

MONO COUNTY ECONOMIC DEVELOPMENT, TOURISM & FILM COMMISSION
2019-20 PERFORMING & VISUAL ARTS GRANT PROGRAM for
MONO COUNTY PERFORMING & VISUAL ARTS NON-PROFIT ORGANIZATIONS

DEFINITION AND PURPOSE

Mono County, through its Economic Development, Tourism & Film Commission (EDTFC), is pleased to announce the availability of a Performing & Visual Arts Grant Program (PVAGP) for the 2019-20 fiscal year. The PVAGP is a reimbursement program designed to assist established non-profit Performing and Visual Arts organizations in Mono County with eligible projects and programs. Mono County's organizations for the Arts play an important role in providing quality programs for the community which contributes both to the visitor experience and to the quality of life for local residents.

ELIGIBLE PERFORMING & VISUAL ARTS PROJECTS/PROGRAMS:

All currently established non-profit Performing and Visual Arts organizations in Mono County are eligible to apply for funding support for a wide range of projects/programs that directly support performing, visual, and fine arts/applied arts. Funds may be designated for the purchase of educational materials, art supplies, sheet music, equipment, website development, marketing/advertising/communication outreach, signage, exhibit design, displays, event support, etc.

Please note:

- Promotional marketing initiatives funded by the PVAGP must be professionally designed and produced.
- Mono County Economic Development, Tourism & Film Commission logo, website and 800# must be on grant recipient websites and marketing/communication materials as a sponsor affiliation.
- All established non-profit arts & culture organizations in Mono County are encouraged to submit applications for funding. The grants will be dispersed as equitably as possible between communities and applicants; however, this will depend on relevant applications received and other factors and cannot be guaranteed.
- Grant allocation preference will be given to new or currently unfunded projects. However, the PVAGP will consider applications for relevant projects that may have already received county funding in 2019-20.
- Funding may not be used for salaries, wages or remuneration.
- Funding may not be used for rent, utility bills, or the purchase of real estate.
- Funding may not be used for travel or client/staff/volunteer/board member entertainment.

AVAILABLE FUNDING

Up to \$4,000 in funding on a reimbursement basis is available per organization, determined by the scope of the project and needs. Total funding available for PVAGP is \$10,000; these monies are identified in the 2019-20 budget approved by the Board of Supervisors. **Mono County is under no obligation to expend any or all the funds.** Organizations that have been granted funding from the Mono County Economic Development, Tourism & Film Commission or from the Mono County Board of Supervisors in the past, as well as organizations which have not, may apply for PVAGP. **Expenditures for approved projects/programs must be completed by June 30, 2020.**

APPLICATION REQUIREMENTS

To apply for the Mono County Performing & Visual Arts Grant Fund, organizations must submit:

- Grant Program application form (see attached)
- Organizational budget, including details specific to the program or project for which funding is requested.
- Proof of 501(c) non-profit organization status.
- Successful applicants will receive funding as a reimbursement of approved expenses and will be required to submit a grant report by the end of the 2020 calendar year.

APPLICATION SUBMISSION & APPROVAL TIMELINE

All applications will be reviewed and approved by Mono County staff with assistance from the Mono County Economic Development, Tourism & Film Commission (EDTFC).

APPLICATION SUBMISSION DEADLINE: 5:00pm on Friday, October 11, 2019

FUNDING APPROVAL NOTIFICATION: November 1, 2019 (*subject to change*)

APPLICATION SUBMISSION INSTRUCTIONS

All applications for 2019-20 must be submitted by **5:00pm on Friday, October 11, 2019** in person, by mail or electronically to:

Liz Grans

Economic Development & Tourism Assistant

Mono County

PO Box 603

Mammoth Lakes, CA 93546

760-924-1738

760-924-1697 FAX

lgrans@mono.ca.gov

Late applications will not be accepted. The Mono County Economic Development office is located in the Sierra Center Mall, 452 Old Mammoth Rd. Suite 306 (3rd floor, in the County Administrative Office).

FUNDED PROJECT/PROGRAM REQUIREMENTS:

Projects that are approved for PVAGP reimbursement program must adhere to the following program requirements:

- 1) Recipients must adhere to the business plan/scope of work as proposed and sign a contract to do so with the county. Proof of professional liability, general liability, or other insurance coverage may be required.
- 2) Recipients are required to provide monthly progress reports by phone or email leading up to completion of the project, purchase or program.
- 3) All promotional materials and online/website presence must include the following Mono County information; however, the primary contact info must clearly be that of the performing & visual arts grant recipient.
 - Mono County Economic Development, Tourism and Film Commission logo (artwork provided)
 - The 800 Tourism number: **800.845.7922**
 - Mono County Tourism website address: www.MonoCounty.org
- 4) Design of all signage, exhibits or displays, marketing/communication materials and/or website must be professionally created and reviewed by County staff before printing, publication or distribution.
- 5) All content and photos, information, logos, etc. must be properly licensed.
- 6) All original invoices and/or original paid receipts must be presented to Mono County staff for reimbursement within 30 days after service or project is complete or the program is launched. **Any reimbursement is limited to eligible expenses incurred before June 30, 2020. Reminder:**
 - Funding may not be used for salaries, wages or remuneration.
 - Funding may not be used for rent, utility bills, or the purchase of real estate.
 - Funding may not be used for travel expenses or client/staff/volunteer/board member entertainment.
- 7) Organizations must provide Mono County staff with a written **Project Report** on the success of the program, project, purchase, or initiative.
- 8) Organizations that receive funding for their project will be required to complete the project or program within the fiscal year in which the funds are awarded. The allocated funds will not be rolled over into another fiscal year.
- 9) If the project or program is not completed within the 2019-20 fiscal year, ending June 30, 2020, the organization may not be eligible for reimbursement pursuant to this 2019-20 PVAGP program.

**Mono County Economic Development, Tourism and Film Commission
Performing & Visual Arts Grant Program Request Form (2019-20)**

You are encouraged to provide any additional information you feel is pertinent and which would aid in evaluating your request.

1. **Name of Organization:**
2. **Purpose of Organization:**
3. **Name or Brief Description of Project for which Funding is Requested:**
4. **Project Completion Date (funding must be used prior to June 30, 2020):**
5. **Amount of funding requested: \$**
6. **Contact:**
7. **Email Address:**
8. **Telephone/Cell Phone:**
9. **Mailing Address:**
10. **Tax ID # (Please also provide a W-9):**
11. **Has your organization received funding through Mono County in the past? Yes_____ No_____**
If yes, provide the year, amount, and use of funds:

12. Scope of Work/Business Plan:

Please answer the questions below to describe **how you will use the funding** for your project or program. You may also submit a detailed Scope of Work/Business Plan, if it addresses these questions.

a. Overview, goals, and benefit of the Project/Program:

b. What specific needs does the Project/Program address:

c. **Please describe how the funding will be used** – ie. Supplies, advertising, website functionality, program/activity details, etc.

(Reminder: funding may not be used for salaries, wages, remuneration, travel expenses, etc.)

e. **Timeline** – Please provide a timeline for the project/program (funds must be used prior to June 30, 2020):

14. Budget

a. Please attach a detailed Budget for the entire project or program (including Revenue & Expenditures)

b. **What other sources have been pursued to obtain funding?** (e.g. fundraising initiatives, admission fees).
Please attach any information that will assist in establishing the funding history of the organization.

c. **Are any County-funded resources (community centers, parks) used by the organization?** Yes ____ No ____
If yes, indicate the nature and extent.

By signing below you agree to meet the Historical Society Grant Program requirements, which, if not met, may result in lack of reimbursement of costs for your program or project.

Print Name

Signature

Date