



**CITY OF CASA GRANDE
ARTS & CULTURE COMMISSION**

HISPANIC HERITAGE MONTH

SEPTEMBER 15 – OCTOBER 15, 2025

SPONSORSHIP APPLICATION

The deadline for submitting application is July 7, 2025, by 12:00 p.m.

Send all applications to Evonne_Aldana@casagrandeaz.gov

Project Information:

Each year, the United States honors the contributions that Latinos have made to our country with a Hispanic Heritage Month celebration. On August 17, 1988, President Ronald Reagan extended the celebration to a full month, held September 15 to October 15. During this annual celebration, the contributions and achievements of Hispanics/Latinos in the U.S. are honored along with their cultures and traditions.

The City of Casa Grande Arts & Culture Commission (ACC) is seeking proposals to partner with Casa Grande non-profit organizations in promoting art-related projects (visual or performing) during Hispanic Heritage Month. Art projects should relate to the cultures and traditions of Hispanics/Latinos.

Applicant Information

Organization Name: _____

EIN 501(c): _____ Office Phone Number: _____

Organization Website: _____

Organization Address: _____

Applicant Name: _____ Cell Number: _____

Applicant/Organization Email:

Project Details – you may attach additional sheets, if necessary:

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1. Describe the main purpose of your organization.
2. Proposed art projects should relate with the culture and traditions of Hispanic/Latinos, incorporating “hands-on” activities. Describe your art project and how the funding will incorporate “hands-on” activities.
3. How many people do you estimate will benefit from your project? _____

4. Provide additional project/event details such as dates, times, locations, etc. – provide a separate sheet if necessary.

5. Are you requiring an entrance or participation fee from the public? _____ Explain why or why not.

6. Provide a separate sheet with any notes or explanations, if needed.

7. Applicants are required to provide specific details regarding the resources needed and an itemized breakdown of costs associated with their proposal. Please note that funding will not be allocated toward supporting salaries, wages, personnel-related costs, benefits, or similar expenses; funding will not be allocated toward professional services as defined in A.R.S. §34-603.

As part of your submission, attach a separate spreadsheet itemizing your budgeted project costs.

Be sure to include supporting documentation such as quotes, copies of cost sheets, or other relevant costs details to substantiate your budget.

The amount requested is not to exceed \$ 600 per application. The amount requested is not guaranteed.

Requirements - check all that apply:

- To be considered and/or eligible for the 2025 Hispanic Heritage Sponsorship Funding, applicants are required to attend the Arts & Culture Commission Meeting of Tuesday, August 5, 2025, at 4:00 p.m.
- Supporting documents such as quotes, costs sheets, flyers, registration costs, or other relevant costs details are attached.
- Non-Profit Organizations shall be in the City of Casa Grande **OR** activity must directly benefit the City of Casa Grande residents.
- The City shall have the right to publicize and/or broadcast your activities, photographs, names, and likeness on City websites, social media, etc.
- The applicant/organization agrees to broadcast the Hispanic Heritage Month activities on their website/flyers/social media/etc. and share the link with the City Clerk's Office to be published on City's websites, social media, etc. Share your information with the City Clerk's Office no later than September 1, 2025.
- The applicant/organization agrees to list/add the **Arts and Culture Commission Logo** as a sponsor for Hispanic Heritage Month activities on their website/flyers/social media/etc. Logo can be obtained from Deputy City Clerk, Evonne Aldana.
- Modifications: All modifications proposed to the project shall be in writing, signed by the applicant/organization and presented to the ACC for prior approval.
- The applicant agrees to submit their report to the City Clerk's Office no later than December 1, 2025, with all required information. Required information includes, but not limited to, the completed report form, receipts showing itemized purchases, event flyers, photos in jpeg format, and any other relevant information.

- Any unused monies will be returned to the City of Casa Grande by December 1, 2025.
- Failure to comply with these requirements may result in disqualifications from future sponsorship funding opportunities and may require reimbursing the City for any and/or all funds provided.
- "APPROVAL" of this proposed project is solely for the purpose of awarding funds for this project. The City of Casa Grande Arts & Culture Commission does not make any judgment on or approve the particular details, procedures, or activities of the proposed project. Therefore, it shall in no way be liable for injuries or damages resulting from the performance of the proposed project.
- By signing this application, the applicant/organization agrees to the terms and scope outlined in the application and commits to providing services to the City for the performance of the Hispanic Heritage Month Sponsorship within the specified timeframe.

Signature

Date

(Office Use Only)

- Applicant/Organization Representative appeared at ACC meeting.
- Funding Approved in the amount of \$_____.
- Funding is not approved due to _____.

City Clerk _____

Deputy City Clerk _____

ACC Chair _____

ACC Co-Chair _____

Date _____