

Beautification in Action Grant Application

The City of Flagstaff, through its Beautification and Public Art Commission, seeks grant applications for projects that beautify our urban environment. Artists, community members, schools, local businesses, nonprofits, and more are eligible to apply. Projects must be publicly accessible (or at least publicly visible) and can take the form of public art projects, public gardens, and more. Successful applicants will be asked to present their idea to the Beautification and Public Art Commission.

Grants of up to \$4500 are available. Deadlines are March 15 and September 15 of every year.

For **helpful instructions, background information, and an application example** visit: <https://www.flagstaff.az.gov/4411/Public-Art-and-Beautification-Opportunit>

Part 1: Summary of Project Information

Project Title:

Contact Person:

Organization (if applicable):

Contact Address:

Email Address:

Telephone Number:

Project Address:

Please provide one or two sentences that describe the project:

Grant Amount Requested:

Part 2: Required Additional Materials

In addition to this form, please provide the following as attachments:

1. Project Narrative: **Please be concise and clearly describe the proposed project:**
 - Describe the project. Include supporting maps, images, drawings (to scale or not), and photographs.
 - Describe current use of site and relevant details of ownership.
 - List any persons affiliated with the project and describe the responsibilities of each.
2. Detailed Budget: Provide the total project budget in detail, specify which aspects of the project are to be funded by the Beautification in Action Grant, and identify other funding sources. Please note – 50% or more of your budget must be for materials (the remaining can be for artist fees, contractor fees, etc.)
3. Property Owner Permission: Letter allowing use, signed by property owner. The letter should indicate that the property owner is willing to grant a permanent easement or temporary easement for the estimated life of the beautification project. Please also note that all upkeep of the project and future restoration needs to be done by the owner, not the City of Flagstaff.
4. References: Include at least two independent references.

Tips for success (Appendix A) are attached for your reference.

Part 3: Signature

I hereby verify that the information included in my application for a Beautification in Action Grant is accurate and complete. I have read and understood the information regarding my application for a Beautification in Action Grant and I understand that the grant money is not a prize for personal profit or gain and is strictly for the project described. I further understand that the City of Flagstaff has the right to allocate and supervise the spending of the grant money and when projects do not proceed within the stated timetable, the City of Flagstaff reserves the right to withhold part or all of the funds or to request that the grant be refunded. I understand that recipients of these grants may be invited by the City of Flagstaff to participate in promotion and publicity of the project.

Signature

Print Name

Date

Appendix A: Tips for Success

- Read and follow the grant proposal directions carefully and give yourself time for questions. Feel free to reach out to the City at the contact information below! Many applicants need assistance, but do not leave themselves enough time.
- Semi-annual deadlines occur on March 15 and September 15. Apply early and plan project accordingly – we suggest you apply many months in advance of when you hope to carry out your project. The grant and project processes may take time (and even more so if you are proposing a project on City property).
- Ensure your included budget is clear and follows allowable items. For example, ensure that no more than half of your proposed grant is used for artist fees/contractors.
- Be concise and organized. Commissioners and staff may read many applications.
- For questions, or to submit your application, email: Cristen Crujido, Beautification, Arts and Sciences Coordinator at cristen.crujido@flagstaffaz.gov.

For more information on our programs, visit: <https://www.flagstaffaz.gov/621/Beautification-Arts-Sciences>



Beautification in Action: A Pathway to Peace by Lindsey DeStefano, for Flagstaff Rotary Club (top); Downtown vinyl art wrap by Bruce Aiken (lower left); Native plant garden at the Flagstaff Ranger Station (lower right)