



PASADENA
SHOWCASE
H O U S E
for the Arts

Gifts & Grants

Grant Guidelines

PSHA primarily makes grants in support of organizations that provide programs oriented towards music including music education, music therapy, scholarships and the underwriting of concerts. PSHA makes grants only to organizations classified as tax exempt under section 501(c)(3) of the Internal Revenue Code and to local schools.

The application asks for details about your organization and the program, event, activity, scholarship or purchase ("Project") for which you seek support, including specific goals and measurable outcomes. In addition to the Grant Application, the following items must be included in the application:

1. Organization finances;
2. Miscellaneous support materials;
3. IRS Letter of determination;
4. A copy of Form W-9; and
5. Grant Agreement.

All referenced forms are available on this website. The application for a grant must include the following information:

1. A description of your organization and the nature of its work;
2. A statement of the Project and an explanation of how it will be addressed;
3. A brief description of anticipated achievements or outcomes;
4. The time frame for the proposed Project, which must be completed by June 30, 2020; and
5. An estimated budget for the Project and the amount requested from PSHA.

Grant Conditions:

- Grants for youth music education or music therapy must be for a specific program, event or activity or for scholarship, either ongoing or one-time commencing after April 15th of the year in which the grant is awarded.
- Grants must be for a specific concert performance or series, either ongoing or one-time after April 15th of the year in which the grant is awarded.
- A final report must be received by the earlier of thirty (30) days after completion of the Project or December 31st of the year in which the grant is awarded. If the Project is not completed by December 31st, Grantee must file an interim report by that date.
- Former recipients of PSHA grants must meet all reporting requirements, including post-grant reports, before a new application will be considered.
- Nonprofit Organizations must include the most recent year's operating budget and financial statement, 501(c)3 letter of determination, list of Board of Directors, and, one copy of any recent publicity or other relevant materials. Financial information is considered confidential and will not be disclosed unless required by Federal or State law.
- The application form must be signed, and for schools, colleges or universities, the Principal, Dean or Administrator must sign it.
- PSHA will not be responsible for providing insurance coverage related to the Project.
- Please indicate whether your organization is seeking matching funds for this grant request.

Your proposal will be evaluated based upon evidence of quality, accountability and soundness of design. The proposal should be thoughtfully conceived and carefully planned in order to meet its objectives. Your organization must demonstrate sound fiscal and management capacity. PSHA reserves the right to request additional supporting information or documents in connection with the grant request. If your proposal is approved for funding, you will be notified by letter in March of the year following the submission.

Ineligible Requests:

- Capital campaigns, except by invitation.
- Debt reduction.
- Endowments, except by invitation.
- Grants for individuals, except as an inherent part of a program applying for a grant.
- Construction, except in very rare circumstances.
- Projects administered and conducted outside Los Angeles County.
- Private schools, colleges or universities (specific programs that are available to the community in a nonsectarian manner may be eligible).
- Religious organizations (specific programs that are available to the community in a nonsectarian manner may be eligible).
- Fraternal or political organizations.
- Lobbying or political activism.