

**Terra Roots Foundation
Northwest Community in Arts Grant
2007**

PURPOSE/OBJECTIVE

The Terra Roots Foundation promotes the idea that support of and participation in the arts strengthens a community. Art creates community by establishing relationships – between artist and viewer, between subject and artist, between subject and viewer, between subjects. Terra Roots strives to encourage thought and open discourse on the subject of community and artistic expression and the many ways they overlap, enhance, and depend on each other. The Terra Roots Northwest Community in Arts grant is intended to aid individuals and groups whose work promotes these same ideas . . . bringing art to communities and bringing community to art.

DESCRIPTION

The Northwest Community in Arts Grant provides funding for a variety of quality arts activities and projects. Applications must contain a clear, single-project focus.

Funds are awarded annually to one or more applicants in amounts up to \$5,000. Award winners will be announced at the 7th Annual Summer Meltdown. Recipients of funding will not be notified of their award status in advance of the event. Upon acceptance of funding, award winners will be listed on the Terra Roots Foundation website with a brief description of the project. No notification will be provided to applicants not awarded funding.

Contractual funds will be transferred to grant recipients within 30 days of the award announcement. Recipients will have one full year from the date of the funds transfer to complete their project.

A final report will be required within 14 days of the completion of the project. This report is outlined in detail in the application below. Failure to submit a report showing appropriate and intended use of funding will result in the revocation of funding and grant recipient will be responsible to Terra Roots Foundation for the entire amount of original award.

APPLICATION DEADLINES

Grants may be submitted no earlier than January 1, 2007. Applications and all supporting material must be received in the Terra Roots Foundation office no later than 5:00pm on June 1, 2007.

Address for submissions is indicated in the Application section. No verification of application receipt is provided. No samples or supporting material will be returned. Submit only duplicates of work with your application, never original or unique copies. Mark all submittals with your name and contact info, and title of work.

GENERAL ELIGIBILITY REQUIREMENTS

Individuals, performance groups, visual art groups, and non-profit organizations are all eligible to apply for the NW Community in Arts grant. Applicants must live or work primarily in the Pacific Northwest states of Alaska, Washington, Oregon, and Idaho.

Terra Roots will not accept grant requests from public educational institutions, religious organizations, colleges & universities, or any organization whose primary purpose is to influence legislation.

ACCESSIBILITY

The Terra Roots Northwest Community in Arts Grant is fully accessible to all Northwest Artists. Artists from Alaska, Washington, Oregon, and Idaho are encouraged to apply and participate in related programs and activities. No person on the ground of race, color, national origin, disability, age, religion, or sex shall be excluded from participation in, or be denied benefits of, or otherwise be subject to discrimination of services, programs, and funds in relation to the NW Community in Arts Grant.

APPROPRIATE ACTIVITIES & USE OF FUNDS

The following are examples of single-project focus activities and expenditures that are consistent with the funding philosophy for NW Community in Arts.

- Projects that involve Northwest Artists
- Visiting artists conducting classes
- Workshops, festivals, and conferences
- Public performances, productions, and exhibitions produced by the applicant
- Promotion, publicity, and newsletters
- Touring projects that bring performers to communities in the northwest
- Travel and residencies for artistic activities
- Improved accessibility of art for typically underserved communities
- Art in public places
- Technical/Production support

INAPPROPRIATE ACTIVITIES & USE OF FUNDS

The following are examples of activities and expenditures that are not fundable through the NW Community in Arts grants. Any grant requests for activities listed as inappropriate use of funds will be considered ineligible and will not receive further review.

- Purchase of land, equipment, buildings or capitol improvements to existing property
- Elimination of accumulated debts
- Seed-money for starting new organizations
- Attempts to influence legislation
- Trust/endowments funds – to create or add to existing funds
- Hospitality or food costs
- Dues to join various art, civic, or religious groups
- Insurance Premiums
- Any activity or use of funds in violation with state and federal laws

REVIEW PROCESS AND EVALUATION CRITERIA

Each grant application is reviewed by the Terra Roots Foundation board of directors. Their charge in this regard is to review all eligible grant applications, determine project worthiness, and appropriate funding. A unanimous vote of the board is required for grant award.

Applications and submitted artistic materials (if applicable) are evaluated based on the following criteria.

Artistic Merit: Quality, strength, and accomplishments of artists involved in project. Reviews, press materials, letters of support, and sample artistic documentation may be provided.

Creativity & Innovation: The presentation of unique and original ideas. The creation of new works with new ideas or methods, a new interpretation targeting a new audience or the creation of new works with traditional methods.

Audience & Services: Benefit of project to audience/participants. Involvement of traditionally underserved populations as appropriate to the project. Benefit to a Pacific Northwest community.

Community Impact: Value of project to the community or geographic area it serves. Project's ability to promote open discourse and involvement. Community improvement attributable to the project.

Project purpose: Consistency with intentions of grant, and with the mission of the Terra Roots Foundation. Appropriate proposed use of funds, in accordance with specification outlined in this information packet.

Planning & Implementation: Quality and clarity of project plans. Ability to carry out project as evidenced by adequate planning and realistic outcomes. Evidence of realistic practices employed in developing budget.

Application Presentation: Application is well-planned, complete in all areas and correct in all information provided.

APPLICATION/ WHAT TO SUBMIT

Grant Application – Section I (Instructions)

Step 1: Complete and sign the Northwest Community in Arts Grant Application form in Section IV.

Step 2: Complete typed responses for each question in Section II.

Step 3: Prepare financial info and proposed project budget as described in Section III.

Step 4: Prepare all support and sample materials. List all support and sample material in Section IV.

Step 5: Submit the three copies of the application and all support material to the following address:

**Terra Roots Foundation
Northwest Community in Arts Grant
1327 St. Paul St.
Bellingham WA 98229**

Grant Application – Section II (Project Description/Presentation)

Answers must be typed and attached to grant application. Please read all of the questions before answering. Avoid redundancy, and refer to a previous question if you feel you have already covered the subject somewhere else in your application.

1. Concisely describe the project in no less than 200 but no more than 500 words.
2. Explain how your project meets and supports the mission of Terra Roots Foundation and expressly how it accomplishes the grant objectives as outlined in the above Purpose/Objective section.
3. What do you envision this project's impact to be on the community?
4. Upon conclusion how do you intend to evaluate this project?
5. Briefly describe your past experiences as they relate to your proposed project.

Grant Application – Section III (Proposed Budget & Final Report Information)

In preparing the proposed budget plan, be very specific in your organization about how Northwest Community in Arts funding would be spent during the grant period. Please review appropriate and inappropriate use of funds to verify that you are indeed requesting the grant for correct usage. Grant funding used for any inappropriate activities will be considered violation of the grant agreement and repayment in full will be expected.

Please provide a project budget summary inclusive of the following items:

- Total project expense;
- Amount requested from this grant; and
- Itemized expenses in detail related to grant project expenses.

Grant recipients are required to maintain accounts, records and other evidence pertaining to the cost incurred and revenues acquired under the respective grant program. More specifically, grantees are required to provide, as requested by the Terra Roots Foundation, the following information upon completion of their project:

- Accurate, current, and complete disclosure of the financial accounting for the grant project; and
- Records that identify adequately the services and resources paid for by grant funds (supported by invoices, receipts, bank statements, etc.).

A final report will be required of all grant recipients. The project must be completed one year from the receipt of grant funding. The final report must be returned no later than 14 days after the completion of the project. If the project is a multi year project, and such parameters were specified in the application, and approved by the grantors, the one year requirement may be waived.

You will not be eligible to apply for another Northwest Community in Arts Grant until your final report, including financial information, has been received. Failure to submit the report and supporting financial information will result in the revocation of funding and grant recipient will be responsible to Terra Roots Foundation for the entire amount of original award, and will make you and any projects related to you ineligible for future NW Community in Arts funding.

Grant Application – Section IV (Grant Application Form)

1. Name of Individual or Organization: _____

2. Address: _____

3. City: _____ State: _____ Zip Code: _____

4. Phone: _____ Email: _____

Applicants Artistic Categorization: _____

Requested Grant Amount: \$ _____

Individually list each piece of support material or samples included in the application. Please note support material and samples will not be returned.

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

I certify that the information provided in this application including all attachments and supporting material, is true and correct to the best of my knowledge. I understand and agree to all terms described in the above grant description and application.

Applicant:

Signature Date

Printed

OFFICE USE ONLY		
Date Received: _____	Date Reviewed: _____	Evaluation Date: _____
Award Amount: _____	Award Date: _____	
Final Report Received: _____	Award complete/File closed: <input type="checkbox"/>	