



Arts Program 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 Spring & Fall Arts Program Grants to develop high-quality arts activities taking place in Orange County. Funds originate from two sources: the North Carolina Arts Council and the Orange County Board of County Commissioners.

Applicant Eligibility

- Non-profit organizations or groups sponsored by non-profit organizations.
- Applicants may not be the recipient of the Arts Commission's General Support Grant.

Grant Funds Available

- Grants available up to \$1,500.00.
- 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

- Applications materials 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

Program expenses such as artists' fees and travel, space rental, advertising, publicity, scripts, costumes, sets, props, music, art supplies, and equipment rental or purchase.

Non-allowable Uses of Arts Program Grant

Deficit reduction; contingency funds; food or beverage; interest on loans; fines or litigation costs; lobbying expenses; tuition for academic study; indirect cost rate expenses; capital expenditures.

Application Evaluation

See "Evaluation Criteria" on Grant Application Form.

Notification

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



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Evaluation Criteria

- Artistic merit of program.
- Populations served – impact for geographic & traditionally under-served populations.
- Feasibility of proposed activity & effectiveness in fulfilling applicant's mission.
- Cooperation between organizations and artists.
- Evidence of feasibility of program, community support, and responsiveness to community needs.
- Emerging organizations are encouraged to apply.

1 Applicant Information

Applicant Name _____

Mailing Address _____

Daytime Phone _____ Fax Number _____

Email Address _____ Web Site _____

Project Director _____ Title _____

DUNS Number _____

2 Project Director Information

Project Director Home Address _____

Daytime Phone _____ Evening Phone _____

Email Address _____

3 Grant Request Summary

Arts Program Grant Request _____

Total Cash Match _____

Total Organizational Budget	2007-2008 _____	Past Year
	2008-2009 _____	Current Year
	2009-2010 _____	Projected for Next Year

Summary Statement for Proposed Uses of Arts Program Grant _____



4 Budget Sheet – See Page Three

5 Arts Program Application Narrative

Write an application narrative, up to three pages, single spaced, that describes the following under separate subheadings:

- Organizational Profile – a brief overview your organization’s mission and history.
- Current Programs and Services – a brief list.
- Proposed Uses of Grant Funds – description including location, date, artists involved. Include information concerning whether you have undertaken similar activities in the past. Include approximate number of audience per program; geography of audience; mix of race, ethnicity, age, and gender. Discuss how arts program will be integrated into the curriculum.

6 Application Materials Packet *(do not staple, bind, or put into individual folders)*

Please include the following materials in your application packet in the following order:

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

- Applicant Information Sheet (Page One of Grant Application Form)
- Narrative
- Budget Sheet
- Itemized Budget (if necessary)
- Signature Page
- Resumes of key artists and administrators involved in grant funded program(s).
- 2007-08, 2008-09, 2009-10 Organizational Budget.
- Artist contact list, including names, address, phone numbers, and email (if applicable) of all artists involved in grant funded activities.
- Staff roster with position title(s).
- Board contact list, including names, address, phone numbers, and email (if applicable) of organization’s board of directors.
- Copy of IRS Tax Exemption Letter.

1 copy each:

- Sample programs, press, or other materials from this or similar past programs.
- Sample work by key artists, administrators, or teachers 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 a sheet with work dimensions, media. Indicate top of image.



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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)	_____



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Signatures

Signature of Project Director

Date

Typed or Printed Name – Project Director

Signature of Authorizing Official

Date

Typed or Printed Name – Authorizing Official

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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.