



### **3. Narrative**

Please prepare and attach a one-page typed narrative description of the proposed project. Identify:

- A. Project Description: Give a brief description of: 1) mission and goals of the arts-related business; 2) arts project or activity; 3) public involvement and/or benefit; and 4) the hours of operation estimated to be open to the general public. Attach a site map, legal description and proof of ownership.
- B. Artist Information: Describe your medium and length of time as a practicing artist. Attach brief artist resume(s) of participating artist(s) and occupant(s)/tenant(s), if known.
- C. Scope of Work and Budget: Identify scope of work, estimate project budget costs and timeline (with dates), and provide photographs showing current conditions. List the amount of funds requested from the City of Phoenix and describe how City funds will be used.
- D. Financing: Attach evidence of project financing commitments and source of matching funds.

### **4. Deadline and Submittal Information**

All applications are due May 23, 2008 **by 12:00pm** and must be submitted to:

City of Phoenix  
Downtown Development Office  
200 West Washington Street, 20th Floor  
Phoenix, AZ 85003  
602-534-9484

### **6. Applicant Acknowledgement**

By signing below, the applicant warrants that the information contained in this application and supporting documentation is true to the best knowledge of the applicant and acknowledges, understands, and agrees to abide by the conditions of the Phoenix Artist Storefront Program. Furthermore, the applicant certifies the commitment to the completion of the proposed project in compliance with legal requirements and award procedures.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### **7. Application Checklist**

- Sections 1 and 2 Completed
- Attached Site Map, Legal Description and Proof of Ownership
- Attached Narrative Per Section 3, including:
  - Artist resume(s)
  - Estimated Project Budget Costs
  - Project Timeline
  - Amount Requested
  - Proof of Matching Funds or Proof of Financing Commitments
- Signed Application