

# 2018 Community Arts Grant Application for Wyoming County

Administered by the Arts Council for Wyoming County

Funded by the New York State Council on the Arts

**Project title** \_\_\_\_\_

Eligible applicants are limited to non-profit organizations and individual artists in Wyoming County, NY. Consult the guidelines to determine if you are eligible for a Community Arts Grant from the Arts Council for Wyoming County. For further information, contact us at 585-237-3517 or [hollinger@artswyco.org](mailto:hollinger@artswyco.org)

**Deadline: Thursday, October 19.** Application must be received at the ACWC office by 5 pm.

Legal Name of Organization: \_\_\_\_\_

EIN # \_\_\_\_\_

Sponsored Artist or Group: \_\_\_\_\_

Legal Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact person 1 \_\_\_\_\_ Contact person 2 \_\_\_\_\_

Phone: \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail: \_\_\_\_\_ E-Mail: \_\_\_\_\_

State your mission statement or briefly describe the purpose and activities of your organization.

Fiscal Year Runs: \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_ Year Organization formed/incorporated: \_\_\_\_\_

Annual Operating budget amount for last fiscal year: \_\_\_\_\_

NYS Assembly District #: 147 NYS Senate District #: 59 US Congressional District #: 26

Has your organization ever applied directly to NYSCA? \_\_\_ Yes \_\_\_ No Year applied: \_\_\_\_\_

Proof of Not-For-Profit status: Please check one that applies and submit a copy of the document with this application.

- U.S. Internal Revenue Service 501(c)(3)
- NYS Charities Registration (Article 7A)
- Unit of local government

- NYS Not-For-Profit Corporation (Charter from Board of Regents S.216)
- Certificate of incorporation under S.402 of the NYS Not-For-Profit Law

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## Project Information

Project Title: \_\_\_\_\_

Facility and location of the project: \_\_\_\_\_

How will accommodations be made for persons with disabilities? \_\_\_\_\_

\_\_\_\_\_

Dates and times project will take place: \_\_\_\_\_

How many events? \_\_\_\_\_ How many artists will be hired for the project? \_\_\_\_\_

Target Audience: \_\_\_\_\_ Anticipated Number of people served: \_\_\_\_\_

\_\_\_\_ # Children    \_\_\_\_ # Teens    \_\_\_\_ # Adults    \_\_\_\_ # Seniors    \_\_\_\_ # Special Needs

If a repeat project, what was the attendance for the most recent year this project took place? \_\_\_\_\_

Did this figure meet or exceed expectations? \_\_\_\_\_

Total estimated expenses\*: \_\_\_\_\_ Amount being requested\*: \_\_\_\_\_

\*The total expenses and amount being requested are the same figures you have calculated on the budget sheet.

### Project Narrative

**ON SEPARATE PAPER, Please answer the following questions, in the order presented. Please number your responses.** Please label the top of paper with organization and project title. On no more than two single sides of 8 ½ x 11" paper, indicate:

1. Describe your project. Give a complete, concise description of the project for which funds are being requested.
2. What are its goals? What are the particular benefits to audience members, participants, the community and your organization refer to the Priorities on page 3 of the application guidelines to answer this question.
3. How many people will be directly and actively involved in carrying out the project or event? What are their roles?
4. Why did your organization choose to carry out its project in this way (ex. choice of location, time of year, time of day, etc.)?
5. How do you plan to advertise, promote and market your project (ex. advertising, press releases, website, flyers, email, outreach, etc. Please list publications).
6. How will you measure project success?
7. **REPEAT PROJECTS ONLY:** Describe any changes you will make in your project this year, and the ways these changes will improve the project.

Your proposal will be evaluated on the basis of your narrative, so be thorough, but concise. **Refer to the Review Criteria section in the Application Guidelines when composing your narrative.**

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Project Budget: \_\_\_\_\_ **(organization)**

Minimum & Maximum request limits apply. See page 3 of Application Guidelines for details. All applicants should show additional sources of revenue in budget.

Income	Project
<b>Box office, Admissions, pass the hat</b>	
Tuition, workshop fees	
Concessions, sales, ads in program	
Corporate support	
Individual support	
Government Support	
Foundations	
Equipment rental	
Other, please itemize	
<b>Total</b>	<b>\$</b>

Expenses	Project
<b>Personnel (Organization's staff)</b>	
<b>In kind contributions</b>	
<i>In kind contributions are expenses that would be incurred by your project if they were not donated.</i>	
Artists (contracted for project)	
Administrative (project coordinators or other organizational staff)	
Other Outside Professionals	
Technical / Production (org. staff)	
Artistic (please be specific) (org. staff)	
Marketing and advertising	
Travel / Transportation	
<b>Total In-Kind Personnel</b>	<b>\$</b>
Equipment rental	
<b>Non-Personnel Expenses</b>	
Other, please itemize	
<b>Total</b>	<b>\$</b>
Artists (contracted for project)	
Other Outside Professionals	
<b>Total Expenses minus Total Income = DEC Request</b>	<b>\$</b>
Space Rental	
Travel / Transportation	

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Advertising / Promotion	
<b>Total In-Kind Non-Personnel Expenses</b>	\$
<b>Remaining Operating Expenses</b>	-----
Supplies & Materials	
Equipment Rental	
Other	
<b>Total In-Kind Remaining Operating Expenses</b>	\$
<b>Total In-Kind Expenses</b>	\$

## Checklist & Certification

### Checklist

Please include ALL of the following with your application packet.

#### All applicants must include:

- \_\_\_\_\_ Original, plus 8 copies of pages 1-6 of the completed Application with Project Narrative as page 5 and resumes of artistic personnel
- \_\_\_\_\_ ONE Financial statement of the last completed fiscal year; a long form 990 is acceptable, the postcard is not. Financial statement must be approved by the organizations board of directors
- \_\_\_\_\_ ONE list of the organizations board members' names and addresses
- \_\_\_\_\_ Organization's proof of not-for-profit status, as listed in the guidelines

#### Sponsored artists must also include:

- \_\_\_\_\_ Proof of Wyoming County residency (Individual Artist Grant only)

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\_\_\_\_\_ Letter of Commitment from sponsoring organization

\_\_\_\_\_ Artistic resumes(s) & samples of work (5-10 images [photos or images on CD or DVD, labeled, with separate title sheet]; 7-10 pages of manuscripts; 5-10 examples or pages of poems; OR 3-5 minute presentations on CD or DVD)

\_\_\_\_\_ For collaborating artists or groups, samples of work or history of collaboration (if requested)

## **Certification and Release**

The undersigned certifies that he or she:

1. Is the principal officer of the applicant with authority to obligate it;
2. Has knowledge of the information presented herein;
3. Has read the guidelines of the ACWC Community Arts Grants Program, attached, and certifies that this applicant complies with and is made subject to said guidelines
4. On behalf of the applicant, releases the Arts Council for Wyoming County and their agents with respect to damages to property or material submitted in connection herewith.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_