



**MINI-GRANT APPLICATION**  
**211 N. Main Street, Las Cruces, New Mexico**

<b>Date of Application:</b> _____
<b>Organization:</b> _____
<b>Contact Person:</b> _____
<b>Mailing Address:</b> _____
<b>E-Mail Address:</b> _____
<b>Phone (work):</b> _____ <b>Alt. Phone:</b> _____

If requesting a mini grant for use of the Rio Grande Theatre, **please complete this application AND a “Rio Grande Theatre Rental Application”** (available by calling or emailing the Arts Council), return application to: [admin@daarts.org](mailto:admin@daarts.org) ; or mail to The Dona Ana Arts Council , PO Box 1721, Las Cruces NM 88004; fax 575-523-4760.

If you have any questions please call **575-523-6403**. You will be advised via email if your application is accepted.

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**DOÑA ANA ARTS COUNCIL (Arts Council)**  
**MINI-GRANT APPLICATION**

- I. Mission:** The Doña Ana Arts Council, Inc. is a non-profit organization working to improve the quality of life in Las Cruces, Doña Ana County and Southern New Mexico by ensuring that the performing, visual, and literary arts are an integral part of education, economic growth, and community development.
  
- II. Restriction:** Mini-grants will only be awarded to non-profit or educational organizations that fall within this mission statement.
  
- III. Conditions:**
  - A. Grants are available from July 1 through June 30 of the following year. Applications should be received 3 months prior to the planned program.

<b>FOR OFFICE USE ONLY:</b>
<b>Date of submission:</b> _____
<b>Action Taken:</b> _____
<b>Amount:</b> _____ <b>Date</b> _____ <b>By:</b> _____

- B. Organizations must be able to provide proof of not-for-profit status, must be currently seeking not-for-profit status, be a fiscal agent of another non-profit group, or be affiliated with an educational institution. Financial statements must be available upon request in order to prove financial need. Financials should cover the current and previous fiscal year.
  - C. All Applications will be reviewed by Arts Council management.
  - D. Grants may be awarded to cover the full or partial rental cost of the Rio Grande Theatre – use of the building, technical crew, utilities and custodial time. The Arts Council is not responsible for expenses incurred beyond those agreed to in this application i.e. royalty payments, costume rentals, set construction costs, marketing, and promotion etc.
  - E. The Doña Ana Arts Council's logo or name should be used in all printed materials (i.e. programs or advertisements) or verbal announcements.
  - F. Organizations may receive only one grant per fiscal year. While repeat applicants will be considered, priority will be given to first-time applicants.
  - G. Other considerations will include project quality, effort of group to secure additional funding sources, and size of group served by the grant. The Arts Council encourages partnerships with other funding organizations.
- III. **Supplemental Materials:** Organizations may provide still photos and/or an audio/video sample of a prior presentation. Other written materials concerning the group's previous presentations, i.e., press releases, reviews, programs, etc. may also accompany sample materials.
- IV. If applying for a mini grant to use the Rio Grande Theatre, **a completed “Rio Grande Theatre Rental Application” must accompany this application**, including a list of technical requirements (lights, sound, and crew requirements). Please attach a specific rehearsal and production schedule
- V. **If you are funded by the Doña Ana Arts Council**, a 1-page report is requested upon completion of your project. The report should include:
- Dates the program occurred,
  - Number of attendees or participants (include information regarding income levels, ages and ethnic origin, if known),
  - Cost of the program and contributions from other funding sources,
  - How the program benefited the community, and
  - Your organization's plans to continue future programs.

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Please return this completed form, along with a completed “Rio Grande Theatre Rental Application,” **preferably by email, to [admin@daarts.org](mailto:admin@daarts.org)**

**Or mail** to Doña Ana Arts Council, PO Box 1721, Las Cruces, NM 88004

**Or FAX** to 575-5234760

**Or bring to the Doña Ana Arts Council office**, upstairs at the Rio Grande Theatre, 211 N. Main St., Las Cruces, New Mexico. Call 575-523-6403 for more information.

**NOTE: Additional pages may be used if necessary to answer questions. Please answer all questions as completely as possible for the application to be considered.**

**DOÑA ANA ARTS COUNCIL**  
**Mini-Grant Application**

**PLEASE FILL IN THE FOLLOWING (Type OR Print):**

I. **Name of Organization:** \_\_\_\_\_

Mission or Purpose of Organization: \_\_\_\_\_

\_\_\_\_\_

List names and positions of key personnel or volunteers in your organization:

\_\_\_\_\_

Name of person completing this application: \_\_\_\_\_ Date: \_\_\_\_\_

II. **Program Title:** \_\_\_\_\_

Program Date(s) & Time(s): \_\_\_\_\_

Program Description: \_\_\_\_\_

\_\_\_\_\_

Audience: Who do you expect to attend? (include age ranges, ethnicity, and income levels, if possible): \_\_\_\_\_

Program Goals: What will the audience take away from this program?

\_\_\_\_\_

Program Evaluation: How do you know if you have achieved your goals? What are the plans for this organization to continue presenting programs after this event?

\_\_\_\_\_

III. **Marketing:** Describe your planned efforts to publicize this program: (i.e. press releases, paid advertising in print or electronic media, public service announcements, mailings, flyers / posters)

\_\_\_\_\_

How will The Arts Council be recognized? \_\_\_\_\_

IV. **Financial:** How much do you estimate the program to cost? (Include such items as royalties, equipment rental, costumes, set construction, etc.) \_\_\_\_\_

\_\_\_\_\_

What other sources of funding are available to you or are you pursuing? \_\_\_\_\_

\_\_\_\_\_

V. **Other:** Are your plans tentative or firm?     Firm     Tentative  
Has your organization applied for an Arts Council mini-grant before?     Yes     No

If so, when and for what program? \_\_\_\_\_

If so, were you awarded an Arts Council mini-grant?     Yes    If yes, amt \$ \_\_\_\_\_     No