

2015 Grant or Minigrant Program

City of Plainfield Cultural and Heritage Commission

The Plainfield Cultural and Heritage Commission invites you and your organization to review the guidelines below and apply for a grant or minigrant. The Plainfield Cultural and Heritage Commission is a nondiscriminatory organization, encouraging a broad base of participation among artists, organizations, and audiences. All awards are made without regard to age, race, creed, religion or national origin.

Guidelines

Who is eligible?

- The grant or minigrant program is designed to provide financial assistance to local artists, arts organizations, cultural purveyors, art educators and others involved in the creation of art and cultural and heritage projects. Applicants must be Plainfield-based (not necessarily a resident), and the application must demonstrate the project's broad impact on Plainfield and Plainfield area residents. The event must take place in Plainfield, New Jersey.
- A 501(c) 3 is required for organizations.
- A minigrant is for individual artists.
- Applicants may not receive a grant or minigrant more than once in a calendar year.
- Previous applicants are eligible as long as they have submitted all reports from previous projects.
- Applicants must fill out the Commission's Application Form and submit all information as required.

What type of project is eligible?

- Grant or minigrant funding is intended to support innovative and creative artistic, historical and cultural projects that will have a broad impact and will reflect the rich cultural diversity of the Plainfield community.
- The categories for the grant and minigrant projects include: arts, crafts, language, music, writing and literature, photography, film and history/social research. The project could entail performing arts, documentaries, exhibits, research projects, education or publications.

- The deadline for **2015 is Monday, November 16, 2014**. Funds shall be disbursed once the grant has been approved by the Commission and project/event completed.
- Grants or minigrants may not be used for regranting (e.g. prizes) or fundraising.
- Grants or minigrants may not be used for equipment.

Financial Information

- Grants will be awarded up to \$3,150 and minigrants up to \$500.
- In most cases a cash match is not required; however, support from other sources will be considered as an important element.

Conditions and Requirements

- The project must be completed during the calendar year ending December 31, 2015.
- Three copies of the grant application must be submitted.
- All public relations and marketing materials must acknowledge the support of the **City of Plainfield Cultural and Heritage Commission**.
- A final report must be forwarded to the Commission within 30 days of project completion. The final report should include:
 - A final income and expense statement, with receipts and invoices.
 - An impact statement with a description of the audience (including numbers, diversity, etc.) and any other information describing the success of the project.
- Copies of press releases, announcements, or other promotional activities should indicate the project was supported by the City of Plainfield Cultural and Heritage Commission.

Please note: The funding from the City for cultural projects has often been uncertain. It is impossible for the Commission to award grants until the amount budgeted for the Cultural and Heritage Commission is certain. It is unfortunate that there is not more time in which to apply for, and develop, projects before the end of the calendar year, but that is a matter beyond our control.