



Annual Grant  
Arts Education Community Learning FY 2026

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City of Kingsport Office of Cultural Arts  
A-2412-24596 | \$16,375.00

Mobile Arts Studio

Status: Under Review

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**Application Submitted**

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This application has been submitted and should appear under the Submitted Applications tab on the left-hand side of your online grants account.

If you receive a generic compliance warning and cannot identify missing information, check for **REQUIRED DOCUMENTS** near the bottom of your application.

**APPLICANT PROFILE**

When you are editing the form, remember to click the Save button before navigating away—the form will not auto-save.

Fields marked with an asterisk\* are required.

<b>*Fiscal Year:</b>	2026
<b>Grant Category:</b>	Arts Education Community Learning
<b>*Is this your first time applying for Commission Funds?</b>	No

**\*Are you applying as:** Entity of Government

**Organization Name:** City of Kingsport Office of Cultural Arts

**Primary Contact:** Kristie Leonard

**Primary Signatory:** Paul Montgomery

#### ▼ SAVE APPLICATION

After filling out the "Applicant Profile" section, make note of your application number (example: A-1610-01021, A-1611-01101, etc.) and save the application. You may then select the EDIT button at the top of the screen and continue filling out the application.

**Save your work frequently!** If you leave this page, this application may be found in your grantee portal under the "Draft Applications" link on the navigation menu to your left. You may select your application, click the EDIT button, and continue filling it out.

When you are editing the form, remember to click the "Save" button before navigating away. The form will not auto-save. **Fields marked with an asterisk\* are required.**

## ORGANIZATION INFORMATION

### TO ALL APPLICANTS

As part of the application submission process, we require you to complete your organization profile as well as your application. The organization information below is from your organization profile. If any information is incorrect, please modify your organization profile.

**Website:** [www.artskingsport.org](http://www.artskingsport.org)

**Phone:** 423-392-8416

**Voice/TDD:**

**Applicant Status:** 08 Government - Municipal

**Applicant Institution:** 15 Arts Center

**Applicant Discipline:** 14 Multidisciplinary

**Accessibility Coordinator Name:** Ryan McReynolds

**Title:** Assistant City Manager

**Email Address:** ADAcontact@KingsportTN.gov

**Federal 9-Digit EIN (Organization):** 62-6000323

**Unique Entity Id UEI (Organization):** YE45C4JZC5U1

**Organizational Fiscal Year End Date (Organization):** June 30

**Physical/Mailing Street Address:** 1200 East Center Street

**Physical/Mailing City:** Kingsport

**Physical/Mailing State:** Tennessee

**Physical/Mailing 9-Digit Zip:** 37660-4958

**Physical/Mailing County:** Sullivan

**US House Congressional District Number:** 1  
**Tennessee Senate District Number:** 4  
**Tennessee House District Number:** 2

**Mission Statement:** The Office of Cultural Arts is dedicated to cultivating cultural assets and promoting them as vehicles for economic and community development.

**Underserved Statement:** The Office of Cultural Arts actively seeks to engage those members of our community who are underserved. We provide art instruction at free or little cost to youth of our area through strategic partnerships with organizations who serve those communities. We give tours of the Sculpture Walk and visits to the Carousel to students in our Title I schools. We encourage and make accommodations for visits to the Carousel to people with disabilities and special needs classes. We have and continue to intentionally offer free and low cost arts programming and to travel to areas of the city with underserved youth.

**Arts Advocacy Statement:** The Arts are essential to a well rounded and fully developed community and personal life. The arts are included as the apex of the Hierarchy of Needs as listed in the State of the City and ONEKingsport Strategic Planning document. The Kingsport Cultural Arts office seeks to encourage participation in creative activities as well as act as a resource to organizations seeking to enhance their contribution to our community.

**Specialty License Plate Program Statement:** Gift a Tag fliers are included in all purchases at the Carousel Gift Shop. All Staff and Board of Directors are encouraged to purchase specialty license plates. Door Prizes at sponsored concerts regularly include a Gift-A-Tag voucher purchased by KCA so that a lucky audience member can upgrade their existing tag to a specialty. During the holiday season, social media sponsored posts include the suggestion that a great gift would be a specialty license plate voucher.

**Board Information**

For 501(c)(3) organizations only: using the organization's current list of governing board of directors submitted with this application, supply the correct information.

**Organization Demographic:**

- Number of individuals serving on the board:**
- Length of board member term (in years):**
- Maximum number of consecutive terms:**
- Number of times per year the full board meets:**
- Demographic Information**

TN County: Sullivan

<b>Children (Under 18)</b>	19%
<b>People Living In Rural or Isolated Settings</b>	26%
<b>People Living with Disabilities</b>	21%
<b>People of Color</b>	9%
<b>Senior Citizen</b>	22%

**Board of Directors**

- Children (Under 18)**
- People Living In Rural or Isolated Settings**
- People Living with Disabilities**
- People of Color**
- Senior Citizen**

**Organization Staff**

**Children (Under 18)**


**People Living In Rural or Isolated Settings** 25%

**People Living with Disabilities** 25%

**People of Color**

**Senior Citizen** 25%

ORGANIZATION DOCUMENTS

 ADA-Accessibility-Checklist-interactive.pdf   

Added by Kristie Leonard at 9:45 AM on February 16, 2024

 36 - Language Assistance Policy.pdf   

**LEP Policy**

Added by Hannah Powell at 8:11 AM on January 18, 2023

 04- Title VI Policy.pdf   

**Title VI Complaint Procedures**

Added by Hannah Powell at 3:16 PM on December 14, 2022

 FY22 Title VI Training Certification.pdf   

**2022 Title Vi Training Certification**

Added by Hannah Powell at 1:49 PM on December 7, 2021

 TitleVI\_CertificationForm\_FY21\_3.pdf   

**2021 Title VI Training Certification**

Added by Hannah Powell at 8:30 AM on December 15, 2020

 04- Title VI Policy.pdf   

**Title VI Complaint Procedures**

Added by Hannah Powell at 3:00 PM on December 11, 2019

 36 - Language Assistance Policy.pdf   

**LEP Policy**

Added by Hannah Powell at 3:00 PM on December 11, 2019

 TitleVI\_CertificationForm\_FY2020.pdf   

**2020 Title VI Training Certification**

Added by Hannah Powell at 2:39 PM on December 11, 2019

 TitleVI\_FY19CertificationForm.pdf   

**2019 Title VI Training Certification**

Added by Beth Estep at 9:42 AM on January 9, 2019



AEP5Celebration.JPG



**Other Document**

Added by Bonnie Macdonald at 10:12 AM on January 15, 2018



AEP5CelebratesKTG.JPG



**Other Document**

Added by Bonnie Macdonald at 10:12 AM on January 15, 2018



AEP5CelebrateOCA.EK.JPG



**Other Document**

Added by Bonnie Macdonald at 10:12 AM on January 15, 2018

If you have submitted an application before through this online grants system, the organization documents you uploaded with previous requests will display in the "Organization Documents" section above. When submitting a new application, verify that the organization documents uploaded are the most recent versions. If not, please include the most recent versions before submitting. Do not delete prior versions.

## CONTACT INFORMATION

**TO ALL APPLICANTS**

As part of the application submission process, we require you to complete your People Profile as well as your application. The contact information below is from your People Profile. If any information is incorrect, please modify your People Profile, found on the left-hand menu under Users.

**Contact Title:** Special Events and Cultural Arts Manager

**Contact Name:** Kristie Leonard

**Contact Email Address:** KristieLeonard@KingsportTN.gov

**Contact Phone Number:** 423-224-2821

**Contact Home Number:**

## PROJECT / PROGRAM DESCRIPTION

**\*Project Title:** Mobile Arts Studio

**\*Amount of Your Grant Request:** \$16,375.00

**Funding Description:**

Include a brief AND specific explanation of exactly how grant funds will be used. For example, "Artist fees for workshop clinicians."

Artist fees, materials, and marketing

**Date(s) of Project Activity (Must be between July 1, 2025 and June 15, 2026)**

**\*Project Start Date:** 7/1/2025  
**\*Project End Date:** 6/15/2026  
**\*Number of days the project activity will occur:** 60

**\*Estimated Number of Adults Engaged:** 12  
**\*Estimated Number of Youth Engaged:** 150  
**\*Estimated Number of Total Individuals Engaged:** 162

**Media organization or media based project?** No

**\*Estimated Number of Artists Participating:** 6

**Underserved Participants**

Estimate the **percentage** of this project’s audience that is “traditionally underserved or underrepresented.” Be realistic in your estimate of populations of each underserved demographic engaged as directly served. Underserved and underrepresented audiences may cross county lines. Percentages should reflect those individuals primarily reached in the "Estimated Total Individuals Engaged" section.

**% who are children (under 18):** 100%  
**% who are people of color:** 40%  
**% who are living in rural communities or isolated settings:** 0%  
**% who are people with disabilities:** 20%  
**% who are senior citizens (60 and over):** 0%

**Proposed Project Accessibility Statement**

The Commission is committed to providing access to the arts for traditionally underserved artists and constituents, including people of color, people with disabilities, children, people living in rural communities or isolated settings, and senior citizens. In the space provided, indicate efforts made by your organization to include underserved artists and audiences in your proposed project/programming.

:

The purpose of this project is to travel to low income neighborhoods which includes the traditionally Black neighborhood, Riverview. Our plan is to visit areas of the city that offer subsidized housing or are on average low-income areas, and set up outside or in local recreation spaces to offer structured arts education. When working with underserved youth, one of the problems we have faced is a lack of transportation for kids, meaning they are unable to visit our arts organizations in the area even for free programs. With this mobile art program, we would take the projects to them at no cost to the students to be as accessible as possible.

**▼ Project Discipline Item Details**

**\*Project Discipline:** 05 Visual Arts  
**\*Type of Activity:** Arts instruction - 12  
**\*Strategic Outcome:** Learning: Americans of All Ages Acquire Knowledge or Skills in the Arts.

**\*Arts Education:** 50% or more of this project's activities are arts education directed to:  
K-12 students

## NARRATIVE INFORMATION

### \*BRIEF PROJECT SUMMARY

Briefly summarize the overall project. Where, when, and for how long will the project take place? Who will participate in the proposed project? If applicable, include ages or grade levels, at-risk indicators, and selection criteria, or the target audience (ex. core teachers, arts specialists, teaching artists, etc. including grade levels/subjects taught). How will the program be marketed to its target audience? How will Commission funds be used? If applicable, discuss the nature and value of partnerships you have with other organizations or entities with whom you will be working to carry out this project.

Our plan is to visit areas of the city that offer subsidized housing or are on average low-income areas, and set up outside or in local recreation spaces to offer structured arts education. When working with underserved youth, one of the problems we have faced is a lack of transportation for kids, meaning they are unable to visit our arts organizations in the area even for free programs. With this mobile art program, we would take the projects to them at no cost to the students to be as accessible as possible.

Some of the neighborhoods already have groups who meet to run activities for youth (such as New Vision Youth who we have worked with this year), so we will reach out to them to send the information out to their group. We will also contact housing developments that run the subsidized housing facilities to ask that they send information to their tenants and to ask to put up flyers at each complex. Additionally, we will provide the information to local Boys and Girls clubs, Girls Inc. and other after-school programs which primarily serve the same demographic we will be working with. Students will register ahead of time (registration information will be included in all of these outreach methods).

We have three different age groups, with one series for each age group at each location. The length of the lessons and content are tailored to each age group. Grades 1-4 will have a 1 hour class (generally the longest they will stay engaged), grades 5-8 will have 1.5 hours, and grades 9-12 will be 2 hours long.

These first three series focus on visual arts, specifically drawing and painting. In future years, the programming will change each year and will include more specialized types of art and traditional crafts as we hone the program based on student, guardian, and instructor feedback.

### \*PROJECT VALUE TO COMMUNITY

How does the proposed project advance the organization's mission to communities it serves? How is the project responsive to the diverse interests and needs of the community it serves? How does the project demonstrate artistic, cultural, and/or educational value to the community being served? Be specific.

Our mission of cultivating cultural assets includes the people in our community. While we promote and run other programs which take place in arts centers/organizations which are accessible to those with transportation and/or disposable income, this program is meant for those who do not have that privilege.

Our goal with this program is to bring local, skilled artists directly to the communities who have not had the opportunity to engage with them in other capacities; and, to provide high-quality arts workshops to underserved youth. We began discussing the possibility of a mobile arts studio this year and were excited to receive positive support from city management; our department has been given permission to use a portion of the \$80,000 special projects fund to support this series moving forward.

### \*INSTRUCTIONAL COMPONENT

Summarize the instructional component of the project. What will the participants learn? How will instruction take place, and what activities will occur? Who will provide the instruction? Outline the teaching artists/educators who will serve as instructors and their expertise as professional artists and/or educators. If applicable, explain how state and national standards will be incorporated into curriculum development and instruction. Do not simply list standards.

Students will have different focuses based on their age group, outlined below (full plan in attached document):

Series 1: Color theory, structure, basic art history, grades 1-4

- Lesson 1: Color wheel using colored pencils, then using paint. Color matching challenge—how close can you get?
- Lesson 2: Guided drawing project of a simple animal. Free time to try this technique on an animal of your choice.
- Lesson 3: Styles of art movement, small drawings/paintings to try each style

Series 2: Shadows and shading, grades 5-8

- Lesson 1: Practice various shading techniques (cross-hatch, blending, stippling, etc.), then draw an apple and use your favorite one
- Lesson 2: Drawing and shading facial features; eyes, nose, mouth, ears etc.
- Lesson 3: Simple still-life sketch

Series 3: Plein Air, grades 9-12

- Lesson 1: Gesture drawing and painting, roughing out your layout
- Lesson 2: Plein air demonstration, students paint along with the instructor
- Lesson 3: Open work day with instructor guidance; each student gets to pick what to paint and instructor will check in with each periodically offering suggestions and reminders

We plan to have one artist for each series who will teach the series at each of the five locations. We do not have confirmation from the artists yet due to a limited timeline, but we are confident that the quality of instructor will be the same.

Series 1: Donna Bird

- Donna has a BFA from Delta State University and worked as a graphic design artist for 10 years. She teaches community classes and has years of experience teaching homeschool elementary students and meeting state standards. "I love working with students, and helping them become artists. Helping them learn the skills they need to paint and draw on their own is a great feeling. I know they are learning something they can take with them, and move forward with and grow."

Series 2: Juanita Mitchell

- Juanita attended Rhode Island School of Design for her art degree, and has taught high school art for over a decade. She encourages her students to grow beyond what they expect of themselves, and is especially skilled in pen and ink and shading.

Series 3: Kris Harper Bower

- Kris has her BA from Hanover College and has taught Art to children in schools and various community settings. She is an artist who "desires to learn by closer observation of how the world is put together. How shapes, color, contour, weight, texture and balance intersect with human perception. Painting is a medium for understanding my relationship to the larger scheme."

#### \*EVALUATION

Outline the desired outcomes for the project and how those outcomes will be evaluated. How will you assess and document participant learning in the arts? What evaluation tools will be used? When and to whom will evaluation tools be administered? How will evaluation data be used to influence future projects? For ongoing projects, discuss how past evaluations changed or influenced the current project. You will be asked to report outcomes and encouraged to share project photos and/or video if awarded funding.

We plan to request feedback from the instructors, students, and guardians. Instructors will be asked to note specific student growth from the first to third sessions, and to give us feedback on how we could better support them or prepare for future series. Students in grades 1-4 will receive a verbal evaluation; instructors will ask content-based questions to gauge understanding and evaluate whether the shared information was retained. Students in grades 5-12 will receive a written evaluation to share what they feel confident in and where they feel they could have learned more. They will also be encouraged to share what topics they would be interested in for future series. Guardians will receive an evaluation at the end of the series (sent to the email provided at registration) asking for feedback, and how much they feel their student learned.

We look forward to receiving this feedback, and will make changes throughout the FY26 project. Then, when we prepare for the following year's project, we will evaluate all of the information we have and make systemic updates as needed.



## FINANCIAL INFORMATION

### ▼ THREE-YEAR CASH OPERATING BUDGET HISTORY

#### Instructions

Provide the total cash revenues and expenses for the applicant organization's operating budget. Year 1 figures are the most recently completed and documented operating budgets, while Year 2 (the current fiscal year) and Year 3 are projected operating budgets.

Exclude the following: (a) in-kind donations and expenditures, (b) capital expenditures or capital disbursements and, (c) Endowments or trusts.

Non-arts organizations should list revenues and expenses for arts programming only.

#### Year 1: Fiscal Year 2024

(Most Recently Completed Fiscal Year)

Cash Only

**Expenses:** \$356,200.00

**Revenues:** \$356,200.00

#### Year 2: Fiscal Year 2025

(Current Fiscal Year)

Cash Only

**Expenses:** \$356,200.00

**Revenues:** \$356,200.00

#### Year 3: Fiscal Year 2026

(Projected Fiscal Year)

Cash Only

**Expenses:** \$356,200.00

**Revenues:** \$356,200.00

#### Variation Explanation

Explain any variation of 10% or more between the current fiscal year and your most recently completed fiscal year.

:

#### Deficit Explanation

If last fiscal year expenses are greater than income, provide an explanation of: (a) How the shortfall was covered?

(b) What caused the shortfall and your organization's efforts to prevent its recurrence?

:

### ▼ PROJECTED PROJECT EXPENSES

#### Instructions

**Application-Specific Financial Requirements - Must Read****APS Applicants**

- Enter the **Entire Budget** for the proposed project in the form below, **not** just the requested funds and a dollar-for-dollar match.
- You may use as many as four line items under Commission Funds Requested, but please use the fewest line items as possible.
- All remaining cash expenses should be itemized as Applicant Cash Participation.

Note: You may list more, but Applicant Cash Participation figures must be at least: \$1.00 of grantee cash participation for every \$1.00 provided in Commission grant funds for APS.

**RAPS and AA Applicants**

- Enter the **Entire Budget** for the proposed project in the form below, **not** just the requested funds and a dollar-for-dollar match.
- You may as many as four line items under Commission Funds Requested, but please use the fewest line items as possible.
- These grants are not subject to a match requirement and, if granted, do not include a match in the Revised Budget. However, showing Applicant Cash Participation helps to understand the Entire Project Budget.

**RAFF Applicants**

- Enter the **Entire Budget** for the proposed project in the form below, not just the requested funds and a dollar-for-dollar match.
- Commission Funds Requested should be itemized up to the request amount. You may use as many line items as necessary here but please use the fewest line items in this column as possible.
- These grants are not subject to a match requirement and, if granted, do not include a match in the Revised Budget. However, showing Applicant Cash Participation helps to understand the Entire Project Budget.

**MCI, PS, SUPS and SRPS Applicants**

- Enter the **Entire Annual Cash Operating Budget** for your organization under “Applicant Cash Participation”.
- Do not enter anything under “Commission Funds Requested”.

**CP Applicants**

- Enter the **Entire Budget** for the proposed project in the form below.
- Consolidate Commission Funds Requested into the fewest line items possible, but no more than 4 line items.
- All other project cash expenses should be itemized under Applicant Cash Participation. (Note: Applicant Cash Participation figures may list more, but must at least match the requirements for these grants: \$1.00 of grantee cash participation for every \$4.00 provided in Commission grant funds. You may use a combination of cash and in-kind donations for this column.)

**Arts360 Applicants -**

- Enter the **Entire Three-Year Project Budget** in the form below.
- Commission Funds Requested should be itemized up to the request amount.
- All other cash expenses should be itemized under Applicant Cash Participation. (Note: Applicant Cash Participation figures may be more, but must at least match the requirements for these grants: \$1.00 of grantee cash participation for every \$2.00 provided in Commission grant funds.)

**AE-CL, AE-TT, and Pathways Applicants**

- Enter the **Entire Project Budget** in the form below.
- You may use as many as four line items under the Commission Funds Requested but please use the fewest line items as possible.

- These grants are not subject to a match requirement and, if granted, do not include a match in the Revised Budget. However, showing Applicant Cash Participation helps to understand the Entire Project Budget.

### EXPENSES

**Salaries, Benefits & Taxes - Commission**      \$0.00  
**Funds Requested:**

**Salaries, Benefits & Taxes - Applicant Cash**      \$2,936.00  
**Participation:**

**Professional Fee, Grant & Award -**      \$12,500.00  
**Commission Funds Requested:**

**Professional Fee, Grant & Award -**      \$0.00  
**Applicant Cash Participation:**

**Supplies, Telephone, Postage & Shipping,**      \$3,875.00  
**Occupancy, Equipment Rental &**  
**Maintenance, Printing & Publications -**  
**Commission Funds Requested:**

**Supplies, Telephone, Postage & Shipping,**      \$0.00  
**Occupancy, Equipment Rental &**  
**Maintenance, Printing & Publications -**  
**Applicant Cash Participation:**

**Travel, Conferences & Meetings -**      \$0.00  
**Commission Funds Requested:**

**Travel, Conferences & Meetings - Applicant**      \$0.00  
**Cash Participation:**

**Insurance - Commission Funds Requested**      \$0.00  
**(Not allowed under Commission Funds):**

**Insurance - Applicant Cash Participation:**      \$0.00

**Other Non-Personnel - Commission Funds**      \$0.00  
**Requested:**

**Other Non-Personnel - Applicant Cash**      \$0.00  
**Participation:**

**Capital Purchase - Commission Amount Requested (when allowable):** \$0.00

**Capital Purchase - Applicant Cash Participation:** \$1,000.00

**Indirect Cost - Commission Funds Requested (when allowable):** \$0.00

**Indirect Cost - Applicant Cash Participation:** \$0.00

**In-Kind Expense - Commission Funds Requested (when allowable):** \$0.00

**In-Kind Expense - Applicant Cash Participation:** \$0.00

**Total Expenses Commission Funds Requested:** \$16,375.00

**Total Expenses Applicant Cash Participation:** \$3,936.00

Enter the amount of your total project cash expenses. This number should equal the sum of the total "Commission Funds Requested" and the total "Applicant Cash Participation" amounts above.

**\*Verify the total Project Cash Expenses:** \$20,311.00

The Expense Table shown below will update after you select save on the application.

Expenses	Commission Funds Requested	Applicant Cash Participation
Salaries Benefits and Taxes		\$2,936.00
Professional Fee, Grant & Award	\$12,500.00	
Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications, etc.	\$3,875.00	
Travel, Conferences & Meetings		
Insurance (Not allowed under Commission Funds )		
Other Non-Personnel		
Capital Purchase (when allowable)		\$1,000.00
Indirect Cost (when allowable)		
In-Kind Expense (when allowable)		

Total Cash Expenses	\$16,375.00	\$3,936.00
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In the text box below, enter an explanation for **any expenses** you listed on a line item either in the "Commission Funds Requested" or "Applicant Cash Participation" columns above. **For APS, RAPS, AE-CL, AE-TT, AA, CP, and Pathways Only: Please provide hourly or daily rate breakdown for contracted personnel receiving Professional Fees.** See Expense and Income Definitions in the Document Library for reference. Note: No grant funds may be used to pay board members.

**Explanation(s):**

Commission funds requested, Professional fee, grant & award:  
Full breakdown in lesson plan document, \$100/hr to teaching artists and \$50/hr to teaching assistants

Commission funds requested, Supplies printing and publications etc:  
\$3,375 in workshop materials, supplies, and easy-to-transport storage containers, \$500 for printing and publications about the program/signs at the program

Applicant Cash Participation, Salaries Benefits & Taxes:  
160 hours of staff time at \$18.35/hr

Applicant Cash Participation, Capital Purchase:  
folding tables, chairs, easels, and permanent storage solutions

▼ PROJECTED PROJECT INCOME

**INCOME:**

<b>Earned Income - Admissions:</b>	\$0.00
<b>Earned Income - Contract Services:</b>	\$0.00
<b>Earned Income - Other:</b>	\$0.00
<b>Contributions - Corporate:</b>	\$0.00
<b>Contributions - Foundation:</b>	\$0.00
<b>Contributions - Individual/Other Private:</b>	\$0.00
<b>Government Support - Federal:</b>	\$0.00
<b>Government Support - State/Regional :</b>	\$0.00
<b>Government Support - City/County:</b>	\$3,936.00
<b>Existing Funds:</b>	\$0.00
<b>Other Income:</b>	\$0.00
<b>Total Applicant Cash Income:</b>	\$3,936.00

The Income Table shown below will update after you select save on the application.

Income	Amount
Earned Income - Admissions	
Earned Income - Contract Services	

Earned Income - Other	
Contributions - Corporate	
Contributions - Foundation	
Contributions - Individual/Other Private	
Government Support - Federal	
Government Support - State/Regional (Exclude this request)	
Government Support - City/County (Exclude this request)	\$3,936.00
Existing Funds	
Other Income	
<b>Total Applicant Cash Income</b>	<b>\$3,936.00</b>

In the text box below, enter an explanation for **any income** you listed above. See Expense and Income Definitions in the Document Library for reference.

**Explanation:**

City funding used for this project

This number should equal the total from Total Applicant Cash Income in the table above.

**\*Verify the total Applicant Cash Income**      \$3,936.00  
**above:**

**+ Amount Requested:**      \$16,375.00  
 The Amount Requested will prepopulate from the Amount of Your Grant Request above.

Total Projected Project Income below should equal Total Applicant Cash Income + Amount Requested

**\*Total Projected Project Income:**      \$20,311.00

▼ **In-Kind Contributions**

**In-Kind Contribution Total:**      \$669.80

**In-Kind Contribution Summary:**

Approximately 20 hours of volunteer time and \$200 of in kind donations of snacks

**2026 Required Documents, Documents and Assurances**

**REQUIRED DOCUMENTS**

Document types listed here are required for this application category. To upload documents, click the plus button next to the document type. Then click the "Add Files" button. Browse to the file and click "Open." Click the "Start Upload" button. When the upload is 100% completed, click the 'x' at the top right corner to close the document upload window. Once uploaded, the document will no longer be listed here, AND will appear at the bottom of the application in the "Required Documents" section.











# DOCUMENTS

Document types listed here are required for this application category. To upload documents, click the plus button next to the document type. Then click the "Add Files" button. Browse to the file and click "Open." Click the "Start Upload" button. When the upload is 100% completed, click the 'x' at the top right corner to close the document upload window. Once uploaded, the document will no longer be listed here, AND will appear at the bottom of the application in the "Required Documents" section.

**Evaluation Summary: Only required for continuing projects** funded in the last fiscal year. Provide qualitative and quantitative data collected from evaluations from the previous year’s funded project.

**Optional Support Material(s):** It is strongly encouraged that the applicant uploads support materials that showcase the project.

- Support materials can include but are not limited to: artist resumes, reviews, clippings, photos, brochures, artistic samples, monitoring plans, and links to videos directly related to the application proposal.
- Accepted file types include .pdf, .jpg, or .png. For video and audio samples, provide links to projects in the section labeled "Optional Material Link(s)" below the "Documents" section
- **Please consolidate optional support materials into one file where possible.**

DOCUMENTS	
 Activity Schedule (tentative).pdf <b>AE-CL Schedule</b> Added by Linore Huss at 7:08 AM on December 23, 2024	
 Evaluation tools.docx <b>AE-CL Evaluation Tools</b> Added by Linore Huss at 6:33 AM on December 23, 2024	
 mobile art studio lesson plan.docx <b>AE-CL Lesson Plan or Content Outline</b> Added by Linore Huss at 5:26 PM on December 20, 2024	
 specialty license plate program.pdf <b>AE-CL Proof of Arts Advocacy</b> Added by Linore Huss at 8:41 AM on December 20, 2024	
 Arts Advocacy.pdf <b>AE-CL Proof of Arts Advocacy</b> Added by Linore Huss at 8:41 AM on December 20, 2024	

**Optional Material Link(s):**

# ASSURANCES

The applicant assures the Commission that:

1. The activities and services for which assistance is sought will be administered by or under the supervision of the applicant.
2. The filing of this application has been duly authorized by the applicant.
3. The applicant will expend funds received as a result of this application solely for the described project or program.

By signing this application, the applicant hereby assures and certifies that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), the Americans with Disabilities Act of 1990 (42 U.S.C. 12101-12213) and, where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); as well as all regulations of the National Endowment for the Arts issued pursuant to these statutes and that it immediately will take any measures necessary to comply.

**Application will not be accepted without TWO different certifications. You cannot use the same person for both certifications.**

### Chief Authorizing Official (Chair or President of the Board)

**\*Name and Title:** Paul Montgomery, Mayor

Entering my name and title and clicking the "I certify" checkbox constitutes my signature acknowledging my awareness of the above assurances and my commitment to implement this project in accordance with them.

**\*I certify:** Yes

### Project/Program Director

**\*Name and Title:** Kristie Leonard

Entering my name and title and clicking the "I certify" checkbox constitutes my signature acknowledging my awareness of the above assurances and my commitment to implement this project in accordance with them.

**\*I certify:** Yes

Note: If this application is being submitted by an organization acting as a fiscal agent for another organization, the Chief Authorizing Official and Project Director of the organization acting as fiscal agent and holding the not-for-profit letter of determination must sign this application.

