

# CITY OF NASHUA ARTS COMMISSION GRANT APPLICATION 2019 Grant Cycle



*City of Nashua grant programs vary in terms of their application requirements and interests. Please consult the City's website ([www.nashuanh.gov](http://www.nashuanh.gov)) for individual grant program criteria and guidelines about how to apply to each program.*

The Nashua Arts Commission established this grant program to recognize the contributions made by local 501(c)(3) non-profit organizations, which have demonstrated a continued commitment to enriching the lives of area residents through Visual and Performing Arts. Grant requests above \$5,000 will not be considered. One application per organization may be submitted in each grant cycle.

Applicants must have demonstrated a commitment to community, education, and quality of life through a consistent expenditure of their own funds to provide programs which benefit the Nashua community at large. This grant is designed to offset some of the organization's costs of providing programs at little or no cost to the citizens of Nashua.

Organizations which receive CDBG funding, Review & Comment Funding or other 505 monies related to Human Service Funding are NOT eligible for Nashua Arts Commission Grants.

If you have questions about the application or review process, please call Amy DeRoche at (603) 594-3661.

## **SUBMISSION INSTRUCTIONS:**

- ❖ To submit via email, send completed the application and supplemental materials to Amy DeRoche at [derochea@nashuanh.gov](mailto:derochea@nashuanh.gov).
- ❖ To submit an electronic copy via our online system, please visit: <http://www.nashuanh.gov/346/Arts-Commission>
- ❖ To submit a paper copy, send via mail to:

**Hunt Memorial Building  
Attn: Nashua Arts Commission Grants  
6 Main St.  
Nashua NH 03064**

- ❖ Submission Deadline is **Monday, December 31st by 5:00 p.m.**
- ❖ Do not send materials other than those requested, and do not send any materials under separate cover. Please use 11 point font throughout the application.
- ❖ Send only one copy and do not staple or bind your application.

## CHECKLIST

*Please use this checklist to ensure that your grant application is complete and contains all required supplemental attachments.*

	<b>Grant Application and Supplemental Materials</b>
	The completed application form (including required signatures)
	The 501(c)(3) letter from IRS for your organization (or your fiscal agent, if using)
	A list of your organization's governing board, advisory board, and all employees (not those of the fiscal agent)
	A copy of your Certificate of Good Standing from the NH Secretary of State's Office
	A single copy of your proposed project budget, using the Nashua Arts Commission Grant Project Budget Form
	A signed copy of the Arts & Culture Plan Signature Page

**Incomplete proposals will not be reviewed.**

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## PART I: APPLICANT INFORMATION

Legal Name of Organization: \_\_\_\_\_ Year of Origin: \_\_\_\_\_

Name of Fiscal Agent (if using): \_\_\_\_\_

Federal Tax ID# (EIN): \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Website: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Project Manager phone: ( ) \_\_\_\_\_ Project Manager email: \_\_\_\_\_

Organization Executive Director / CEO / President: \_\_\_\_\_

Organization Fiscal Year Start Date: \_\_\_\_\_

Project Name:

Total Project Budget:

Grant Amount Requested:

This application represents *(please check only one)*:

<input type="checkbox"/>	A request for continued funding, operations or project support
<input type="checkbox"/>	A first time request in support of an existing project
<input type="checkbox"/>	A first time request in support of a new project

Project Summary:

*Please provide a brief overview of the project/service for which funding is being requested (2-3 sentences).*

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#### **PART II: ORGANIZATIONAL OVERVIEW**

*Please briefly describe your organization, its mission, and its historical and financial stability. Please use layman's terms in this narrative, and avoid any jargon. Please limit your answer to 500 WORDS.*

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#### PART III: ARTS & CULTURE PLAN SIGNATURE PAGE

In 2015, the Nashua Arts Commission published its Arts & Cultural Plan for the City; applicants are required to review the Arts & Cultural Plan when preparing their grant requests to ensure that their proposed project reflects the priorities set forth in the plan. In your answers to PART IV of this grant application, please be sure to identify ways that your proposed project speaks to the Commission's top priority areas. The full Arts & Cultural Plan can be found at <http://www.nashuanh.gov/346/Arts-Commission>.

#### Authorized signature:

Your signature below indicates that you have reviewed the full Arts & Cultural Plan prior to the completion of this grant application.

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Signature of Project Manager

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Date

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Print name of Project Manager

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Signature of President / CEO / Executive Director of the organization  
(Chairman of the Board may sign in the absence of an organization  
President / CEO / Executive Director)

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Date

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Print name of President / CEO / Executive Director / Board Chair

#### For those organizations using a Fiscal Agent:

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Signature of Authorized Representative of the Fiscal Agent

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Date

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Print name of Authorized Representative of the Fiscal Agent

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#### PART IV: PROGRAM DESCRIPTION

As you answer the following questions, please keep your answers concise, avoid repetition across answers and keep each answer to 300 words or fewer. Please ensure that you have identified specific ways your proposed project speaks to the Commission's top priority areas, as outlined in the 2015 City of Nashua Arts & Culture Plan.

- 1. What is the overall goal of this project?*
- 2. How has your organization funded this project in the past? If it is a new project, please summarize your funding strategy.*
- 3. How will the project be executed?*
- 4. Please include a brief description of the proposed marketing plan for the intended success of this project.*
- 5. Please describe the measurable outcomes and results that will define the project's success and how they will be measured.*
- 6. How many participants will be served by this project? Describe the demographics of your project audience and how they will benefit from the project.*
- 7. Is this project free to participants? If not, please define the fee structure for the participants.*
- 8. When do you expect to begin your project (month/year) and when do you expect to complete your project (month/year)?*
- 9. Will this funding be used to support a special one-time event or a long-term service project? Please briefly explain how your proposal may fit into one or both of these service categories.*
- 10. Does this project create or continue collaborations with other arts, civic and business organizations? If yes, please list and explain the specific role of each organization in the project.*

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#### PART V: AGREEMENT TO GRANT TERMS

*By signing this application form, the applicant and the fiscal sponsor (if applicable) hereby indicate agreement with the following terms and conditions:*

1. The information contained in this application and in any attachments is true and correct to the best of your knowledge.
2. Your organization is a nonprofit, 501(c)(3) federal tax-exempt organization, public school, public agency working for the State of New Hampshire, or an Indian tribal government (or its political subdivision) recognized by the Department of the Interior **or** has a written agreement with a fiscal sponsor that is a 501(c)(3) organization, public school, or public agency or an Indian tribal government (or its political subdivision) recognized by the Department of the Interior.
3. Any funds received as a result of this application will be used only for the purpose specified in the award letter. No part of any grant will be used for a political campaign or to support attempts to influence legislation of any governmental body other than through making available the results of non-partisan analysis, study, and research. No portion of the award will be granted to any secondary grantee without the express permission of the City of Nashua.
4. Any funds received as a result of this application will be returned if the grant recipient loses its exemption from federal income taxation as provided for under section 501(c)(3) of the Internal Revenue Code.
5. Any funds received as a result of this application will be expended within 12 months of the payment date. At the end of this period, any unexpended grant funds will be returned to the City of Nashua, or a written request for an extension of time will be submitted to the City for approval. **An evaluation report must be submitted to the Nashua Arts Commission by the due date specified in the grant award letter.**
6. The organization must publicly recognize the support of the City of Nashua by prominently featuring the Nashua Arts Commission Logo in the project marketing materials.
7. **City of Nashua Non-Discrimination Policy:** *The City of Nashua seeks to promote respect for all people. In its community-building and capacity-building grant making (or successor grant programs supported by those funds), the city will support organizations that do not intend to deny services, employment, or volunteer involvement on the basis of race, age, ancestry or national origin, sexual orientation, gender, physical or mental disability, or religion. It is not the intent of this policy to deny support for programs that serve specifically defined populations. By signing this form, the applicant organization confirms that it is in compliance with this policy.*

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**AUTHORIZED SIGNATURES for AGREEMENT TO GRANT TERMS:**

\_\_\_\_\_  
Signature of President / CEO / Executive Director of the organization  
(Chairman of the Board may sign in the absence of an organization  
President / CEO / Executive Director)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of President / CEO / Executive Director

**For those organizations using a Fiscal Agent:**

\_\_\_\_\_  
Signature of Authorized Representative of the Fiscal Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of President / CEO / Executive Director

\_\_\_\_\_  
Signature of Project Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of Project Manager