

City of Glendale
PERFORMING ARTS GRANT GUIDELINES

As a recipient of a City of Glendale Performing Arts Grant, you agree to abide by the following conditions:

- Grant funded project must take place by **August 30, 2025**.
- Grant recipient will acknowledge receipt of the funding in all programs, press releases, and advertisements for performances or events with the following credit line:
(name of event/project) is funded by a City of Glendale Performing Arts Grant.
- Detailed, accurate, and finalized project/event details (dates, times, locations, descriptions) ***must be emailed*** to publicart@glendaleaz.com, ***at least 45 days prior to the events(s)***. Please include copies of event promotional materials and images, if applicable. The city will use this information to promote the projects, and to inform the city officials about the funded events.
- Funds ***may not be used*** for construction or renovation of facilities, basic operating support, other capital expenditures or reductions of debts.
- Funds ***may not be used*** to support performances or events that constitute religious workshop, or which would advance or promote a religious purpose.
- Funds will only be used for the purposes and uses specified in the recipient's legal agreement.
- All performances or events funded through this City of Glendale award shall be open and free to all members of the public. No person shall be denied access to, or participation in, the performance or event on the basis of race, color, national origin, gender, religion, age, sexual orientation, or disability. The award cannot be used for private or exclusive showings.
- Any unexpected funds must be returned to the City of Glendale.

- **Final Report** – Within 30 days of completing the grant project, you are required to submit a completed Final Report Form through Submittable. The report will require you to share the outcomes of your project as well as images and/or video documentation of your programming. Applicants who fail to complete the final report on time will not be eligible for future arts grant funding from the City of Glendale. Pursuant to the Grant’s terms and conditions, the City of Glendale has the rights to use any materials submitted in the Final Report for data collection and promotional purposes.
- The City of Glendale requires detailed financial information from grantee organizations on final reporting. Please maintain detailed financial records of your expenditures along with program/event attendance/participation information.

- **Follow the following steps to request grant funds:**

- Register online as a City of Glendale vendor. This is a required step for any grantee who is receiving payment from Glendale for the first time, or if an existing grantee’s electronic funds transfer information or W-9 information has changed since the last time the grantee received payment from the City of Glendale. **You must use the secure link below to register.** As part of this registration, you will be required to upload a copy of your W-9. You can view and download registration instructions and a blank W-9 form at the bottom of the page at this link:

https://www.glendaleaz.com/your_government/city_finances/procurement/vendor_self_service_v_s_s

- **Invoice must be submitted to request payment:**

You may request full payment of the grant by submitting an invoice after the completion of your project OR you may submit an invoice requesting the first half payment for the grant no earlier than six (6) weeks prior to the start of the project, then submit the final half payment invoice upon completion of the project and no later than June 30, 2025.

Invoices received after August 30, 2025 may not be accepted.

- Your invoices should include the following information:

Date: (Date invoice is submitted)
 From: (Name, Organization, address – this information must match the information from your vendor registration)
 To: City of Glendale – Arts and Culture Program
 For: FY 2024-2025 Performing Arts Grant (Indicate invoice 1 of 1, 1 of 2, or 2 of 2)
 Amount: 50% of grant amount, if submitting two invoices; full grant amount, if submitting one invoice upon completion of the grant project.

- **Reminder – as a condition for the release of funds:** Complete and accurate project/event details **must be emailed** to publicart@glendaleaz.com, **at least 45 days prior to the event(s)**. Please include copies of event promotional materials and images. The city will use this information to promote the projects, and to inform city officials about the funded events.