**Eligibility** *(select at least one)*

 I am a professional working artist/performer/teaching artist living in Mansfield, or a professional member of the Mansfield Commission for the Arts and am applying as an individual/sole proprietor

I am a Mansfield ISD teacher, applying for a project grant for my school/classroom

My arts-based nonprofit organization or business is based in Mansfield and I am applying on behalf of this entity

The arts activity/project/operating expenses for which I am requesting funds will primarily serve Mansfield residents and/or Mansfield ISD students

**Applicant Information**

Name of Artist/Business/Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

Website:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you been awarded a Mansfield Commission for the Grant in the past? Yes No

If “yes”:

What year(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For what purpose(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Primary Contact Information (if different from above)**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Grant Information**

Any and all costs associated with a project or general operations are eligible to be covered with your grant award. No matching funding is required, however the Mansfield Commission for the Arts reserves the right to partially fund or deny any request. A post-award summary detailing attendance, perceived success, and use of funds will be required from all grant recipients. Grant reports are due no later than 30 days after the close of the award cycle in which funding was received. If the report is submitted late, the applicant will not be eligible for future funding for one year after the submission of the late report.

1. Total monthly operating cost or total cost of your project:
2. Total funds requested:
3. Provide a complete itemized budget for the total project your request. You may use the attached budget form, or provide your own. If applying for operational costs, upload invoices showing regular operating expenses (like rent/mortgage, staff salaries and benefits, regular supply and maintenance costs, etc).

1. Provide a brief history/bio of the artist/ensemble/organization. If applying for operational funding, explain how your work/organization earns its income primarily from the arts. Upload a resume, work sample, recent tax return, or other professional materials that document your work in your chosen artistic discipline.
2. If you are applying for a specific project or activity, describe the activity/performance for which you are seeking funds; please include date, time, and location and target audience. If you are applying for operational funding, enter N/A.
3. Other sources of secured funding (in-kind contributions may be included):
4. Have you applied for other grants for this project or for your general operations? If yes, please list. Please state whether you have received funding, been denied funding, or have not yet received a decision.
5. If you are applying for a specific project or activity, are you planning to sell tickets, merchandise, or other items at this event? If so, what type of items, and at what cost? If you are applying for operational funding, enter N/A.
6. Why is this funding integral now? What will happen if your request is denied? What will you do if you do not receive all requested funding from the Mansfield Commission for the Arts?

*Optional:* If you have additional materials or information you would like us to consider (a sample of your work, brochures, data, or other information about your proposed project or organization, etc), please attach them to this application or provide information about where these materials can be viewed (a web address or link for example).

**Application Periods and Due Dates**

There will be two award periods each year. The first will be a January-May award period with applications due November 15 (or if that date falls on a weekend or holiday, the next regular business day). The second award period will be June-December with applications due May 15 (or if that date falls on a weekend or holiday, the next regular business day).

**May 15 – Applications due for award period June 1-December 31.** Reports due (in progress is acceptable) for grant awards from the previous cycle.

Early June – Award announcements for June 1-December 31 grant cycle. Funding available immediately.

June 30 – Full reports due for January 1 –May 31 (previous) grant cycle

**November 15 – Application due for award period January 1-May 31.** Reports due (in progress is acceptable) for grant awards from the previous cycle.

Early December – Award announcement for January 1-May 31 grant cycle

January 1 – Funds available for January 1-May 31 grant cycle

January 31 – Full reports due for June 1- December 31 grant cycle

**Certification:**

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and understood the Mansfield Commission for the Arts grant policies and information. I attest that all the information in this application and the accompanying documents is true and accurate to the best of my knowledge.

In the event of a grant award, I do hereby release and authorize the use of any photographs or videos taken of me or my organization’s facilities, other staff, volunteers, or event participants by the City of Mansfield, Mansfield Commission for the Arts, their sponsors, or their contractors for the purpose of developing public information and promotion materials. I will comply with requests from the Mansfield Commission for the Arts for interviews or stories regarding my grant award.

Applicant does hereby covenant and agree to defend, indemnify and hold harmless the Mansfield Commission for the Arts from and against any and all claims, demands, liability, obligation, expenses (including reasonable attorneys’ fees), interest, penalties or other damages relating to, or on account of or in any way growing out of Applicant’s activities related to this grant/scholarship. Applicant further represents and warrants that Applicant will comply with all applicable federal and state laws, local ordinances and code provisions.

Applicant Signature: Date: