ✓ Completeness, clarity and accuracy of grant proposal
- ✓ Administration of previous City of Riverside funding, if applicable
- ✓ Proven ability to attract public/private partners
- ✓ History of balanced budgets and plans for long-range financial stability and artistic growth
- ✓ Presence of a diversified base of financial support and history of financial support from the local community
- ✓ Presence of an active and effective fund development program
- ✓ Grant Application Budget/ Budget Notes and Financial Statements*

Community Impact, based on: **(20 Points)**

- ✓ Unique programs and activities which do not duplicate others already in place
- ✓ Community interest in the organization
- ✓ Size of audience served in past fiscal year
- ✓ Growth in public attendance, participation and support

Contribution to quality of life and overall cultural vitality of the community

Appropriateness and Relevancy, based on: **(10 Points)**

- ✓ How closely the application meets the purposes of the City Arts and Culture Grant Program
- ✓ Consistency of programs with the organization’s mission
- ✓ Connection to Seizing Our Destiny and the Riverside Arts Plan

***Clarity of Budget and Budget Notes are important sections considered by the Review Panel.**

APPLICATION INSTRUCTIONS

Be sure to keep the Program Description (page 1) and Review Criteria (pages 6–7) in mind as you complete the application. Grant panelists will apply these criteria when reviewing your application.

Filling Out the Application

- Please type, using 11 point font or larger.
- Please be succinct. Use only the space provided for your answers.
- If you replicate the form it must look the same as the form in this packet, leaving the same amount of space for each response and having each page of the application contain the same questions as the corresponding page in the booklet. If needed, attach additional pages only where indicated.
- Be sure to SIGN and DATE the application. The application must have original signatures from a combination of two of the following:
 - A President and a Secretary
 - A Vice-President and a Secretary
 - A President and a Chief Financial Officer
 - A Vice-President and a Chief Financial Officer
- In addition to receiving the application by email, you may request that it be mailed to you.
- If you have questions or require assistance in completing your organization's application, or if you need additional information, please contact the Riverside Arts Council office (951) 680-1345.
- Individual application review/consultation appointments are available Monday, April 25 through Friday, April 29.

What to Include In Your Application

- ✓ **Applicant Check List**
- ✓ **Five (5) copies *plus* the original of the following:**
 - Completed FY 2011-2012 City of Riverside Arts and Culture Grant Application
 - Most recent year-to-date Financial Statement
 - Most recent year-end Financial Statement
 - In addition to the year-end Financial Statement, if your organization's budget is \$250,000+, please submit your most recent Audited Financial Statement.
- ✓ **One (1) set of up to six (6) *different* pieces of Supporting Materials (do NOT submit multiple sets of the same pieces)**
- ✓ **One (1) copy of your organization's IRS Determination Letter**
Please submit a copy of your organization's 501(c)(3) Determination Letter from the Federal Internal Revenue Service documenting your current non-profit status with your application.
- ✓ **FIRST-TIME APPLICANTS:** In addition to the information requested in this application, financial statements, budget and description of operations/programs for

the past three (3) years must be submitted for review and evaluation by the Grant Panel

SUPPORTING MATERIALS

You are strongly encouraged to submit Supporting Materials. This is your opportunity to share more information about your organization with the Grant Panel. Supporting Materials may include video/audio samples of work, programs, brochures or other promotional materials, reviews or articles, etc.

Instructions Regarding Audio Visual Material, Catalogues and Brochures

⇒ **DVD, Audio CD's or CD-Roms**

Submit only one copy of each CD or DVD. Due to time constraints, the panel will spend a maximum of 3 minutes reviewing your materials.

The sample of the work you want the panel to review must be clearly indicated.

Clearly label all materials and envelopes/boxes with:

- Applicant's Name
- Title of the work
- Date/Place of the artistic or cultural event and date of production

⇒ **Catalogues and Brochures**

Please submit one (1) set of up to six (6) different pieces of Supporting Materials.

Applicant Retrieval of Supporting Materials

Audio and visual recordings may be retrieved June 30 through July 29, 2011. To arrange time for pick-up, please contact the Riverside Arts Council office. Other support materials will not be returned.

GRANT APPLICATION DEADLINE and DELIVERY INFORMATION

The Riverside Arts Council must receive your Application and all Supporting Materials by

Friday, May 27, 2011 by 4:00 p.m.

If you mail your application, be sure to allow enough time for receipt by the May 27th deadline.

Please note that the new mailing address for the

Riverside Arts Council is

PO Box 1662, Riverside, CA 92502

We do not accept postmarks and will not accept late requests.

The Riverside Arts Council office is located at:

3485 Mission Inn Avenue ~ 3rd Floor ~ Riverside, CA ~ 92501
(Riverside Municipal Auditorium)

Phone: (951) 680-1345 ~ Fax: (951) 680-1348 ~ Email: info@RiversideArtsCouncil.org

**FY 2011-2012 City of Riverside Arts and Culture Grant
APPLICANT CHECK LIST**

Organization Name: _____

Contact Name: _____

Title: _____

Date Application Submitted: _____

Please check off the materials included in your application packet below.

The FY 2011-2012 City of Riverside Arts and Culture Grant Application includes:

- _____ Applicant Survey (A-1)
- _____ Application Checklist (A-2)
- _____ Application Questions (A-3 to A-11)
- _____ Budget (A-12)
- _____ Budget Notes (A-13)
- _____ Supporting Materials List (A-14)

_____ **The Application: Signed original plus five (5) copies (TOTAL OF 6 COPIES)**

Six (6) copies of the following:

- _____ Most recent year-to-date Financial Statement
- _____ Most recent year-end Financial Statement
- _____ Most recent Audited Financial Statement (For organizations with budgets \$250,000 and above ONLY)

One (1) Copy of the following:

- _____ IRS Determination Letter for tax exempt 501(c)(3)

Optional: Supporting Materials:

- _____ Up to six (6) different pieces of Supporting Materials - **only one (1) copy of each piece** (e.g., catalogues, brochures, programs, press clippings, etc.)
- _____ DVD's or CD's

First-Time Applicants Only

- _____ Financial Statements for the past three (3) fiscal years
- _____ Budgets for the past three (3) fiscal years
- _____ Description of Operations/Programs for the past three (3) fiscal years

FOR OFFICE USE ONLY:

Organization Name: _____

Date Application Received: _____

Time Application Received: _____

Received by: _____

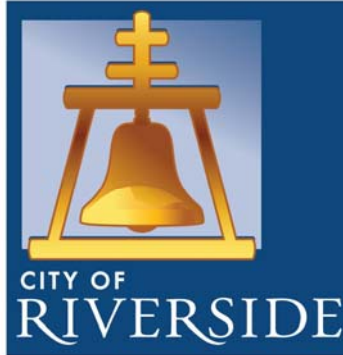
Riverside Arts Council Representative

Reviewed by: _____

Amount Requested: _____

Application Complete: YES/NO

NOTES: _____



City of Arts & Innovation

FY 2011 - 2012
City of Riverside Arts and Culture
Grant Application

Administered on behalf of the City of Riverside by:

The Riverside Arts Council
3485 Mission Inn Avenue, 3rd Floor
Riverside, CA 92501
Phone: (951) 680-1345
Fax: (951) 680-1348
info@RiversideArtsCouncil.org

FY 2011-2012 City of Riverside Arts and Culture Grant Application

	Amount of FY 2011-2012 Request
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Organization Name: _____

Legal Name, if different: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Website: _____

Contact Name: _____ Title: _____

Business Phone: () _____ Fax: () _____

Applicant Survey

Your responses to the following questions will help us to evaluate our programs and provide accurate information to our funding sources.

- 1) How did you hear about this grant program?

<input type="checkbox"/> Newspaper	<input type="checkbox"/> Website	<input type="checkbox"/> Directory or Listing
<input type="checkbox"/> Radio	<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Phone call to the Riverside Arts Council

- 2) Has your organization *applied* for a City Arts and Culture Grant in the past?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	If you answered "yes" which FY _____
------------------------------	-----------------------------	--------------------------------------

- 3) Has your organization *received* a City Arts and Culture Grant in the past?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	If you answered "yes" which FY _____
------------------------------	-----------------------------	--------------------------------------

- 4) Which category best describes the discipline/focus of your organization?

<input type="checkbox"/> Dance	<input type="checkbox"/> Electronic Media	<input type="checkbox"/> Film/Video	<input type="checkbox"/> Literature
<input type="checkbox"/> Music	<input type="checkbox"/> Multidisciplinary Arts	<input type="checkbox"/> Theatre	<input type="checkbox"/> Visual Arts
<input type="checkbox"/> History	<input type="checkbox"/> Cultural Programs		

- 5) Does your organization provide programs for youth?

	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, are the programs in-schools (K-12)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, are the programs after-school hours and/or during school hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

- 6) Does your organization serve a specific audience or constituency?

	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If "yes", please describe _____		

- 7) Has your organization registered with the California Cultural Data Project?
(<http://www.caculturaldata.org>)

	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

Please check ALL that apply:

- My organization is located in the City of Riverside.
- My organization has had 501(c)(3) tax-exempt status with an artistic and/or cultural producing, and/or presenting history of at least three years.

Tax ID # _____

- The mission of my organization states that its primary focus is the performance, production and/or presentation of arts and cultural programs.
- My organization offers a complete season of exhibitions, performances or other arts and cultural activities in the City of Riverside which are open and accessible to all.
- My organization's presentations during the past year included presentations in the City of Riverside.
- My organization had expenses of at least \$9,000 in the last completed Fiscal Year.
- My organization can demonstrate the ability to match any City of Riverside Arts and Culture Grant award on a dollar-for-dollar basis.

And, if applicable:

- My organization has satisfied all the requirements of any previously awarded grants from the City of Riverside.

If your answer is "No" to any of the above questions, stop here. You may not be eligible for the City of Riverside Arts and Culture Grant program. If you have questions, please call the Riverside Arts Council office at (951) 680-1345.

This application must have two original signatures from any combination of the following:

- A President and a Secretary
- A Vice-President and a Secretary
- A President and a Chief Financial Officer
- A Vice-President and a Chief Financial Officer

As the Chair or President and authorized representative of the applicant organization, I certify that the organization meets all the eligibility requirements described in the City Arts and Cultural Grant Guidelines and that all the information provided in this application is true to the best of my knowledge.

Signature of Authorized Representative

Title

Signature of Authorized Representative

Title

City of Riverside Arts and Culture Grant Application

Please answer each question in the space provided:

1. Briefly describe your organization and its mission, history and goals.

2. Briefly describe your organization's programs and activities. Describe efforts being made to improve program quality and the involvement of diverse personnel in planning and implementing of programs.

3. List artistic and cultural programming personnel on staff with your organization; include their roles, background and training, paid or volunteer, etc. If you use volunteers, please describe their qualifications. **(Please continue on a separate page if necessary and number it A-4.1)**

4. Describe your organization's contribution to the cultural vitality of the community. What, if anything, sets your organization apart from others in your field?

5. Describe how your organization reaches beyond conventional limits of your discipline, if it does. Describe any efforts to present new and original works or utilize new and emerging artists and cultural programmers.

6. How many people does your organization reach annually? Briefly describe your audience; provide demographic information (age, cultural group(s), etc.). Describe how you determine this information. Note efforts at making activities accessible to senior citizens and special needs audiences.

7. Describe cultural or community diversity represented by your board, management and personnel, and in your organization's activities.

8. Do you have plans to expand your audience base? How? What marketing tools do you use? Please describe.

9. Briefly describe any long-range/strategic plans with regard to goals and/or changes in programming, funding sources, board, staff and other development.

10. How are decisions made and carried out in your organization with respect to policy, management, programming and fund development? What roles do the board, staff, volunteers and advisory groups play in this process?

11. What are your organization's current major challenges? How will you address them?

12. Has your organization received funding from the City of Riverside? Please list year(s) and monetary (and, if applicable, in-kind support) for each type of funding.

13. List your organization's Board of Directors. For each member, include profession, city of residence, years of board service and expiration of term. **(Please continue on a separate page if necessary and number it A-9.1)**

14. Describe how your organization evaluates and measures success of its presentations, educational/outreach programs and community impact. Please include copies if possible of any assessment and other tools you use as measurements.

15. How does your organization participate in “Seizing Our Destiny” and in the Riverside Arts Plan? Please be specific. *(If you have any questions regarding "Seizing Our Destiny" and the Riverside Arts Plan please contact the Riverside Arts Council at 951-680-1345.)*

Budget for: _____

Name of Organization _____

Fiscal year ends in the month of: _____

Fiscal Year

Fiscal Year

Fiscal Year

2010-2011

2010-2011

2011-2012

Budgeted

Actual

Budgeted

A. REVENUES *

Contributed

- 1. Federal government
- 2. State government
- 3. Local government (other than City of Riverside)
- 4. Foundation
- 5. Corporate/Business
- 6. Individual
- 7. City of Riverside (inc. this year's reg.)
- 8. Other

SUBTOTAL

Earned

- 9. Tickets/admissions
- 10. Performance fees
- 11. Tuition
- 12. Product sales & concessions
- 13. Special events
- 14. Other

SUBTOTAL

TOTAL INCOME

- 15. *In-kind Contributions*

B. EXPENSES

- 1. Personnel Salary & Benefits
- 2. Salary/Benefits: Artistic/Cultural Programs
- 3. Salary/Benefits: Admin.
- 4. Salary/Benefits: Tech. & Prod.
- 5. Contract: Artist/Cultural Programmer
- 6. Contract: Other

SUBTOTAL

- 7. Advertising & promotion
- 8. Operations & administration
- 9. Production, exhibits, programs
- 10. Fund development
- 11. Rental: rehearse & perform
- 12. Loans
- 13. Other

SUBTOTAL

TOTAL EXPENSE

C. Surplus (Deficit) _____
D. Beginning Year Surplus (Deficit) _____
E. Accumulated Surplus

Budget Notes: Please footnote (*) ALL items in the Budget that need clarification (for example: A.8. Revenue - Other) and provide brief explanations of any variances, including but not limited to:

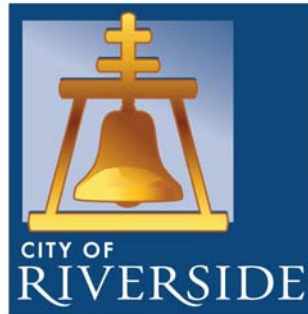
- Reasons for a deficit
- Plans for a surplus
- Unusually large expense item
- Variances of 10% from one year to the next
- An expense or income item listed under other amounting to more than 10% of total expenses/ income

16. **All Applicants:** Provide a list of Supporting Materials submitted with this application. If a video or audio is included, please provide a sentence or two introducing its content.

If you received a FY 2010-2011 City Arts Grant, also include copies of programs, brochures, newsletters, press articles or other materials in which the City of Riverside was acknowledged.

List any events at which there was additional verbal acknowledgement below.

Deadline for Applications: 4:00 p.m. on Friday, May 27, 2011



City of Arts & Innovation

2010 - 2011
City Arts and Culture Grant
Funding Report and Evaluation

Administered by
The Riverside Arts Council
3485 Mission Inn Avenue, 3rd Floor
Riverside, CA 92501
Phone: (951) 680-1345
Fax: (951) 680-1348
info@RiversideArtsCouncil.org

City Arts and Culture Grant Funding Report and Evaluation

Note: If your previous Riverside Arts Council grant was *not* a City Arts and Culture Grant (for example, if it was a Community Arts Partnership Grant), please contact us for the appropriate form.

Year of Grant: _____

Organization: _____

Contact Person: _____ Phone #: _____

Email Address: _____

Total 2010-2011 Budget: \$ _____ City Arts and Culture Grant Award: \$ _____

This application must have two original signatures from any combination of the following:

- A President and a Secretary
- A Vice-President and a Secretary
- A President and a Chief Financial Officer
- A Vice-President and a Chief Financial Officer

As the Chair or President and authorized representative of the applicant organization, I certify that I have examined this evaluation and certify that all requirements for a complete City Arts and Culture Grant evaluation have been fulfilled and that the information is true and correct.

Authorized Board Member:

(Signature of Authorized Representative)

(Title)

(Signature of Authorized Representative)

(Title)

Evaluation Prepared By:

(Name)

(Date)

(Signature)

General Instructions

All City Arts and Culture Grant Evaluation material must be submitted on 8 ½ " x 11" white paper: Copies must be clear, readable and reproducible on standard photocopy machines. Do not photo-reduce or use a typeface smaller than 11 point font. Maintain a left margin of 1" on each page and use only the space provided. Please provide a total of seven copies (the signed original plus six (6) copies), and retain a full copy of this evaluation for your records.

To ensure consideration for future funding, evaluations must be completed and submitted by **August 30, 2011**.

Send the following materials:

- Complete City Arts Funding Report/Evaluation Form
- 2010-11 Organization's Financial Statement *

** If 2010-2011 year-end Financial Statements are not yet available, please send the most recent monthly Financial Statement.*

Mail to:

**Riverside Arts Council
PO Box 1662
Riverside, CA 92502**

Note: This completed Evaluation form must be submitted on or before the August 30, 2011 deadline. Evaluations are an important part of the grant process and will be closely reviewed by the panel in consideration of future funding.

Non-compliance of Evaluation guidelines may impact eligibility for future grant funding.

1. Please describe any significant changes in your organization that occurred during the past year including events, achievements, programming and staff.

2. Briefly describe the short and long-term impact of your 2010-11 programs on the City of Riverside including seniors, youth, culturally diverse, at-risk or economically disadvantaged populations. What tools do you use to measure success and/or effectiveness of your programs?

**City Arts and Culture Grant
Fiscal Year 2010-2011
Programs & Activities**

3. Please list your organization's performances, exhibits and activities on this page of the evaluation (this page may be copied as needed).

If a program was considered "community outreach," please identify the target audience(s).

Event/Activity	Site – Location/City	Audience – Number & Description

4. List any new and/or significant long-range programming plans.

5. Please enclose/attach support materials (6 maximum) relevant to your organization and/or programming (brochures, programs, press clippings, support letters, news articles or other printed materials in which your organization acknowledged the City of Riverside and Riverside Arts Council for City Arts and Culture Grant funding.

If *additional* verbal acknowledgement was made at an event, please indicate the name(s), date(s) and location(s) below.

Please Note: *Written and verbal acknowledgement of funding support is a condition of your City Arts and Culture Grant award agreement. It is a critical component in evaluating grant support and an integral part of the criteria in consideration for future City of Riverside grant funding.*

City Arts and Culture Grant
Fiscal Year 2010-2011
Documentation of Expenditures *

** **Note:** As a City Arts and Culture Grantee, you are responsible for retaining in your files all supporting documentation, receipts and expenditures. Random audits may be done.*

Organization: _____

Date: _____

I. Budget Category	II. Documented Expenses	III. Grant Award
---------------------------	--------------------------------	-------------------------

1. _____	\$ _____	\$ _____
2. _____	\$ _____	
3. _____	\$ _____	
4. _____	\$ _____	
5. _____	\$ _____	
6. _____	\$ _____	
7. _____	\$ _____	
8. _____	\$ _____	
9. _____	\$ _____	
10. _____	\$ _____	
11. _____	\$ _____	
12. _____	\$ _____	
TOTALS:	\$ _____	\$ _____ (Remaining amount)

I. Examples of *Budget Categories*: Salaries, Printing, Postage, etc.

II. *Documented Expenses* are the amounts paid from the grant for *Budget Categories*.

III. *Grant Award* is the total grant award from 2010-2011 and the grant amount remaining, if any.

FOR RIVERSIDE ARTS COUNCIL USE ONLY:

Documentation & Forms Reviewed By: _____

Date: _____

Application Complete: Yes/No