



Partnership Opportunity

**Submit by:
January 2 or July 1 Annually**

Intent

The Medford Arts Commission (MAC) partners with 501c(3) tax-exempt organizations, their affiliates, or other tax-exempt organizations, for projects that provide exposure to art in Medford incorporated areas and to Medford citizens. The MAC provides supplemental funding for programs and projects.

Restrictions

Funds cannot:

- Be used for construction projects, general maintenance or endowments.
- Support projects which have already been completed or for general operations.
- Support commercial ventures.

Funds awarded must be used for the purposes stated in the grant application.

Partnership Application Procedures

Applicants must send **one** complete package to:

Medford Arts Commission
701 N. Columbus Ave.
Medford OR 97501

Deadline: Applications must be delivered to the Santo Community Center by hand, fax (541-774-2560), email (parks@cityofmedford.org) or post office on or before January 2 or July 1, annually.

All components of the application must be complete. Only complete applications will be accepted for review.

Applicant Responsibilities

An authorized representative of applicant organization is required to sign a statement of understanding acknowledging responsibilities and for completing other necessary City of Medford Finance documents before funds will be released. A W-9 on behalf of the organization is required to be completed, if approved for funding.

Upon request, applicants should be prepared to provide a 3-minute presentation to the Commission.

All projects must be completed within one year following the partnership award. Successful partners are required to submit a Final Report.

Application

Provide information in the order requested. Identify each topic. Applications should not exceed 3 pages, single-spaced, minimum 11-point font.

1. Application Cover Sheet

2. Project Narrative

- A. Describe the project and physical service area.
- B. Identify the project's goals and strategies for reaching goals.
- C. How MAC funds will help complete the applicant's project.
- D. Explain how the project addresses the MAC intent for funds.
- E. Identify the project timetable, including how the applicant will execute the project.
- F. Line item project budget, including anticipated income and expenditures. Itemize in-kind contributions separately (e.g. staff time, materials, resources).
- G. Other secured or potential funding sources.
- H. List project partner organization(s) and summarize its role.

3. Attachments

- A. Names of Board Members and contact information.
- B. Copy of the organization's IRS determination letter.
- C. Completed W-9 form.

Award Notification

The MAC meets the second Monday of each month. The MAC notifies partnership applicants regarding the outcome of their requests within 10 days following its decision.

All decisions of the MAC are final. Projects must be completed and reports submitted to the MAC within 365 days following the grant award. If project is not completed within one year, the grant funding must be returned.

APPLICATION COVER SHEET

Project Name: _____

Organization Name: _____

Will Organization be the fiscal agent? YES NO If not, list: _____

Mailing Address: _____

Web site: _____

Organization's mission:

Primary activities:

Number of members on governing board: _____ Number of volunteers: _____

Number of paid employees: Full-time _____ Part-time _____

Project contact person: _____

Phone: _____ Email _____

Project period: Beginning date _____ Ending date _____

Project Location: _____

How many Medford citizens will be served? _____

Partnership Grant Request: _____ Total project cost: _____

Authorization

I certify the information contained in this application is correct and that I am authorized to submit this application.

Authorized Signature: _____

Printed name: _____ Date: _____

Title: _____