



City of San Jose  
**OFFICE OF CULTURAL AFFAIRS**

**ARTS & CULTURAL EXCHANGE GRANT: ROUND 5  
2020 APPLICATION FORM**

**PROJECT CONTACT**

**Primary Contact Name:** \_\_\_\_\_

**Primary Contact Title/Role:** \_\_\_\_\_

**Organization Name (if applicable):** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** San Jose      **State:** CA      **ZIP:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Name of Fiscal Sponsor (if applicable):** \_\_\_\_\_

**PROJECT SUMMARY**

**Request Amount: \$** \_\_\_\_\_ **Total Project Budget: \$** \_\_\_\_\_

**City and Country of Proposed Exchange:** \_\_\_\_\_

**One Sentence Project Description (Limit 250 characters including spaces):**

Applicant Name: \_\_\_\_\_

**PROJECT DESCRIPTION**

- 1) Project Overview.** Please describe the proposed international exchange project including specifics on project activities, locations, participants, partners, and timeline. In your description, note which project components are confirmed and which elements are still under development. The more specifics you provide, the better the panel can understand your project. (Limit 2500 characters including spaces)

**Applicant Name:** \_\_\_\_\_

**2a) Timeliness of Project.** Explain why this project is a unique opportunity to pursue at this time for you or your organization. In short, why is this project important to pursue now? (Limit 1000 characters including spaces)

**2b)** Please list any **current grants with the Office of Cultural Affairs**, state the scope of the funded project, and explain how the Arts and Cultural Exchange project represents a significant opportunity over and beyond already funded programming. Write NA, if not applicable. (Limit 1000 characters including spaces)

**Applicant Name:**

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**3) Depth of Cross-Cultural Exchange.** Describe how the participants and partners will be involved in this project and the anticipated impact of the exchange on local and international participants. (Limit 1000 characters including spaces)

**4) Relevance to San Jose Residents.** Why is this project significant to San Jose? Are there specific communities in San Jose that you seek to engage with this project? How do you plan on engaging these communities around this project? If the majority of the exchange project will take place outside the United States, what is the public component of this project that will take place in San Jose? (Limit 1000 characters including spaces)

Applicant Name: \_\_\_\_\_

**Applicant Organization, Key Artists, and Partners**

Url to work sample of artist and/or organization: \_\_\_\_\_

**Organizational Background.** Provide a brief description of applicant organization and/or key organizational partners/sponsors, noting significant accomplishments, international exchange experience, and their role in the project. Write NA, if not applicable. (Limit 1000 characters including spaces)

**Artist Bio.** Describe the professional qualifications of the key artists or arts professionals involved in the exchange project, noting significant accomplishments, international exchange experience, and their role in the project. (Limit 1000 characters including spaces)

Up to one additional page of bios may be attached, if multiple partners involved. Please limit each bio to 500 characters including spaces. Are you submitting additional bios? \_\_\_Yes \_\_\_ No

**Applicant Name:** \_\_\_\_\_

**Project Budget**

**EXPENSE**

Please list project expenses by line item. Include an explanation of any line items which may help the panel better understand your project.

Expense Item	Amount	Notes
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>Total Expense</b>	\$	

**INCOME**

Please list income sources by line item and note which sources of income are confirmed and which are pending. Include an explanation of any line items which may help the panel better understand your project.

Income Source	Amount	Notes
Arts and Cultural Exchange Grant <b>Request Amount</b>	\$	
	\$	
	\$	
	\$	
	\$	
<b>Total Income</b>	\$	

**Applicant Name:** \_\_\_\_\_

**Attachments**

**Letters of Invitation or Support**

Attach a PDF copy of letters of support or invitation for the exchange project. Letters should be limited to letters of invitation addressed to you from an international partner, presenter, or institution, and/or letters of support from representative consulate or similar organization for the project proposed. *Do not attach general letters of support or reviews.* **At least one letter of support is required.** No more than 3 letters, for a total of 3 pages, be will be accepted.

List below, the name of sender and their affiliate organization for each Letter of Invitation or Support submitted:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Up to one additional page of bios**, if necessary. Limit 500 characters per bio.

**Submit Your Application**

Email your completed application with attachments to [arts.program@sanjoseca.gov](mailto:arts.program@sanjoseca.gov) before 5:00 PM on Monday, September 30, 2019.

For questions about the submission of your application, contact Emily Sevier, Senior Arts Program Coordinator at 408-793-4347 or [emily.sevier@sanjoseca.gov](mailto:emily.sevier@sanjoseca.gov)