

GRANT GUIDELINES

The Cupertino Fine Arts Commission Grant Guidelines consist of two parts:

- 1. Grant awards**
- 2. Matching grants and private donations**

To fulfill its purpose of fostering, encouraging and assisting the realization, preservation and advancement of fine arts for the benefit of the citizens of Cupertino, the Fine Arts Commission grants funds to artists and fine arts organizations. Among the questions which will be used to evaluate grant proposals are the following:

- ◆ Does it encourage diverse fine arts programs for Cupertino residents based on their interest and needs?
- ◆ Does it serve a wide range of citizens or a group not already served?
- ◆ Does it extend the range of fine arts activities in the community?
- ◆ Does it provide for evaluation and accountability?

CRITERIA

There will be a grants subcommittee to review applications. The subcommittee will be comprised of three board members who have no financial, personal or professional affiliations with prospective grantees. The recommendations of the subcommittee will be submitted to the entire Fine Arts Commission for final recommendations to the Cupertino City Council. At the time of submission to the FAC, any member who has a financial, personal or professional connection to any proposed grantee shall abstain from voting on that particular grant proposal.

Awards will be made on the basis of merit. All are encouraged to apply. Awards will be granted for visual and performing arts projects. The commission will work toward achieving a balance between visual and performing arts for the general public, including those citizens not ordinarily reached such as the elderly, children, the handicapped and economically disadvantaged. The amount for any grant will be determined on an individual basis. The committee will recommend an amount deemed appropriate, which may be more or less than the sum requested.

ELIGIBILITY

Applicants should:

- ◆ Be able to document the need for funding and submit a budget proposal.
- ◆ Demonstrate administrative skills necessary for carrying out the program
- ◆ Provide written evaluation of their program at the conclusion of the grant period
- ◆ Be willing to acknowledge the support of the City of Cupertino where appropriate

PROCEDURES

Application packets are available at Cupertino City Hall, in the Office of the City Clerk. Grants will be awarded twice a year. Application deadlines are:

September 15

February 15

Recipients will be notified by:

November 15

April 15

In-person or telephone interviews may be scheduled with finalists.

Recipients will enter into a contract with the City of Cupertino and are responsible for arranging use of any City facilities. It is recommended that any applicant planning to use a City facility contact Julia Lamy, (408) 777-3120, for a tentative booking. If a grant is awarded, the booking should be confirmed.