

ORGANIZATIONAL PROJECT GRANTS • APPLICATION FORM

Project Title _____ **Grant No.** _____
(for office use only)

Instructions: Please type application or use a computer. Feel free to make photocopies of this form. You may request an electronic version of the application form by calling the office at 309-5770. Application and Guidelines are available on-line at www.salinaarts.com.

Application Deadline: December 1, 2011 (postmarked or hand delivered by 5 p.m.)

Grant Request: \$ _____ Total Budget: \$ _____

I. Organization Seeking Funds

Organization Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Applicant is: Tax Exempt Governmental Unit FEI #: _____
Contact person: _____ Title: _____
Phone: _____ Fax: _____ Email: _____
Website: _____

II. Applicant Organization's Financial Summary

	<u>Income</u>	<u>Expense</u>
Financial Statement for most recently completed fiscal year ending _____ month day year	\$ _____	\$ _____
Total budget for current fiscal year ending _____ month day year	\$ _____	\$ _____

III. Project Summary

Please provide a brief summary of the proposed project — **100 words maximum.**

IV. Application Checklist

Collate the following (1 original and 8 copies). Clip each application – no staples, folders or other binders, please.

Please check off each part of the grant package listed below and include in your application:

- ___ Application Form
 - ___ Cover Page
 - ___ Check List
 - ___ Grant Narrative
 - ___ Project Timeline
 - ___ Budget Sheet
 - ___ Signed Certification & Certificate of Insurance
- ___ Financial statement for most recently completed fiscal year
- ___ Resumes or bios of the applicant organization's key personnel and other project collaborators
- ___ Letters of Support (3)
- ___ Promotional Materials (5 pieces maximum)

Work Samples. Please provide three (3) copies of work samples if applicable.

- ___ Work samples (6 digital images or slides maximum, audio tapes, CDs, video tapes, DVDs, literary writing, musical scores) (3 copies only)

V. Period of Support Requested (project timeline, not grant period)

Starting _____ month _____ day _____ year Ending _____ month _____ day _____ year

VI. Fiscal Agent Information

The organization listed below is serving as fiscal agent for the organization seeking funds listed above in Section I, or an individual artist. Please complete the following information:

Name of Fiscal Agent Organization: _____

OR

Name and Discipline of Individual Artist: _____

Address: _____ Phone: _____

VII. Accessibility of Project

a. Estimated Number of Persons Benefiting from Project: (provide estimated number for each category)

Category:	Youth/Children	People with Disabilities	Seniors	Minority Populations	General Community	Total
#:						

b. Will admission be charged for project activities? Yes No

List Admission Fees: \$ _____ \$ _____ \$ _____ \$ _____

VIII. Organizational Mission and History

Include the mission and purpose of your organization. In the space below, provide a brief history of the organization with current and past artistic activities.

IX. Please mark one of the following

- This request is for a new program or event.
- This request is for support of existing programming or educational offering.

X. Project Description

Answer the following questions as clearly and concisely as possible. You may use up to two (2) additional pages if necessary. (It will be helpful to review the Grant Review Criteria on pages 3 and 4 of the Guidelines before completing this section of the application form.)

- A. Describe the project.
- B. Why is the project important for your organization and the citizens of Salina? Describe the goals of the project and how they relate to your organization's mission and long-range plan. For non-arts organizations, tell us why you have chosen to implement an arts project.
- C. How does the proposed project support the mission of the Salina Arts and Humanities Commission by "building community and changing lives"? What are expected goals and outcomes?
- D. Who will be involved in the project? Include and identify organizational staff, artists or consultants and constituency served.
- E. Explain how this project is responsive to the interests and needs of diverse constituents, and how it reflects Salina's demographics. Clearly outline the expected results of partnerships and collaborations with other arts and non-arts organizations (social service agencies, chamber of commerce, schools, etc.).
- F. Project Evaluation — what methods of documentation (portfolio, video, photos of culminating experience/performance/exhibit) and evaluation tools (surveys, comment cards, journals, rubrics, participation numbers/demographics) will be used as evidence of achievable outcomes for the program? Please refer to page 2 of the Application Guidelines. How will evaluation results affect future programming?
- G. What is the marketing/publicity plan for the project? How will the public know about the project activities?

XI. Project Timeline

Please prepare a timeline for your project in outline form listing all important dates, times and activities pertinent to the project. Include planning and evaluation meetings. (use additional separate pages if necessary). Please organize your project into an outline that explains the sequence of steps required for its completion.

XII. Budget Sheet (for this proposal only)

This budget includes detailed breakout of line items for expenses and income. Please see Budget Instructions, p. 8.

PROPOSAL CASH EXPENSES:

1. Contracted Fees and Services (specify artistic, technical/production, consultants)		\$ _____
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
2. Travel (e.g., mileage @ .50 p/mile)		\$ _____
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
3. Hotel/per diem (inc. # nights, rate)		\$ _____
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
4. Space Rental (inc. cost and rate)		\$ _____
_____	\$ _____	
_____	\$ _____	
5. Production/Exhibition		\$ _____
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
6. Promotion/Advertising		\$ _____
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
7. Printing and Mailing		\$ _____
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
8. Administrative Expenses (inc. personnel, telephone, office supplies, etc.)		\$ _____
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
9. Tuition or Registration Fess		\$ _____
_____	\$ _____	
_____	\$ _____	

10. Other (please specify) \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

11. **Total Proposal Cash Expenses** (add lines 1-10) \$ _____

PROPOSAL CASH INCOME:

1. Admissions (e.g., anticipated # times admission cost) \$ _____
 _____ \$ _____
 _____ \$ _____

2. Earned Income (fees, concessions, sales, etc.) \$ _____
 _____ \$ _____
 _____ \$ _____

3. Contributions (specify individual, corporate, collaborators) \$ _____
 Individual (inc. # of donors)
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

4. Grants (i.e., private foundations, government, corporate foundations) \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

5. Other \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

6. On-hand Organizational Funds \$ _____

7. **Total Applicant Income** (add lines 1-6) \$ _____
 (must be at least 1/2 of total proposed cash income)

8. **Horizons Grant Amount Requested** \$ _____

9. **Total Proposal Cash Income** (add lines 7 & 8) \$ _____

In-Kind Contributions (does not affect grant budget): \$ _____

****Total Proposal Income MUST equal Total Proposal Expenses****

Budget Instructions (for use when preparing Budget Sheet, pp. 6-7)

DO NOT INCLUDE THIS PAGE IN YOUR GRANT APPLICATION.

PROJECT EXPENSES:

1. Contracted Fees and Services

Artistic – fees charged by an artist in any discipline for services

Technical/Production – fees for stage hands, lighting designers, curators, etc.

Consultants – fees for a professional who will assist with planning or other kinds of organizational technical assistance needs

2. Travel – travel costs for staff, guest artists and/or consultants.

3. Hotel – lodging costs for staff, guest artists and/or consultants.

4. Space Rental – expenditures for theatre, hall, rehearsal, gallery or other space necessary to complete the grant activities.

5. Production/Exhibition Expenses – materials and service costs associated with preparing for a performance, exhibit opening or other public presentation of artistic work.

6. Promotion/Advertising – costs of services and products that are purchased to raise the public's awareness of the activity described in the grant application.

7. Printing and Mailing – costs associated with designing, printing and mailing brochures, exhibition catalogs, study guides, directories, etc.

8. Administration Expenses – costs associated with personnel, telephone, and office supplies (not to exceed 20% of request).

9. Tuition or Registration Fees – costs associated with attending a professional development workshop or conference.

10. Other – supplies, resource materials, or other items that do not fit into the specific budget categories.

PROJECT INCOME:

Project Income must equal Project Expenses. Grant request funds from the Salina Arts and Humanities Foundation should appear on line 8 of the Budget Sheet. Do not show any income that your organization is handling as a fiscal agent for another organization when you apply for funds for your own activities.

Earned Income sources may include fees, sales, concessions, contracted revenue, income from endowments, etc.

Total Applicant Income must be at least one-half (50%) of the total project expenses.

**Please provide a financial statement for your organization's most recently completed fiscal year.
Attach after p. 9 (Certification page).**

XIII. Certification

Any grant funds received in conjunction with this application shall be expended only for the project as described in the application form. Any changes in this project or budget must be submitted in writing and are subject to the approval of the Salina Arts and Humanities Foundation.

The Horizons Grants Program is funded in part through private donations from the Horizons donors group. During the grant process, artists or key project personnel may be requested to participate in an activity for donors. If necessary, additional artistic costs will be assumed by the Horizons program. Also, requests for special seating, showings, or other appropriate activities may be made, working in cooperation with the Grantee.

Applicant must comply with Title IV of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and where applicable, Title IX of the Education Amendments of 1972. Title IV, Section 504, and Title IX prohibit discrimination on the basis of race, color, national origin, handicap or sex.

If funds are awarded, Grantees must maintain financial records relating to this project for a period of three (3) years and are subject to periodic audits by the SAH. In addition, SAH reserves the right to monitor the Grantee to ensure that applicable terms of the grant are being met.

The Grantee shall provide the Salina Arts and Humanities Foundation/City of Salina with a certificate of insurance, indicating general liability coverage of not less than \$500,000.

Signature _____ Title _____

Name _____ Date _____

(please print)

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