

Citizens Interested in Arts, Inc

Grant Application Guidelines

Our Mission Statement: Citizens Interested in Arts, Inc. is a non-profit organization committed to preserving the performing and visual arts in South Florida and is organized solely for the purpose of providing grants to qualified members of the artistic South Florida community.

Please thoroughly read the following information before starting to fill out the application.

We request the following information to be included in your application:

- 1. The cover page MUST include the following:**
 - a. A copy of your mission statement**
 - b. Name, address, e-mail, phone and fax numbers of the organization**
 - c. Name, phone number, and e-mail of the contact person**
 - d. Verification that applicant is permanently based in South Florida and the year in which it was founded**

- 2. A description of SPECIFIC need, SPECIFIC amount requested, and date of SPECIFIC performance or presentation.**

Note: Not for administrative salaries, costs, or expenses of your organization.

Please understand that the grant, if awarded, is not to be used for any other program than that applied for.

Note: If the program is cancelled for any reason, monies must be returned to C.I.A., Inc. within 60 days.

You must print our logo visibly on all your programs and promotional materials, using the CD provided for that purpose.

We expect an evaluation of the effectiveness of your presentation within 60 days of the program. That evaluation should be submitted to the Grants Committee Chairperson.

- 3. A copy of your current operating budget and most recent audit or cover page of your tax return.**

4. A list of the governing boards, officers, members and staff of the organization, including the salary of the three (3) highest paid employees.
5. A copy of the IRS Determination Letter which states the organization's status as a 501(c)3 charity.
6. Please submit nine (9) printed copies of your proposal along with nine (9) printed copies of the grant application cover page.

**REQUESTS MUST BE RECEIVED BY OCTOBER 15 FOR GRANTS TO BE USED IN
THE FOLLOWING CALENDAR YEAR.**

Disclosure: Full compliance with all grant criteria is required to be submitted with all applications, but it does not guarantee the award of a grant by Citizens Interested in Arts, Inc. as the Board of Directors and membership of Citizens Interested in Arts, Inc. retains complete discretion and final decision with regard to the awarding of grants.

Applicants should submit requests to:

**Dr. Dorothy G. Koreman, Grant Committee Chair
Citizens Interested in Arts, Inc.
6000 Island Blvd – Apt. 1506
Aventura, FL 33160**