



Artist Project Grant – Spring 2009-10 Application Instructions Orange County Arts Commission

Promoting the artistic and cultural development of Orange County, North Carolina

INCOMPLETE APPLICATIONS WILL NOT BE FUNDED

Purpose

The Orange County Arts Commission offers the Artist Project Grants Spring & Fall to aid local artists developing high-quality arts activities in Orange County. Funds originate from the Orange County Board of County Commissioners.

Applicant Eligibility

- Professional artists coordinating arts activities that benefit Orange County citizens.

Grant Funds Available

- Grants available up to \$1,000.00.
- Each grant must be matched on a one-to-one basis with cash.
- Funds will be used in project period: July 1, 2009 – June 30, 2010.
- Funds will be spent for allowable uses only (see below).

Deadline: Tuesday, May 26, 2009, by 5:00 PM at the Arts Commission office.

Application

- Application packet, see Grant Application Form, Page Two.
- Application deadline is a “delivery by” not a “postmarked by” deadline.
- Fax or email applications will not be accepted.
- Late or incomplete applications will not be considered.

Allowable Uses of Arts Program Grant

Programs expenses such as artists’ fees and travel, space rental, advertising, publicity, scripts, costumes, sets, props, music, art supplies and framing, training, and equipment rental or purchase.

Notification

All applicants will be notified about the status of their application in writing in June, 2009.

Evaluation Criteria

- Artistic merit of program – excellence of art form.
- People served – numbers, geographic location & traditionally under-served populations.
- Likelihood that applicant will complete grant project as proposed.
- Evidence that project shows planning and cooperation between applicant and local organizations.
- Proof of community support and responsiveness to community needs, such as letters of support.
- Emerging artists are encouraged to apply.



ORANGE COUNTY ARTS
COMMISSION

Artist Project Grant – Spring 2009-10 Application Form Orange County Arts Commission

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1 Artist Information

Applicant Name _____

Mailing Address _____

Daytime Phone _____ Fax Number _____

Email Address _____ Web Site _____

DUNS Number _____

2 Grant Request Summary

Arts Program Grant Request _____ Total Cash Match _____

Summary Statement for Proposed Use of Arts Program Grant _____

3 Narrative

Write a description, up to three pages, single spaced, that describes the following under separate subheadings:

- Proposed Project – what will you do, where will it be performed or displayed, when will the preparations and public component take place, list any organizational partners.
- Community Impact – describe the project's public component, how many people will be impacted.
- Artist Experience – include a brief description of your similar arts projects in the past.

4 Application Checklist *(in this order; do not staple, bind, or put into individual folders)*

1 copy each: *(Only 1 sided, 8 1/2" x 11", white paper)*

- Application Form, Page One, Including Signature
- Narrative
- Budget Sheet
- Itemized Budget (if necessary)
- Resumes of artist(s).

1 copy each:

- Sample programs, press, or other materials from this or similar past programs.
- Sample work by artist produced in the last three years:

For example, for visual arts submit a PC-compatible CD or DVD, slides or high quality photographs (5-10 images); for dance or theater arts submit a PC-compatible CD or DVD, or video tape (3-5 minute sample); for music and spoken word submit a PC-compatible CD or DVD, or audio tape (1-2 selections); for literary arts submit a manuscript (10-15 pages).

Label all sample work with artists'/organizations' name, title of work(s), date of work. For visual arts include sheet with work dimensions, media. Indicate top of image.

Artist Signature

Date

Typed or Printed Artist Name

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Questions? Call us at (919) 245-2335 • Deliver Application to: 110 East King Street, Hillsborough, NC



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Financial Information

Please provide a projected budget for your proposed project utilizing the format below.

| Project Expenses | Cash Expenses | = | Grant Amount Requested | + | Applicant Cash Match |
|-------------------------------------|---------------|---|------------------------|---|----------------------|
| A Personnel | | | | | |
| Administrative staff | _____ | | _____ | | _____ |
| Artistic staff | _____ | | _____ | | _____ |
| Technical/Production staff | _____ | | _____ | | _____ |
| B Outside Fees and Services | | | | | |
| Artistic contracts | _____ | | _____ | | _____ |
| Other contracts: _____ | _____ | | _____ | | _____ |
| C Space Rental | _____ | | _____ | | _____ |
| D Travel | _____ | | _____ | | _____ |
| E Marketing | _____ | | _____ | | _____ |
| F Remaining Project Expenses | _____ | | _____ | | _____ |
| G Total Cash Expenses | _____ | = | _____ | + | _____ |

| Project Income | Cash Income |
|---|-------------|
| A Admissions | _____ |
| B Contracted Services Revenue | _____ |
| C Other Revenue (specify) | _____ |
| _____ | _____ |
| D Private Support | |
| Corporate support | _____ |
| Foundation support | _____ |
| Other private support | _____ |
| E Government Support | |
| Federal | _____ |
| State/regional (not including this request) | _____ |
| Local (not including this request) | _____ |
| F Applicant Cash | _____ |
| G Grant Amount Requested | _____ |
| in this application | |
| H Total Cash Income | _____ |
| (must equal Total Cash Expenses, Item G above) | |

Glossary of Budget Terms

Project Expenses

A Personnel

Payments for salaries, wages, fees and benefits specifically identified with the project for administrative, artistic and technical/production staff.

B Outside Fees and Services

Payments to firms or persons for the services of individuals who are not normally considered employees of the grantee but consultants or the employees of other organizations, whose services are specifically identified with the project. Artistic personnel who are serving in non-employee/non-staff capacities should be described here.

C Space Rental

Payments specifically identified with the project for rental of office, rehearsal, theater, hall, gallery and other spaces.

D Travel

All costs directly related to the travel of an individual or individuals specifically identified with the project. Include fares, hotel, and other lodging expenses, meals, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. Do not include reception or entertainment costs. Shipping costs should be listed under Remaining Operating Expenses.

E Marketing

All costs for marketing/publicity/promotion specifically identified with the project. Do not include payments to individuals or firms that belong under Personnel or Outside Fees and Services. Include costs of newspaper, radio and television advertising, printing and mailing of brochures, flyers and posters. Fundraising costs should be listed under Remaining Operating Expenses.

F Remaining Operating Expenses

All expenses not entered in other categories and specifically identified with the project. Include scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, equipment rental, insurance fees, trucking, shipping and hauling expenses not entered under Travel, subgrants and fundraising.

G Total Cash Expenses

The total of all items A-F above.

Project Income

A Admissions

Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc. for events attributable or prorated to the project.

B Contracted Services Revenue

Revenue derived from fees earned through sales of services (other than this grant). Include charges for workshops or other services to other community organizations, government contracts for specific services, performance or residency fees, tuition, etc.

C Other Revenue

Revenue derived from sources other than those listed in other lines. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

D Private Support

Cash support derived from contributions given for this project (other than this grant) by businesses, corporations, corporate foundations, private foundations, cash donations, or a proportionate share of such contributions allocated to this project. Proceeds from fund-raising events should be listed under Other Private Support.

E Government Support

Cash support derived from grants given for this project (other than this grant) by agencies of the federal government, state government, multi-state consortia of state agencies, city, county or other local government agencies, or a proportionate share of such grants allocated to this project. Please note that Council funds may not be used to match another Council grant.

F Applicant Cash

Include funds from the grantee's present resources that the grantee provided to the project.

G Grant Amount

Amount received from the Grassroots Arts Program in support of this project.

H Total Cash Income

The total of all items A-G must equal or exceed the Total Cash Expenses of the project.