



**Fall ArtNight Pasadena**

**MINIGRANT OPPORTUNITY**

**APPLICATION DEADLINE: August 14, 2018, 5:00 pm**

EVENT DATE: FRIDAY, OCTOBER 12, 2018 6 pm - 10 pm

ArtNight Pasadena, sponsored by the City of Pasadena Arts & Culture Commission and the Division of Cultural Affairs, is an ongoing partnership between local cultural institutions and the City of Pasadena. Twice each year, many of the City's non-profit arts and cultural institutions open on a Friday night to provide a variety of art, culture, and music -- free-of-charge -- to the public. The primary purpose of ArtNight is to introduce audiences to and build membership for Pasadena's arts and culture organizations.

After 38 successful events, ArtNight continues to attract more than 20,000 visitors to each event. ArtNight patrons have come to expect excellent performances and diverse programming. Live music, dance, spoken word, theater, performance art, visual art exhibits, art workshops, and story-telling are among the many eligible art forms that have received MiniGrants previously.

The ArtNight MiniGrants are funded by the Arts & Culture Commission and are intended to increase participation in ArtNight by Pasadena-based, non-profit arts and culture organizations, arts organizations without venues, independent non-commercial galleries, ensembles and individual artists.

**Grant Opportunity:**

The Arts & Culture Commission is seeking individual artists and organizations of all sizes and disciplines to reflect the robust cultural life of Pasadena by participating in ArtNight.

MiniGrants of \$500 each are offered to smaller arts and culture organizations; arts and culture organizations without facilities; independent, non-commercial galleries; ensembles; and individual artists who live, work or lease property in Pasadena, to offset the cost of participating in the ArtNight event. Awards are contingent upon available funds and host site commitment. Organizations, ensembles and groups that are based in Pasadena will receive preference over those applicants not based in Pasadena.

MiniGrant recipients must perform at and partner with one of the identified art or cultural venue host sites. There are 18 host sites including: A Room to Create, Armory Center for the Arts; Art Center College of Art and Design; artWORKS Teen Center; Boston Court Performing Arts Center; City Hall; The Gamble House; Jackie Robinson Center; Kidspace Children's Museum; Light Bringer Project; Norton Simon Museum; Parson's Nose Theater; Pasadena Central Library; Pasadena Conservatory of Music;

Pasadena Museum of History; Pasadena Symphony Association; Red Hen Press; USC Pacific Asia Museum. **Applicants must contact one of the participating organizations and receive a letter of support from the organization in order to apply.** Please contact [jfil-contractor@cityofpasadena.net](mailto:jfil-contractor@cityofpasadena.net) if you would like to apply but are unable to secure a host site (you've reached out to the organizations listed above) or if you think City Hall would be appropriate for your organization/ensemble, etc.

**MiniGrant applicants are encouraged to contact the host sites as soon as possible to propose programming with partner organization staff.** *Please note that host sites vary greatly in their ability to accommodate different types of programming, and some sites are not able to host MiniGrant performances at all.*

**Event Date:**

October 12, 2018 6:00 – 10:00 pm

**Criteria:**

Applications will be evaluated on:

- Negotiations with host site (ArtNight Partner)
- Appropriateness of proposed programming for the ArtNight event
- Demonstrated ability of applicant to produce the proposed programming

**Grant Requirements:**

MiniGrant recipients must:

- promote their own event through all means possible, including e-mail, flyers, press releases, websites, and social networking;
- credit the City of Pasadena, Arts & Culture Commission in all publicity materials;
- cross-promote their event with their host site; and
- sustain their performance or presentation for the entire event, 6 pm -10 pm, either continuously or in four (4) scheduled performances or presentations no shorter than 30 minutes each

Courtesy of Cultural Affairs all MiniGrant recipients will be:

- featured on the ArtNight and Cultural Affairs websites
- highlighted in a press release sent on their behalf
- included in other print material as available or appropriate

**Host Site/MiniGrant Recipient Relationships:**

**MiniGrant applicants must negotiate all arrangements with the host site prior to applying.** Both MiniGrant recipients and host site will market their events through website postings, social media and press announcements whenever possible. ***Additional performance sites may be available on a limited basis – including City Hall.*** For additional information please contact [jfil-contractor@cityofpasadena.net](mailto:jfil-contractor@cityofpasadena.net)

**DEADLINE and Conditions – \*\*\*\*\* PLEASE NOTE 5:00 PM \*\*\*\*\* :**

- **Application must be received by email by August 14, 2018 by 5:00 pm** - early applications welcome
- You will receive notice of award status the week following the application deadline.
- All awards are made on a reimbursement basis only – recipients will be paid by check approximately 3 weeks after the ArtNight event.
- The grant is non-deferrable and non-transferable.

**E-MAIL delivery ONLY**

Please E-MAIL your application to [jfil-contractor@cityofpasadena.net](mailto:jfil-contractor@cityofpasadena.net) DO NOT submit hard copies.

**Questions**

E-mail questions to Jayme Filippini, ArtNight Coordinator at [jfil-contractor@cityofpasadena.net](mailto:jfil-contractor@cityofpasadena.net) or you may call the City of Pasadena Cultural Affairs Division (626)744-7062 to leave a voicemail message.

**ArtNight Information will be available in late August at the website:** <http://artnightpasadena.org/>

## ARTNIGHT MINIGRANT APPLICATION

### A) Narrative:

- 1) Contact Person:  
Address:  
Phone number:  
E-mail address:
  
- 2) Description of Proposed Programming, **which must be sustained for the entire four (4) hour event**, either continuously or in four (4) scheduled performances or presentations no shorter than 30 minutes each.  
-AND
- 3) Brief history and description of the applicant organization -OR- An artistic history/description of the individual artist or ensemble (demonstrates applicant's ability to carry out the proposed programming)

### B) Resume/Budget/Marketing description:

- 1) Individual artist or artistic director bio/resume (differs from the artistic history above)  
-AND-
- 2) Program budget, with identified use of grant monies (i.e. sound equipment, artists' fees, etc. as applicable to the applicant's proposed programming) totaling \$500.  
-AND-
- 3) A 25-word marketing description of programming which will be used in all City-sponsored marketing efforts and press releases.

- C) **Letter of Support** - brief letter from host site, including recognition of proposed programming.