



**COMMISSION ON THE ARTS**  
**Annual Grant Funding Application for the City of Ames**  
**Fiscal Year July 1, 2025 – June 30, 2026**  
**APPLICATION DEADLINE: OCTOBER 18, 2024**

## **PROCESS**

1. A workshop explaining the application process will be held at 5:00 pm on September 9, 2024. Attendance at the workshop is highly recommended for applicants.

To apply for 2025/26 funding through Local Option Sales Taxes allocated by the City of Ames through the Commission on the Arts (COTA), it is required that organizations comply with the following process:

2. The application must be completed in its entirety, and returned to the City Manager's Office by **5:00 p.m. on October 18, 2024**. Applications received after this deadline will not be considered for funds. A complete application includes:
  - a. One (1) PDF copy of each completed application must be submitted electrically, or a copy may be submitted in person
  - b. If your organization has not received COTA funding before, attach one copy of your organization's W-9 and one copy of your organization's current IRS Tax Documentation letter (if your organization is not currently tax exempt, please attach a copy of your application for tax exempt status)
  - c. Attach one copy of your organization's by-laws if the by-laws have changed in the past year or if your organization has not received COTA funding before
  - d. Please do not submit substitute forms for those contained in this application
3. In order to receive funding, an organization representative must attend the Commission hearing on **Monday, November 4, 2024**, which will begin at 5:00 p.m.
  - a. Please call 515-239-5101 to schedule your time
  - b. The Commission will allow **5 minutes** for each organization; additional time will be allowed at the Commission's discretion. Arrive early in case hearings run ahead of schedule
  - c. The purpose of this hearing is to allow organization representatives to answer questions
4. **Initial funding recommendations will be posted on the City's website January 13, 2025, and in City Hall.**
5. The Commission presents its recommendations to the City Council as part of its budget process. Once the budget receives Council approval, the Commission's recommendations become official.

## **GUIDELINES**

The following guidelines are to assist you in the application process.

### **Definitions of Eligible Organizations**



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1. Be located in Ames.
2. Have by-laws or other documentation which identify its major responsibility as meeting specific arts goals.
3. Be federally tax exempt, or affiliated with a federally tax exempt organization.
4. Those which do not discriminate, in accordance with law, on the basis of race, creed, color, sex, age, national origin, religion, physical or mental disability, and sexual orientation.
5. Not a for-profit or governmental entity.

**Criteria for Funding**

1. Need for financial support
2. Efforts to obtain funding from other sources
3. Fiscal responsibility and accountability
4. How the Ames community would be served and arts awareness would be furthered
5. Nature of audience to be served/benefitted

**Not Eligible for Funding**

1. Capital improvements
2. Permanent supplies and equipment
3. Personnel employed on a continuing basis (salaried staff)
4. Out-of-state travel by organization members
5. Replacement of available local funds
6. Previous year's or projected deficits
7. Hospitality expenses (e.g. Receptions)
8. Tuition assistance for academic study and continuing education
9. Activities that restrict participation on the basis of race, creed, color, sex, gender identity, sexual orientation, age, national origin, religion, physical disability, mental disability, or that require the purchase of private memberships
10. Project requests not submitted on required forms, not received by published deadlines, or not falling within the current grant period
11. Organizations which fail to submit previous final reports
12. Organizations which do not have specific arts goals as their major responsibility

**Responsibilities and Obligations of Grantees**

The contribution of Local Option Tax funds provided by the City of Ames through the Commission on the Arts should be acknowledged on all printed materials produced to support a COTA-funded activity: ***“With support of the City of Ames Commission on the Arts.”***



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Organizations should provide information as completely as possible on the balance sheet (Part 6) to allow the City to verify the fiscal responsibility and accountability of the organizations.

**Request for Payment**

To receive payment for your organization, please complete the Reimbursement Form for Art Organizations and follow the directions on the form. The form is available on the City's website at [www.cityofames.org/COTA](http://www.cityofames.org/COTA) or by contacting the City Manager's Office at 515-239-5101.

**FINAL REPORT**

ONE COPY of the final report and supporting documents must be received by the City Manager's Office, 515 Clark Avenue, **by July 27, 2026. Organizations failing to submit final reports by this date will not be eligible for funding during the next application cycle.**