



**CITY OF CUPERTINO
FINE ARTS COMMISSION**

**GUIDELINES FOR THE
ARTS GRANTS FOR TEENS**

I. Guidelines for Teen Art Grant Awards

The City of Cupertino will grant funds to teen artists in Cupertino to assist them in creating and presenting visual and performing arts activities for the benefit of the residents of Cupertino. The major goals of these grants are to:

- A. Create and present arts programs that meet the interests and needs of residents of Cupertino.
- B. Expand the type of fine arts activities offered in the community
- C. Serve a wide range or a clearly defined group within the community.
- D. Encourage young artists to create and participate in fine arts activities that serve the community.
- F. Support art projects that have clearly identified expenses that can be easily evaluated after completion.

II. Process for Obtaining and Judging Applications

- A. Applications will be available through the Office of the City Clerk at the Cupertino City Hall, (408) 777-3217, 10300 Torre Avenue, Cupertino, CA 95014. The deadline for applications is February 15 and August 15 of each year.
- B. An adult sponsor (i.e. teacher, counselor, mentor, or parent) must sign the teen grant application.
- C. The application must be submitted to the City Clerk by the published deadline.
- D. A subcommittee of three board members of the Commission will review all the proposals. Any commission member who has a personal, professional or financial connection to any applicant must abstain from voting on that proposal.
- E. Awards will be made on the basis of merit and outreach to the Cupertino community. Some specific audiences the city would like to reach are young people, the elderly, the handicapped and the economically disadvantaged.
- F. Although applicants are asked to list their projected expenses in their application, the amount of money awarded for any grant will be determined by the Fine Arts Commission. It may be more or less than the sum requested.
- G. Applicant must be willing to indicate the financial support of the City of Cupertino in publicity and presentation of the activity.
- H. Before presentation of the activity, the applicant must notify the City Clerk of Cupertino.
- I. Upon completion of the activity, applicant must fill out a written evaluation of the activity and submit it to the Fine Arts Commission with some examples, audience evaluations, or photographs of the presentation.
- J. The funds awarded in this grant cannot be used for any regular or extra-credit assignment or project in a course offered for credit at school. It must be worked on and presented outside of the regular school program.



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**APPLICATION
ARTS GRANTS FOR TEENS**

This is a formal document. Please write clearly and respond to the questions as clearly and fully as you can.

I. APPLICANT'S NAME: _____

NAME OF GROUP: _____
(if appropriate)

LIST NAMES OF OTHER MEMBERS: _____

ADDRESS: _____

PHONE: _____ E-MAIL: _____

II. SPONSOR'S NAME: _____

RELATIONSHIP TO APPLICANT: _____

ADDRESS: _____

PHONE: (HOME) _____ (WORK) _____

SIGNATURE: _____

(over)

III. DESCRIPTION OF PROJECT: (You can attach extra pages, if necessary)

A. FIELD: _____
(write in one from below)

VISUAL ARTS (painting, sculpture, photography, graphic arts)

PERFORMING ARTS (dance, music, drama)

LITERATURE

OTHER (please describe)

B. NARRATIVE DESCRIPTION:

Write out a detailed explanation of your project, attaching extra pages if necessary. As a guideline, you should include following information about your project: What is it? Who's doing it? Where, when, and how are you producing it? And what do you hope to accomplish with this project?

Also answer these additional questions: Who is your intended audience for this activity and why would they be interested? What are your previous artistic experiences in this field?

Please give examples of any organizing skills and experience you already might have.

(continued)

C. TIMELINE: (You can attach extra pages if necessary)

Present a realistic timeline for this project, and indicate the steps and approximate amount of time (in days) it will take to create and present this activity. (Keep in mind all your other responsibilities at school and at home, as well as your other outside activities!)

If you can, list an approximate date this project might be completed.

Example: 2/15 Submit application to City Clerk for original dramatic play on teen drinking, written, produced and directed by Bill Teen

4/15 Acknowledge grant award and write out a possible timeframe for project

4/16 Buy supplies, find a location to work and present play, and recruit talent

(continued)

IV. BUDGET: Estimate what types of supplies and materials you will need to complete this project, then research how much it will cost to purchase them.

A. MATERIALS AND SUPPLIES:

(Type and Quantity)

(Cost)

_____	_____
_____	_____
_____	_____
_____	_____

B. OTHER EXPENSES:

(list them)

(Cost)

_____	_____
_____	_____

TOTAL AMOUNT NEEDED: _____

TOTAL AMOUNT REQUESTED: _____

Since this project is funded by public funds, this application is a legal document. You will need to read and sign your name to the following statements:

I HEREBY ACKNOWLEDGE THAT ALL THE ABOVE STATEMENTS ARE TRUE. I UNDERSTAND THAT BY ACCEPTING THESE PUBLIC FUNDS, I WILL USE THEM SOLELY IN THE CREATION AND PRESENTATION OF MY ART PROJECT.

I AGREE THAT AT THE TERMINATION OF MY PROJECT, I WILL COMPLETE AND SUBMIT AN EVALUATION SHEET TO THE FINE ARTS COMMISSION, C/O THE CITY CLERK, 10300 TORRE AVENUE, CUPERTINO, CA 95014-3255.

NAME (PRINTED): _____

NAME(SIGNATURE): _____

DATE: _____



**CITY OF CUPERTINO
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**ARTS GRANTS FOR TEENS
PROJECT EVALUATION SHEET**

At the end of your project, this **Project Evaluation Sheet** is to be completed and submitted to the Fine Arts Commission. Try to answer the questions as completely as you can. You can write out the answers on separate sheets of paper or, better yet, print them out on your computer and mail to the City Clerk, 10300 Torre Avenue, Cupertino, CA 95014-3225. She serves as the staff liaison and will deliver them to the Fine Arts Commission.

I. THE PROJECT:

- A. Name of the applicant
- B. Name of the specific project/event/work
- C. If other people were involved in your project : How many were there ? What did they actually do?
- D. What were your actual (vs. projected) expenses? (If you can, itemize them)

II. PRESENTATION:

- A. Where was the location of the presentation? The date and time? How did you arrange it?
- B. What was the goal(s) of your presentation?
- C. Audience:
 - 1. How many people attended the presentation?
 - 2. Describe the audience: (other students, smaller children, adults, etc.)
 - 3. What was the audience reaction to your "creation"?
 - 4. What do you think they got out your presentation? Was that your goal?
- 5. You might also write up a simple evaluation sheet for the audience to fill out and return to you, then submit the results with this evaluation
- D. Please attach any printed materials, flyers, photographs, newspaper articles or other items of recognition of your project.

(over)

III. YOUR OWN ANALYSIS:

- A. How do **you** think this project turned out?
- B. What was easy? hard? successful? not successful? What would you do differently next time?
- C. What did you learn from doing this project?

NAME: (printed) _____

SIGNATURE: _____

DATE EVALUATION SUBMITTED: _____