**Arts Project Support Request**

**All Arts Project Support Requests must be submitted in person at one of the scheduled DAC General Meetings or via email: contact@downeyarts.org with more than three (3) months notice for proper review, approval and implementation. Applications submitted with less than three (3) months notice are considered emergency applications and will be reviewed based on funding availability. General Meetings are held on the fourth (4th) Saturday every quarter. Please see our website for exact dates, time and locations.**

*Name of Project:*

*Project Leader*:       *Project Leader Cell #*

*Project Leader’s E-mail:*

*Project Mailing Address*:

 *City:*       *Zip:*

**PROJECT DETAILS** *(Tell us a little about your project.):*

Type of Project: [ ]  Theater [ ]  Music [ ]  Visual Art [ ]  Poetry/Writing

 [ ]  Dance [ ]  Film [ ]  Other:

Project Dates:       to       Project Time:       to

Name of Venue:       [ ]  Venue is under consideration

Venue Contact Person:

**PROJECT SUPPORT** *(Please select the type of support you are requesting from the DAC. Note:* In recognition of the organizations support the DAC requests its logo to be included on all marketing material and event literature.)

[ ]  Advocacy (The DAC will offer promotional support and visibility leverage for the Project through the organizations various online networks and social media including: newsletters, e-blasts to members, press releases to local papers.)

[ ]  Sponsorship (The DAC will gift your project a nominal grant to support a specific aspect of the Project. The condition on the use of the grant will be decided by the Board of Directors and shall be directly used for that sole purpose for the Project.)

[ ]  Fiscal Sponsorship (DAC will collect and disburse funds as an accounting partner for your event. This is not a grant. Under Fiscal Sponsorship you receive accounting support and your project gains the flexibility to work under a 501 (c)(3) non-profit status and increase donor participation.)

**SUPPLEMENTAL ESSAY**

In addition to this DAC Support Request Application, please tell us in 800 words or less more about your project. Include the following bullet points in your essay:

* A clear description of the Project (what is it about, who can participate, who is the target audience)
* A production calendar (including benchmark dates for each stage of preparation and execution of the Project)
* A project team (including their roles or if no team has been created yet how one will be obtained)
* For Projects requesting financial assistance: A budget with itemized estimates of expenses, expected revenues and monetary needs including if there will be a cover charge to participate or attend the event (we may not be able to cover the cost or offer support for your entire Project, please be specific of what needs you are asking to be met by the DAC)
* Describe how the community will benefit from the experience of the Project; what outcomes are you anticipating from a successful project?
* Supplementary materials like photos, renderings or spreadsheets to name a few are welcomed.
* Include a brief description and timeline on how you intend to publicize and market the event.

 Thank you for choosing the Downey Arts Coalition as a potential partner on your art endeavors. The arts are just as important today as they have always been. We believe there are talented artists in our community ready to burst open the rich cultural scene waiting to be experienced. We are a non-profit, tax-exempt, volunteer based organization providing tools and knowledge to our members to stimulate, develop, foster, encourage and promote unique arts experiences in Downey.

 Please answer the following questions to assist our ongoing efforts to building relationships with the local arts communities:

How did you hear about the Downey Arts Coalition Project Support Initiative?

[ ]  I’m a DAC member. [ ]  A person on my team is a DAC member.

Other:

Have you attended any Downey Arts Coalition sponsored events in the past?

[ ]  No, not yet. Yes *(please list):*

Please email the completed form to contact@downeyarts.org

updated 9/12/16