



Large Grant
Small Grant

Large & Small Grant Cover Sheet

(Large grants = \$1,501 or more/Small Grants = \$1,500 or less)

501(c)(3) Organization Information or your Fiscal Sponsor

Name	
Tax ID	
Are you a 501(c)(3)?	
If not a 501 (c)(3) who is your fiscal sponsor?	
Mailing Address	
Website and/or Social Media	
Mission Statement	

Contact Information

Name	
Phone Number & Email	
Mailing Address	

Overview

Name of Project	
Amount of Grant Request	
Previous Year Grant Amount if applicable	
Brief Description of Project (Max: 300 characters)	



Large & Small Grant Project Details

(Large grants = \$1,501 or more/Small Grants = \$1,500 or less)

Please answer questions 1-5 using the prompts as guidelines in your application.

1. Project Name:

- Describe in detail your project, performance, event, etc.



2. Location & Accessibility

- Provide the venues and dates if applicable.
- How will you make your project or event accessible to those with disabilities?
- In what languages will the content be presented?
- What will your admission costs be?



3. Community Impact

- How does the project contribute to the commission's annual priorities?
- What is expected audience size? What portion of that are seniors and youth?
- How will you measure success for your project?



4. Outreach

- What channels will you use to publicize your project?
- To whom will you target with publicity?
- How many people are you expecting to reach?
- How will you publicize sponsorship from the Redwood City Arts Commission?



5. Finance

- What is the overall budget for this project?
- What is the distribution of your budget (venue/ performers/facilitator, food & beverage, vendors, marketing, etc.)
- What are your planned sources of additional funding? Please note which sources are already secured and not secured.
- Attach your previous year's IRS 990, 990-EZ, 990-N, or 990-PF. If this is your first year of operations, please provide your revenue to date and your expenses to date.