



PASADENA
SHOWCASE
H O U S E
for the Arts

August 2010

We are pleased to announce that the Pasadena Showcase House for the Arts (PSHA) will be accepting requests for grants to be awarded after April 15, 2011. Attached is the 2011 grant package that includes the Guidelines, Frequently Asked Questions, Application Instructions, and Application.

The application and supporting data must be postmarked by October 8, 2010. No electronic submissions are accepted. All applications must be submitted on the form provided by PSHA and must be completed in full (this includes all copies: one original and 1 copy of the application, and all requested support materials). Any alternate form of submission will automatically be disqualified from consideration. Please review the instructions carefully as incomplete or untimely applications will not be considered. Please note for your records that all support materials associated with your organization should be forwarded to the Gifts and Grants Chair. All correspondence associated with special events should be sent to the President of PSHA.

Thank you for your interest in the Pasadena Showcase House for the Arts Gifts & Grants Program.

Lynn Mehl
2010-2011 Grants Chair



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Grant Guidelines

Applying for a Grant

PSHA primarily makes grants in support of symphonic or classical music, youth music education, and music therapy. Review the information about the program that most closely matches the needs of your organization. An application package will be sent to you upon request to complete and return to PSHA. The application asks you for details about your organization and the project, activity or purchase for which you seek support, including specific goals and measurable objectives; a detailed project budget; organization finances; and miscellaneous support materials *including* your IRS letter of determination.

The application for a grant *must include the following information:*

- Who:** A description of your organization and the nature of its work
- What & How:** A statement of the project or need and an explanation of how it will be addressed. Include a brief description of anticipated achievements or outcomes.
- When:** The time frame for the proposed project, activity, performance, series or scholarship.
- How much:** Estimated budget for the project or activity and the amount requested from PSHA.

Grant Conditions

- Grants for youth music education or music therapy must be for a specific project or activity or for scholarship, either ongoing or one-time commencing after April 15, 2011.
- Grants for symphonic or classical music must be for a specific symphonic concert performance or series or for scholarship, either ongoing or one-time commencing after April 15, 2011.
- A final report must be postmarked by **December 31st** of the year in which the grant was received. If the project or event is not completed by December 31st, Grantee must apply for an extension and must file an interim report by that date. PSHA will provide form.
- Former recipients of PSHA grants must meet all reporting requirements, including post-grant final reports, before a new application will be considered. *Former recipients of grants may receive lower priority for consideration than new applicants. Specific programs receiving funding for three (3) consecutive years will not be considered for additional funding.*
- **Nonprofit** Organizations must include the most recent year's operating budget and financial statement, 501 (c) (3) **letter of determination**, list of Board of Directors; and, one (1) copy of any recent publicity materials and relevant slides or tapes. Financial information is considered confidential and will not be disclosed unless required by Federal or State law.
- Original and one (1) collated copy of the application are required. Because of the volume of materials received, PSHA cannot guarantee the return of any items such as publications, videos or films submitted with a grant application.
- Application form must be signed.
- PSHA will not be responsible for providing insurance coverage related to these projects.
- PSHA does not give individual artist grants.
- Please indicate whether your organization is seeking matching funds for this grant request.

Your proposal will be examined for evidence of quality, accountability and soundness of design. The proposal should be thoughtfully conceived and carefully planned in order to meet its objectives. Your organization must demonstrate sound fiscal and management capacity. PSHA reserves the right to request additional supporting information or documents in connection with the grant request. If your proposal is approved for funding, you will be notified by letter in March.

Frequently Asked Questions

Pasadena Showcase House for the Arts
Attn: Grants Chairman
P.O. Box 80262
San Marino, CA 91118

Whom does PSHA fund?

PSHA makes grants only to organizations classified as tax exempt under section 501(c) (3) of the Internal Revenue Code and local schools and charitable organizations. PSHA does not make grants to individuals or to for-profit organizations. Consideration will only be given to grants for programs administered and conducted in Los Angeles County.

What activities doesn't PSHA fund?

Each program has specific types of activities that it does not fund, and you should check the listing of Ineligible Requests on the Grant Application Instructions page. In addition to not awarding grants to individuals, PSHA does not fund unsolicited construction requests or debt reduction.

What is the size of the grants awarded?

Grant size varies from program to program. Generally speaking, smaller grants are made to support programs that work closely with community-based and direct-service organizations; more substantial grants are made to support larger organizations and services such as symphonic associations.

How do I get an application?

Call (626) 578-8500 and leave a message, e-mail your request to grants@pasadenashowcase.org, or request an application by mail. The address is in the box above. It is your responsibility to obtain and submit an application in a timely manner.

What is the application deadline this year?

The application deadline is **October 8, 2010**.

How long does it take to get a grant from PSHA?

Review of Grant applications will be complete by March. Awards are distributed at the Pasadena Showcase House of Design during the month-long event, held mid-April through mid-May each year. Successful applicants are invited and encouraged to attend the grant distribution reception; however, if unavailable, the grant distribution will be mailed.

May an organization submit more than one application at a time?

You may submit as many applications as you wish, although organizations are encouraged to prioritize their own needs before contacting PSHA. Each request will be reviewed independently, using the guidelines of the application, and evaluated on its own merits.

When may an organization submit a new proposal?

Organizations may submit new proposals each year. An organization currently receiving funding from PSHA is generally expected to fulfill all of the terms and reporting requirements of its current grant before it can submit a proposal for a new grant. On rare occasions, PSHA may permit an organization to submit a new proposal before the current grant has expired to ensure continuity of funding. *A specific program may not be funded for more than three (3) consecutive years.*

May an organization receive more than one grant?

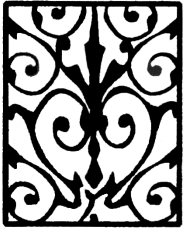
It could occur that different departments, schools or independent projects within an organization have more than one current grant from PSHA.

What are PSHA's criteria for funding television and other media projects?

PSHA will consider support for media-based projects only if the content and use of media address or in some way advance a specific objective of one or more of PSHA's program areas. Proposals involving media will be evaluated by the same criteria and standards applied to all other proposals.

What are PSHA's policies regarding solicitation, invitations, and gifts?

No member of the Gifts and Grants committee may accept any gift or gratuity from a grant applicant, other than tickets to an event directly sponsored by PSHA. Correspondence relating to the grant application should be directed to the Grants Chairman. All other correspondence should be directed to the President.



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Grant Application Instructions 2011

The enclosed application should be completed and mailed to:

Pasadena Showcase House for the Arts

Attn: Grants Chair

P.O. Box 80262

San Marino, CA 91118

- A copy of IRS letter confirming tax-exempt status (**letter of determination**) is *required* of all applicants other than public school districts.
- Application must be postmarked no later than **October 8, 2010**.
- All applications must be submitted on the form provided by PSHA. Electronic transmissions of completed grant form will **not** be accepted.
- Please note that PSHA encourages the use of space provided on the forms. If additional space is necessary, please use the back of the forms. Applications are available on disc.

Application checklist for all applicants:

A completed application* includes:

1. Signed and completed PSHA Application Form (Original and one (1) copy)
2. One copy of slides, tapes, or other relevant support materials
3. Financial information (operating budget, recent financial statement, 501(c) (3) verification letter, list of Board of Directors)

**As grant requests outnumber available funds, incomplete or late applications will not be considered.*

Ineligible Requests:

Requests will not be considered for:

- Capital campaigns, except by invitation.
- Debt reduction.
- Endowments, except by invitation.
- Grants for individuals, except as part of PSHA supported programs.
- Schools and organizations outside Los Angeles County except by invitation.
- Grants for individual schools, colleges or universities with the exception that specific programs that serve the community may be eligible.
- Grants for religious organizations (specific programs that serve the community in a nonsectarian manner may be eligible).
- Grants for fraternal or political organizations.
- Grants for lobbying or political activism.
- Grants for professional associations.



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Grant Application 2011

(Please type or print clearly)

PART 1: THE ORGANIZATION		Total Amount Requested \$
Name of Organization:		
Contact's Name & Title:		
Phone	Alternate	Fax
Address		E-mail
Contact's Address (if different)		
New Applicant?		
Please list any grants received from PSHA for the past three years		
Year	Name of Project	Amount
Year	Name of Project	Amount
Year	Name of Project	Amount
List any corporate, foundation, or government support received during the last 12 months:		
Is the organization applying for, or receiving funding from any other sources for this project? If so, please list the sources and amounts (for example, will a PSHA grant be matched by other donors):		
Organization Background	Date established	Date of Incorporation
Copy of your letter of recognition of tax exemption with the IRS required		Federal I.D. #
Brief history of organization		
List what, if any, recent activities your organization has held in the community:		

PART 3: PROJECT BUDGET (Total cash income must equal total cash expenditures)			
Cash Income	Amount	Cash Expenditures	Amount
Ticket /Registration Memberships	\$	Fees	\$
Cash Contributions		Salaries	
Organization Funds		Supplies/Materials	
Matching Grant Funds*		Equipment	
Itemize all other sources of cash		Promotion	
		Other (please itemize):	
Amount requested from PSHA			
Total Cash Income	\$	Total Cash Expenditures	\$

I certify that the information and financial figures contained in this application are true and accurate. PSHA is authorized to use digital images or photographic prints for purposes including, but not limited to, public relations.

Signature (Organization's Authorized Official):	
Print Name:	
Title:	
Address:	
Date:	Telephone:

*Matching Grant Funds Information
Source of Matching Funds: