

City of Ojai 2023/2024 ARTS GRANT APPLICATION

Project Title: _____ Applicant: _____

Individual Organization

APPLICATION CHECKLIST

Place this checklist on the top of your application. Please check it twice!

For both Individual Artist and Arts Organization Applicants:

- Original, completed application.
- Three (3) copies of the application and additional enclosures.
- One (1) copy only of artistic materials such as images, CDs, DVDs, etc.
- A copy of the most recent W-9 for the organization or fiscal receiver.
- For a Grant application that is a mural, a [Mural Application must be completed and attached](#). If funded, [Mural Ordinance \(City ordinance no. 916\) procedures and guidelines will apply](#). For hard copies of the Mural Application or Ordinance, please contact SE@a@ojai.ca.gov or call 805-646-5581, x1.

For Arts Organizations Only:

- Most recent financial statement and balance sheet of your organization.
- If using a fiscal receiver, provide the most recent financial statement and balance sheet of the organization serving as fiscal receiver. You must attach a copy of the most recent W-9.
- Schedule of your organization's annual performances, exhibitions, workshops (brochures acceptable).
- One (1) copy of the IRS non-profit status determination letter for your organization.
- If using a fiscal receiver, one (1) copy of the IRS non-profit status determination letter for the organization serving as your fiscal receiver.

For Individual Artist Applicants Only:

- Resume and/or a portfolio.
- One (1) copy of the signed letter of agreement between applicant and your fiscal receiver.
- One (1) of the most recent financial statement and balance sheet of the organization serving as your fiscal receiver.
- One (1) copy of the IRS non-profit status determination letter for the organization serving as your fiscal receiver.
- A copy of the most recent W-9 for the organization serving as your fiscal receiver.



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**Application Deadline: September 15, 2023, at 4 p.m.
Incomplete applications will not be accepted**

This completed application, all required copies and supporting materials must be received no later than September 15, 2023, at 4 p.m. Postmarks are not accepted.

Provide the original and two (2) copies of the application with the requested supporting materials. Submit one (1) copy only of artistic materials such as images, CDs, DVDs, etc. You may deliver or mail the application and materials to City Hall and pick up **after 4 p.m. on September 15, 2023.**

City of Ojai
401 S Ventura Street
Ojai, CA 93023

There are three parts to the application form.

- The **Grant Snapshot** is two pages long and must be completed on the form in the space provided.
- The second section is a series of brief **essay questions** to help us understand your project vision. These may be word processed and numbered in order.
- The third section is for needed **certifications and signatures**.



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Part One: Grant Snapshot

1. Contact information:

Name of Organization or Artist Seeking Grant: _____
Mailing Address: _____
City, State, Zip: _____
Telephone: _____ Fax _____
Contact person (if other than applicant): _____
Email/Website: _____

2. Check one box: ___ Individual Artist Project Grant ___ Arts Organization Project Grant

3. Does this project involve creation of a mural? Yes ___ No ___

If yes, a Mural Application must be completed and attached to the Grant Application. See Page 1 for details.

4. Project Start Date: _____ **Project Completion Date:** _____
(Projects must occur within calendar year, 2024.)

5. Please supply the following information on the arts organization. Individual artists must complete this section on the organization serving as the fiscal receiver.

Date organization incorporated: _____ Tax ID number (501) (c) (3): _____
Name of fiscal receiver (if applicable): _____
Fiscal receiver contact name: _____
Mailing address of fiscal receiver: _____
Fiscal receiver telephone: _____
Fiscal receiver website/e-mail: _____



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Part One: Grant Snapshot, cont.

6. Total amount of Grant Funds requested: \$ _____

7. Indicate how the grant funds will be used: (attach additional pages as needed.)

- Administrative Personnel \$ _____
- Artistic Personnel \$ _____
- Program/Production/Exhibition Costs \$ _____
- Fees for Services \$ _____
- Promotion/Marketing Costs \$ _____
- Supplies and Materials \$ _____
- Other (please be specific) \$ _____

TOTAL GRANT FUNDS REQUESTED \$ _____

Total must match the amount of Grant Funds being requested on line 6, above.

8. Indicate all sources of matching funds: Optional but highly recommended

- Contributed Income (donations, grants etc.) \$ _____
- Earned Income (ticket sales, tuition, etc.) \$ _____
- In-Kind Contributions (please specify below) \$ _____
- Other (attach additional sheets as needed) \$ _____

TOTAL MATCHING FUNDS: \$ _____

Total of match funds must equal or exceed the amount of the requested Grant Funds as written on line 6, above.



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Part Three: Certifications and Signatures

I certify to the following:

- All information in this application and attachments is true to the best of my knowledge.
• This project will comply with the government statutes prohibiting discrimination.
• This project will comply with the Fair Labor Standards Act.
• This application and the attached instructions become a binding contract upon payment of City funds.

Arts Organization Applicants: Authorizing Officer (President or Treasurer, etc.)

Title _____ Print or type name _____ Date _____

Signature _____

Individual Applicants Sign Below:

Title _____ Print or type name _____ Date _____

Signature _____

Fiscal Receiver Sign Below: (If applicable)

Title _____ Print or type name _____ Date _____

Signature _____

- For those applicants requiring a fiscal receiver, a copy of the signed letter of agreement between applicant and fiscal receiver must be included with this application.)
• All applicants must attach the most current copy of a W-9. Individual artists attach the W-9 of the fiscal receiver.
• For a Grant application that is a mural, a Mural Application must be completed and attached to the Grant Application. Mural Applications are online, or email artgrant@ojai.ca.gov or call 805-646-5581, x120.

