

## Cultural Services Art in the Parks Fund Application Information 2023

*This application example is for reference only. Applications must be submitted through the [online form](#).*

*Application deadline is noon (PST) on April 17, 2023.*

### CONTACT INFORMATION

First Name

Last Name

Organization Name (if applicable)

Address

City

State Name

ZIP

Email

Phone

Title of proposed project

Preferred outdoor City of Eugene park(s) for the project ([see list of Eugene parks](#)):

Proposed project date between June and October 2023:

List if the proposed project will be a one-time event, or recurring:

*Note that higher-use parks like Hendricks Park, Maurie Jacobs Park, Alton Baker Park and Owen Rose Garden are very popular and reservation dates fill up quickly.*

### APPLICATION QUESTIONS

1. Please describe your proposed event. What are the project elements and project goals? Who is your target audience? What artists and partners are involved? What will the public experience during the event? (300 words or less)
2. Tell us about your organization/yourself as a cultural producer and your personal relationship with the communities you serve and/or represent. (300 words or less)
3. How does your project meet the goals of the Art in the Parks fund? (300 words or less)

4. What past experience do you have producing similar programming? What was the outcome of your past programming? (300 words or less)
5. How will your event contribute to the well-being of the community you serve and/or represent? (300 words or less)
6. How will you make your project accessible, safe and welcoming for attendees? If the project touches on difficult or traumatic subject matter for others, how are you navigating that and partnering with organizations who can help you navigate that? (300 words or less)
7. How will the project demonstrate community engagement? Such as: equitable decision making and planning, collaboration, consultation, participation, empowerment and/or deepening relationships with the communities you serve and/or represent? *Note that if your program is not free to attend then a portion of tickets must be offered for free or on a sliding scale.* (300 words or less)
8. Describe the scalability of your program. Can you scale your project if you are awarded a smaller amount than requested? How will your project adapt to last minute changes due to unforeseen circumstances (i.e., inclement weather or wildfire smoke)? (300 words or less)

## **BUDGET**

9. Amount of funding requested (up to \$5,000)
10. Describe how you plan to match the requested funds 1:1 with cash, in-kind and/or volunteer time. Up to 100% of your match may be the value of donated in-kind materials or volunteer time valued at \$29.95 per hour. Cash may be either already secured or additional funds you anticipate raising. (100 words or less)
11. Provide the overall budget for your proposed program using the [attached template](#). Read [How to Create Your Art in the Parks Fund Budget](#) for step-by-step instructions.
12. I acknowledge that (check boxes):
  - I agree to include the City of Eugene Cultural Services logo on all visual marketing materials for the program or the written name in press releases or other written information.
  - Upon completion of the program, I will complete a brief report and provide the City with 3-5 high-quality, copyright-free digital photographs of the program for use in future City promotions.

## **OPTIONAL SUPPLEMENTARY MATERIALS**

- Information about the applicant, such as a brochure or bio.
- Attach up to 3 samples of similar programs you have completed.
- Attach up to 3 letters of support from other organizations or individuals.
- Link to video of up to 3 minutes talking about your project (simple video from your phone is fine).
- Website

- Facebook
- Twitter
- Instagram
- YouTube
- SoundCloud
- Other social or web links

#### **ELECTRONIC SIGNATURE**

By providing electronic signature below, the undersigned certifies that he/she owns the rights to distribute the images and other media included in this application. I affirm that the information above is true to the best of my knowledge.

*Applicants will be notified of selection on May 5.*

*For more information contact Colette Ramirez:*

[cramirez@eugene-or.gov](mailto:cramirez@eugene-or.gov)

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