



NEIGHBORHOOD ARTS GRANTS FAQ & APPLICATION INSTRUCTIONS  
PLEASE READ PRIOR TO COMPLETING YOUR APPLICATION

**\*Application Deadline: Wednesday, February 25, 2015 at 5pm\***

- 1. What are Neighborhood Arts Grants?** – This program is piloting in 2015 to help ensure that the reach of City of Atlanta dollars expands into communities through Contracts for Arts Services investments. Grants of \$500-\$2,499 will be awarded.
- 2. Who is eligible to apply?** – Both Neighborhood Associations and Neighborhood Planning Units (NPU) are eligible to apply for funding to support art projects with a demonstrable community improvement element. Neighborhood Associations and NPUs should partner with artists to execute the project. Grants will not be made to individuals.
- 3. How do I submit an application?** – Complete this application and turn it and all supplementary materials in to the contact address listed at the bottom of the application. **Please submit hard copies only.**
- 4. How much funding should I ask for?** – You may request up to \$2,499, as long as the request is justified by the project budget.
- 5. How to register with the City's iSupplier system (this step is ONLY FOR NEW VENDORS)**  
– Go to [www.atlantaga.gov](http://www.atlantaga.gov) and click on “Doing Business,” then click on the link for “Supplier Registration”. Submit your W-9 to [supplierregistration@atlantaga.gov](mailto:supplierregistration@atlantaga.gov) when you've completed the registration form. Register on behalf of your Neighborhood Association or NPU, not yourself.
- 9. What criteria will be used to approve applications?** – Eligible applications will be judged on the following:
  - Clear neighborhood benefit
  - Artistic quality
  - Concise and realistic project plan (but projects deemed worthy may be selected without a clear plan for implementation)

**APPLICATION: NEIGHBORHOOD ARTS GRANTS**

**Deadline: February 25, 2015 at 5pm (NO LATE APPLICATIONS WILL BE ACCEPTED)**

**\*\*Only one (1) application per group can be submitted.**

**A. APPLICANT**

1. Applicant \_\_\_\_\_

2. Mailing Address \_\_\_\_\_

\*Neighborhoods must be located within the City of Atlanta corporate limits.

3. Contact Name and Title/Affiliation \_\_\_\_\_ Artist \_\_\_\_\_

4. Telephone Daytime \_\_\_\_\_ Evening \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Website \_\_\_\_\_

5. Atlanta City Council District \_\_\_\_\_ NPU \_\_\_\_\_

6. U.S. Congressional District \_\_\_\_\_

8. Amount requested for this project (max = \$2,499) \_\_\_\_\_

**B. PROJECT INFORMATION (Max: 300 words per answer.)**

Give a description of the project you're requesting funding for and its artistic merit. Include any details on community partners, if known.

How will this project be an improvement to your neighborhood? Be specific.

What is the project budget (provide details)? If the budget is above \$2,499, where will remaining funding come from?

What is the project plan for execution?

**C. CERTIFICATION**

I certify that the information contained in this application is true and correct to the best of my knowledge and belief.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title/Affiliation \_\_\_\_\_

*If you receive funding, your application is subject to disclosure and review by the general public.*

**D. ATTACHMENTS – APPLICANT CHECKLIST – NEIGHBORHOOD ARTS GRANTS**

**\*\*\*ATTACH MATERIAL IN THE ORDER LISTED.**

**ALL APPLICANTS: One (1) copy of each item requested:**

- List of key individuals involved with the project, along with their titles/affiliations and resumes.
- Proof of registration as a vendor in the City of Atlanta’s iSupplier system, along with vendor/supplier number.
- Itemized project budget.
- Evidence of artistic quality: images or renderings, links, clips, artist bios or resumes.

**Submit hard copies of application materials to:**

Selena Harper  
Mayor’s Office of Cultural Affairs  
233 Peachtree Street  
Harris Tower, Suite 1700  
Atlanta, GA 30303

Call or email with questions: 404-546-6895/ [seharper@atlantaga.gov](mailto:seharper@atlantaga.gov)