



City of Las Vegas

GRANT REVIEW

Required Form(s) and Process Information

Part I – INTENT TO APPLY FOR FUNDING

Need Help? Please see information on each section of this form beginning on page 7.

To be completed by the Sponsoring Department:

Date Prepared: June 1, 2010

To be completed by the Grant Coordinator:

Intent to apply rec'd:
Date Application
Received:
Grant Review
Committee Tracking #:
Committee Meeting

Department: City Managers Office	Division: Office of Cultural Affairs
Grant Lead/Contact Person: Brian M. Kendall	Phone: (702) 229-4614
Funding Agency: TARGET Corporation	Name of Grant: Target Education Grant
CFDA#: N/A	Other Proposal or Application #, if applicable:
Name of the Project/Program: Downtown Children's Field Trip Series	Project/Program Manager: Brian M. Kendall
Have you included a copy of the RFP, guidelines, or solicitation with this submission? ☒ Yes ☐ No	Are any other CLV departments participating in, or applying for this grant with you? ☐ Yes ☒ No
Have you applied for this grant before for the same project/program? A smaller grant amount was awarded last fall for one field trip performance. This year the grant request is for a much larger amount and to support multiple performances. ☒ Yes ☐ No	Has the project been funded by this grant before? ☒ Yes ☐ No If yes, when: October 2009 there was a similar project funded. This project would be for a much larger grant amount and for a series of performances, not just one performance.
Does this grant meet a Performance Plus Key Result Measure (KRM)? ☒ Yes ☐ No	If so, please indicate which LOB, Program, and KRM(s) this project addresses: Arts and Culture, Cultural Arts, Attendance at a downtown program will increase, and lead to an increase in the amount of positive experiences.
Please select from the Dropdown Menu which City Council Priority this project primarily addresses: Promote Healthy Lifestyles	
PLEASE COMPLETE THE FOLLOWING FINANCIAL INFORMATION (required):	
Does this grant fund existing permanent positions? ☐ Yes ☒ No	Does this grant fund new permanent positions? ☐ Yes ☒ No
Amount Requested: 25,000	Grant Proposal Deadline: June 15, 2010
Are matching funds required? ☐ Yes ☒ No	If yes, what is the required match level? ☐ 1:1 match ☐ Percentage % N/A
Required Match: N/A	Match Sources: N/A
Does funding from this grant begin in the current fiscal year? ☐ Yes ☒ No	Does funding from this grant last longer than three years? ☐ Yes ☒ No
Does funding from this grant come from ARRA (Economic Stimulus) funds? ☐ Yes ☒ No	Have you read and understood the reporting requirements and are prepared to submit all reports? ☒ Yes ☐ No
The following questions help us identify return on investment (ROI) for grant writing.	
Number of hours it will staff to complete the grant proposal: 15	Please list any community partners: Target, and the Clark County School District

Please provide a brief explanation of the program the grant will support and how the money will be used:

The grant will support the Downtown Children's Cultural Field Trip Series, a proposed new program for the Historic Fifth Street School. This program will only exist with the support of this grant. The series is an opportunity for students in the Clark County School District to participate and experience culturally diverse and educational performances. Performances will be provided by regional, national, and internationally recognized artists in music, dance, puppetry, and theatre arts. The field trips will provide students with the opportunity to engage in conversation with the performers, learn about diverse cultures, and be introduced to instruments, puppets, and costumes that they have not seen, touched, or heard before.

The funds from this grant will be used to hire the artists, musicians, and actors who will perform at the Historic Fifth Street School. The County School District will provide busses to transport the students to the facility.



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The Department has reviewed and approved the completed Intent to Apply packet:

Nancy Deane
Director/Deputy Director/Division Manager Signature

Extension: 229-6712

Date:

Intent to Reply Response – City Manager's Office to Complete this Section

☐ It is not recommended that you proceed with this grant request, please contact Becky Spray at x4172 for more information.

Reason:

☐ Please proceed with the writing of your grant/funding request:

Grant and all accompanying materials must be submitted to Grant Review Committee on/before:

Grant Review Committee Meeting for this grant will be on:

Grant Coordinator Comments/Suggestions: BECKY _ NEED TO MOVE SIGNATURE LINE TO HERE>

Reviewed by: _____ Extension: _____ Date: _____

PART II: REQUEST FOR GRANT REVIEW

Need Help? Please see information on each section of this form beginning on page 7

Please complete the following information and submit it electronically to Becky Spray, Grant Review Committee Coordinator.

GRANT APPLICATION SUMMARY:

Applicant Department:	City Managers Office	Grantor Organization:	Target Corporation
Requested Grant Amount: \$	25,000	Program Name:	Downtown Children's Field Trip Series
City Match/In-Kind Funds: \$	0	CFDA #:	
City Match/In-Kind Sources:	\$6,000 in Venue Use	Other Proposal # (if from a Federal agency):	N/A
Grant Contact/Lead Person:	Brian Kendall	Project Lead Person (if different from Grant Contact) Phone:	N/A
Anticipated Funder Review Date:	June 15, 2010	Anticipated Funder Notification:	June 30, 2010
Grant Start Date:	September 1, 2010	Grant Start Date:	

Project Start Date: September 01, 2010

Project Completion Date: April 30, 2011

☐ New Project or Program ☐ Existing Project or Program ☒ Project or Program Expansion or Enhancement

Grant Description: ☒ New ☐ Renewal ☐ Pass-Through ☐ Fiscal Agent for a Community Partner:

To provide a venue for Clark County School Districts to be introduced to various forms of Cultural Arts. Faculty and School District Officials will also be able to visit downtown and see the growth that is taking place.

Justification/Benefits:

Types of citizens served: ☒ Children/Youth ☒ Adults ☐ Seniors ☐ Women

Number of citizens to be served: 3,500-4,000 ☒ Minorities ☒ Disabled ☐ Homeless ☐ Offenders ☐ Visitors/Tourists

☐ Other (please indicate):

Have there been any changes in your department or the project proposed for grant funding since you submitted Part I, Intent to Apply? ☐ Yes ☒ No If Yes, please detail below:



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Grant Program Goals and Objectives: *Please provide a list of Goals, Objectives, Activities, and measurable Outputs and Outcomes that are planned for this project. Please use quantifiable measurements, including benefits to the client/citizen and the City:*

The Downtown Children's Field Trip Series is designed with the hope that Clark County School District Students will be introduced and participate in new and exciting cultural arts experiences. The goals outlined for this series are as follows:

1. Students will interact with the performing artist in conversation and have the opportunity to possibly touch, play, or view up close instruments, costumes, and puppets.
 2. Performances will lead to classroom lessons and conversation.
 3. Performances will introduce students and teachers to diverse cultural art forms.
 4. The series will reach out to diverse, low-income, and at-risk populations.
 5. Downtown and the Historic Fifth Street School will serve as the backdrop to these performances creating greater interest and positive exposure.
 6. The potential for future partnerships and endeavors with community partners will increase.
 7. The Target brand and the recognition of their generosity will strengthen with each performance.
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PART II: REQUEST FOR GRANT REVIEW (continued)

Budget Information – Project Expenses, Detailed Please attach additional sheets, if necessary, to explain how the funds from this grant application will be used in the project. If the salaries and benefits are to be used as matching funds, please indicate so in the appropriate section. Add additional pages for positions, if needed.

Direct Expenses:	Grant Funds:	Matching CLV Funds:	Matching - Other Grants:	TOTAL EXPENSES:
Salaries (Add all salaries listed above for total salaries)				
Benefits				
Contractual/Consultants:				
Equipment:				
Supplies:				
Training:				
Printing & Copying:	2,000	0	0	2,000
Telephone, Internet, & Fax:				
Postage & Delivery:				
Rent:				
Utilities:				
In-Kind Expenses:		6,000 (Venue Use- 6 shows)		6,000
Other (specify): Artistic Services (Artist Fees)	23,000			23,000
TOTAL EXPENSES:	23,000	6,000	0	31,000

Budget Information Comments:

Reporting Requirements

Please provide information on reports that will be required by the grantor if the grant is awarded:

Person(s) Responsible for Reports required by this Grant:

Brian Kendall

Reporting Responsible

Party Telephone(s): 229-4614

Is reporting done in conjunction with other city departments?

☒ No

☐ Yes (please list partners)

Pass-Through Agency, if applicable:

N/A

Contact person(s) responsible for reporting in the partner departments (with telephone #s):

N/A

Department/Partners:

N/A

Contact person(s) responsible for reporting in the partner departments (with telephone #s):

N/A

Requested Grant Award Amount:

25,000

Are there partners external to CLV that must provide reporting data?

☒ No

☐ Yes (please list partners)

Contact person(s) responsible for reporting in the external partner agencies (with phone #s):

N/A

Specific Reports Required by Grantor: Program Evaluation Survey at Conclusion of Grant cycle

Report Name (ex: Quarterly Financial Report):	Frequency (Select one)	Due Date(s) (List all due dates)
Report Name: Program Evaluation Survey	☐ Monthly ☐ Quarterly ☐ Annually ☒ One Time/Final Only ☐ Other:	
Person Responsible: Brian Kendall	Department/Phone: CMO/229-4614	At conclusion of Cycle (No Due Date)
Report Name:	☐ Monthly ☐ Quarterly ☐ Annually ☐ One Time/Final Only ☐ Other:	
Person Responsible:	Department/Phone: /	
Report Name:	☐ Monthly ☐ Quarterly	



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Person Responsible:	Department/Phone:	☐ Annually ☐ One Time/Final Only ☐ Other:	
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PART II: REQUEST FOR GRANT REVIEW (continued)

Please respond to the following questions:

1. If the city is not awarded this grant, will your department still implement this program?
No this program will exist only with grant assistance
2. If the funding is not renewed after the first grant year, will the program continue?
No this program will exist only with grant assistance
3. If the program will continue, what is the contingency (back-up) plan for funding?
N/A This program will exist only with grant assistance
4. If partial funding is awarded, rather than the full grant request, do you intend to lower the number of citizens served or reduce the program services?
☐ Not Applicable

☐ No If no, please explain how planned levels will be maintained:

☒ Yes If so, what have you identified as the correlating reductions in services?
If partial funding is awarded, fewer programs will be offered. We will adjust accordingly. The same quality of performances will be offered and the partnership with the school district will still exist.
5. If the city is to act as fiscal agent for this grant, but the funding will be used by project partners, has it been established that the project partners will be required to assume fiscal responsibility at a future date?
☒ Not Applicable – CLV is not the fiscal agent

☐ No If no, please explain how planned levels will be maintained:

☐ Yes If so, what have you identified as the correlating reductions in services?
6. If so, what is the planned transfer of fiscal responsibility (attach any documents that support the planned transfer)?
City and City only will handle the funds and plan accordingly.
7. Are there special conditions/terms in the grant that are not a regular a part of your department's regular functions or business practices? ☐ Yes ☒ No
If yes, please list below: _____ N/A _____
8. Have you reviewed the requirements for grant reporting if the grant is approved by the funder? ☒ Yes ☐ No
9. How many staff hours do you anticipate it will take to prepare needed grant reports? 10 Hours
10. Will other departments need to support the grants reporting process? ☐ Yes ☒ No
If yes, please list below: _____ N/A _____

Additional Comments:



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The Department named above is applying for the Grant Program named above, and if awarded, will accept full responsibility for the coordination and management of any funds awarded to the City under this Grant and will adhere to any policies and procedures set for by the Grantor and its related agencies or agents, as well as those of the City, and its financial and administrative departments.

The department agrees, upon receipt of notification of the grant award acceptance or rejection, to notify Becky Spray, MA II (Grant Review Committee Coordinator) and the Sponsoring Department Financial Analyst/Budget Analyst via e-mail. The department also must complete Part III of the GPAR (below) and provide an electronic copy of the notification from the funding agency within seven days of receipt.

The department understands that grant awards must have appropriate approval according to city policy before formal acceptance can occur. Grant award funds may not be expended until department has been notified of approval by the City Manager's Office. For information on the complete approval process, please contact Becky Spray, MA II (Grant Review Committee Coordinator) at x4172.

To that end, please find enclosed the following items for initial review (to provide a quick and complete review by the Grant Review Committee, all of the below need to accompany this form):

- ☒ A copy of Part I: Intent to Apply
- ☒ A copy of the Grant Application Instructions/Guidelines, as supplied by the Grantor/Pass-Through Agency
- ☒ The original, completed, signed Application, including Grants.gov electronic application, where applicable
- ☒ The completed application in electronic format (via SharePoint application repository or e-mail, preferably)
- ☒ All attachments, back-up documentation, or amendments to be submitted to the Grantor in support of the application

Department Grant/Program
Manager Name:

Nancy Deaner

Department Grant/Program
Manager Phone Number:

229-6712


Director/Deputy Director/Division Manager Signature

Extension:

Date: JUNE 4, 2010

Response from the Grant Review Committee

The Grant Review Committee has reviewed the application, and the application is:

- ☐ **Provisionally Approved:** The Application/Proposal ~~may be~~ **will** submitted to the funding agency for review/award.
- ☐ **Follow Up Required:** Further information or amendments are required as follows:
- ☐ **Deferred to the City Manager's Office:** *The Committee has concerns that they feel need to be addressed at the Deputy City Manager's level for approval.* Deferred to Deputy City Manager

Date: See 'Comments' below.

Grant applications denied by the Grant Review Committee are referred to the City Manager's Office for final review by the Deputy City Manager responsible for the grant applicant's department. Referred to Deputy City Manager

Deferral/Denied-Referral Comments:

Becky Jo Spray /s/
MA II (Grants Review Committee Coordinator)

Date Signed