



CDA'ART Grant Program Guidelines

The CDA'ART Grant Program is a three-year pilot program of the City of Coeur d'Alene Arts Commission beginning in 2011. As a flexible small awards program, it aims to encourage innovative ideas, respond to one-time opportunities, and create new access for individuals and groups not served by our other programs. Planting small seeds can yield big outcomes. The **CDA'ART Grant Program** seeks to widen arts and cultural participation, and its expression.

The CDA'ART Grant Program provides support from \$500 up to \$1,000 for projects, opportunities, events proposed by individuals, groups, organizations or communities of interest that offer a potential arts or cultural impact within the City of Coeur d'Alene. Events must be open to the public and take place within Coeur d'Alene. **Funds may NOT be used** for food and drink, equipment purchase, religious services, fundraising, or for an activity that took place before a contract has been awarded.

Who Can Apply

- Individuals or groups of people seeking support for a one-time project, opportunity, or event involving arts and culture and not currently funded by our office;
- Organizations – (arts and culture and others – organizations do **NOT** have to have 501(c)(3) non-profit status) must be:
 - emerging (less than 3 years old), OR
 - not currently funded by our office, OR
 - grassroots or business organizations;
- Individuals, artists, or groups not currently funded by our office.

When to Apply – How Soon You'll Hear Back

There is no deadline; applications are reviewed on the 3rd Tuesday of each month at the Arts Commission meeting. However, application review and contracting take time. Submit your application at least six weeks before the project/event you want us to sponsor.

You will get a response within 45 days.

Looking Ahead – If Your Project is Funded, You Will be Asked To:

- Sign a Letter of Agreement with the City of Coeur d'Alene pledging to accomplish the project within one year.
- Have a Social Security Number or Federal Tax identification number issued by the Internal Revenue Service.
- *For events only:* Insurance may be required.
- Give credit to the City of Coeur d'Alene Arts Commission.
- Submit a signed invoice and brief Final Project Report for payment. Note that payment is made at the end of your project, not in advance.

Can I Apply More Than Once? If you are funded, you may apply again for **CDA'ART Grant Program** funding twelve months from the end date of your previous contract. You may not receive funding from more than one program of the Coeur d'Alene Arts Commission for the same project.

To get started

Contact Theresa Shaffer (208) 651-6484 or tshaffer@uidaho.edu She will assign a project manager to work with you.



How to Submit Your Application

Please type in minimum 11-point font. Use the space provided – 3 pages total. Submit one signed copy.
Mail to: CDA Arts Commission, City of CDA, 710 E. Mullan Ave., Coeur d Alene, ID. 83814
Hand delivery/FedEx/UPS: 710 E. Mullan Ave., Coeur d Alene, ID. 83814
E-mail is fine: amyf@cdaid.org **IMPORTANT: If e-mailing, you must scan or fax signed page 3.**

Contact & Project Information (please be as complete and specific as possible)

Applicant Name (individual or organization):

Are you applying with a fiscal sponsor? If yes, NAME:

Project Contact Person:

Title:

Address:

City:

State:

Zip:

Phone (work or daytime): ()

E-mail:

Person who will sign contract and invoice ("Authorized Representative") if different from Applicant or Contact person:

Name:

Title/Relationship to Project:

Tax Identification # (organization):

(Individuals will be asked for a Social Security # if funded.)

Have you had a phone consultation with a project manager? yes no

Project Manager Name:

Does this project require insurance? yes no

Project Title:

Amount Requested: \$

Project Start Date:

Project End Date:

Location:

Event Date(s):

Ticket Price(s):

Description of Project: Tell us about your project, opportunity or event. List key activities and goals.

Individual/Organization Name:	
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Need for CDA'ART funds What difference will these funds make to your project?

(Note: May not be used for equipment purchases, food and drinks or fundraising.)

*****Optional, but Strongly Encouraged*** – You may attach no more than two pieces of supporting material – such as a sample of artistic work, brochure, newsletter, past review, support letters – to your completed application. Or, if applicable, you may provide the address for your web site or YouTube link.

Individual/Organization Name:	
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CDA'ARTS Funding Program: Budget Form

EXPENSES	Explanation	Amount
Artist(s) Fees		
Materials/Supplies/Rentals		
Publicity/Marketing		
Other (such as transportation; business license fees; insurance, if needed)		
Subtotal		
TOTAL	\$	

NOTE: INCOME - *Use only if this is an EVENT

INCOME	Explanation	Amount (cash only)	
CDA'ARTS Funding Program Grant Requested: Be specific and describe exactly how the City of CDA's Funds will be used.			
Other (ticket sales, concessions, t-shirts, CD's etc.)			
Donations from Individuals			
Donations from businesses, foundations, other sources)			
Other			
	\$		

By signing, I declare that the above information is true and accurate to the best of my knowledge.

Signature of Applicant or Authorized Representative

Date

If you are e-mailing your application, scan the signed page or FAX to (208) 769-2366.