

## Grant Proposal Checklist:

\_\_\_ **1. Cover Page (Attachment 1):** This must be signed by the requester or representative of the requesting group and serves as the contract for the grant

\_\_\_ **2. Proposal Narrative (Attachment 2):** Use the attached form to detail the project responding to the narrative as detailed above, this need not be a long narrative but should be detailed enough to allow for scoring the components.

\_\_\_ **3. Budget Narrative (Attachment 3):** Include descriptions of the anticipated expenditures, correlated to the line items set forth on the Budget Summary. Use the Budget – Summary above as a model to write your narrative

\_\_\_ **4. Budget Summary:** proposed expenditures by line item (**Attachment 4**)  
**Budget Narrative (Attachment 4):** Include descriptions of the anticipated expenditures, correlated to the line items set forth on the Budget Summary. Use the Budget – Summary above as a model to write your narrative

\_\_\_ **5. Terms and Conditions (Attachment 5 & 6):** This must be read and agreed to by signing the contract in order to receive monies from Sacramento Valley Spark

# SPARK GRANT – CONTRACT

Attachment 1

PROJECT LEAD NAME(S): \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL ADDRESS:

PROJECT TYPE (Art Grant):

PROJECT TITLE:

PROJECT LOCATION:

\*PROJECT ESTIMATED COST:

PROJECT Grant Request Amount:

If artist receives an Art grant from Sacramento Valley Spark that in order to stay in good standing and to receive the full amount of the award the artist acknowledges, understands and agrees to the Terms and Conditions outlined in Attachment 5 and 6 by signing below.

Page 2, Spark Grant Contract

Project Name:

Artist or Project Lead Signature:

Date:

**SPARK GRANT – Narrative**  
Attachment 2

Project Name:  
Page:

*Copy this page for additional narrative pages, number and attach any additional narrative pages behind this page.*

**SPARK GRANT – Budget Narrative**  
Attachment 3

Project Name:  
Page:

*Copy this page for additional narrative pages, number and attach any additional narrative pages behind this page.*



# SPARK GRANT – Terms and Conditions

## Attachment 5

Project Name:  
Page:

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- Grant funding will be awarded at the discretion of the SVS Board of Directors and Grants Peer Committee
- Grant recipient understands they will receive 50% of their grant upfront and will receive the remaining 50% when art project has been completed, produced, After Action report and expense form with receipts have been submitted to Sacramento Valley Spark.
- Grant recipient agrees to complete and produce to Sacramento Valley Spark Grant Peers Committee by **September 1, 2018**.
  - Finished art project
  - After Action Report with photographs of the art project
  - Expense form filled out and copies of **all** receipts attached
- Monies must be spent on the items outlined in your grant application budget. Grant monies that are not spent on the project must be reimbursed to Sacramento Valley Spark.
- Grant monies must **NOT** be used for personal expenses unrelated to the art project.
- Grant recipient agrees to be prepared to display art at any one event in the Sacramento Region and surrounding areas or Burning man no later than **November 1, 2018**.
- In the event that Art is not completed, installed, displayed or performed as described prior to **November 1, 2018**, or in the event Grant recipient fails to comply with any other terms of this Agreement, Grant recipient will return Grant monies to Sacramento Valley Spark and be barred to apply for future grants.
- Only one grant per project will be allotted.
- Only one grant per person will be allotted.
- The only support Sacramento Valley Spark is agreeing to provide to the Artist is the Grant. Sacramento Valley Spark may, but shall not be required to, also provide volunteer support to assist Artist with the logistics of the Art. Any such support will be at Sacramento Valley Spark's sole discretion and the level of support, if any, offered may be changed or entirely eliminated at any time within Sacramento Valley Spark's sole discretion.
- Artist agrees to remove the Art and all remaining materials, supplies, and debris, and to restore the location where the Art was displayed or performed to substantially the same condition it was in before the Art was displayed and to do so no later than last day of the event or as described in the details of the installation site as specified on the grant application, unless the art was specifically defined as permanent art and all applicable local agreements have been completed. If Artist does not comply with this Paragraph Artist agrees to pay for all costs of removing the Art and restoring the location where it was exhibited to that condition's original location, including but not limited to, compensation for Sacramento Valley Spark staff and volunteers that perform this work.
- Artist along with all assistants, volunteers, and work crews related to the Art are required to pay for entrance to the events art is displayed at unless the Event negotiates otherwise.

## **SPARK GRANT – Terms and Conditions (con't)**

Attachment 6

Project Name:

Page:

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- Artist is solely responsible for ensuring that the Art does not pose an unreasonable risk of harm to participants at the event art project will be displayed at. Artist understands that participants may interact with Art in unexpected ways, including by climbing on it or touching it, and agrees that Art shall be constructed in a fashion calculated to avoid injury in the event of such interactions. Artist shall supervise Art as necessary to ensure that it does not present a risk of injury. Artist agrees to indemnify and hold harmless Sacramento Valley Spark and its agents, volunteers, directors, and other associated with it, from any claim of damages relating to or arising from the Art.
- Artist agrees to check the status of, and abide by, any local fire bans in effect at the time and location where art is being displayed. Will also abide by all instructions or orders given by the lead regarding the use of fire or flammable materials, if applicable.
- Artist will respond to all communications from Sacramento Valley Spark grant team concerning the Art in a timely manner and will allow Sacramento Valley Spark's agents to inspect the Art upon reasonable notice.
- Artist understands and acknowledges that Sacramento Valley Spark conducts its events on property rented from a third party and that any request to vary the dates on which the Art is taken to, or removed from, the Sacramento Valley Spark events must be approved by both Sacramento Valley Spark and the owner of the property. Artist will make any request to vary from the dates set forth herein in writing to the Event Lead no later than seven (7) calendar days before the Art is scheduled to be installed at the Sacramento Valley Spark event.
- Artist will be solely responsible for reporting and paying any taxes due on the Grant.
- By accepting grant monies, you are agreeing to comply with Sacramento Valley Sparks Grant Recipient Terms and Conditions. Your conduct must reflect the details outlined above. If anything comes into question, you may have salvageable materials repossessed, monies owed invoiced, and will not be considered for a grant award in the future. Sacramento Valley Spark Art Grants Committee and Board of Directors will determine whether your conduct is out of line with these Terms and Conditions.