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a department of the City of Salina



**2020 ORGANIZATIONAL PROJECT GRANTS • APPLICATION FORM**

***Instructions:***

1. ***All applicants must schedule an appointment with SAH staff to review the proposed project prior to submitting application.***
2. ***Complete the form by filling in the shaded areas, using the Tab key to move between fields.***
3. ***E-Mail form and support materials to*** [***sah@salina.org***](mailto:sah@salina.org)
4. ***Collate the Application Form with other grant support materials and mail/deliver hard copy to the Salina Arts and Humanities office.***
5. ***Incomplete applications cannot be processed.***

Please note: *This document is protected so you will only be able to fill in the shaded areas.*

**Application Deadline: November 1, 2019 (postmarked or hand delivered by 5 p.m.)**

Grant No.\_\_\_\_\_\_\_\_\_\_\_\_

(for office use only)

**Project Title**:

Grant Request: $      Total Project Budget: $

**I. Organization Seeking Funds**

Organization Name:

Address:

City:       State:       Zip:

Applicant is: Tax Exempt Governmental Unit

Contact person:       Title:

Phone:       Fax:       Email:

Website:

### II. Applicant Organization's Financial Summary

Financial Statement for most recently completed fiscal year Income Expense

ending:       (mo/day/yr): $      $

Total budget for current fiscal year

ending:       (mo/day/yr): $      $

**III. Project Summary**

Please provide a brief summary of the proposed project – **(100 words** **maximum**).

**IV.** **Application Checklist**

Please collate the following: 1 original hard copy for office and 1 electronic copy for jurors.

Clip application – no staples/folders/binders and deliver/mail to P.O. Box 2181, Salina, KS 67402

E-mail the electronic copy to [sah@salina.org](mailto:sah@salina.org). (NOTE: If attachments are too large to email, please [**CLICK HERE**](https://goo.gl/forms/apRmBVmx6mbbtJDC2) to upload resumes, letters and promo materials)

**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 (if applicable) (6 digital images max., audio or video recordings, literary writing, musical scores)

**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: | Children & Students | Organization Volunteers | General Community | Special Populations (diverse, seniors, etc) | People with disabilities | 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.)

1. Describe the project.

1. 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.

1. 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?

1. Who will be involved in the project? Include and identify organizational staff, artists or consultants and constituency served.

1. 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.).

1. 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?

1. 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) $

      $

      $

      $

      $

      $

      $

      $

1. Travel (e.g., mileage @ .50 p/mile) $

      $

      $

      $

1. Hotel/per diem (inc. # nights, rate) $

      $

      $

      $

1. Space Rental (inc. cost and rate) $

      $

      $

1. Production/Exhibition $

      $

      $

      $

1. Promotion/Advertising $

      $

      $

      $

1. Printing and Mailing $

      $

      $

      $

1. Administrative Expenses (inc. personnel, telephone, office supplies, etc.) $

      $

      $

      $

1. Tuition or Registration Fess $

      $

      $

1. Other (please specify) $

      $

      $

      $

      $

      $

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

**PROPOSAL CASH INCOME:**

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

      $

      $

      $

1. Earned Income (fees, concessions, sales, etc.) $

      $

      $

      $

3. Contributions (specify individual – inc. # of donors, corporate, collaborators) $

      $

      $

      $

      $

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

      $

      $

      $

      $

5. Other $

      $

      $

      $

      $

6. On-hand Organizational Funds $

1. **Total Applicant Income** *(add lines 1-6)* $

(must be at least ½ of total proposed cash income\_

1. ***Horizons Grant Amount Requested*** $
2. **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

1. **Travel** – travel costs for staff, guest artists and/or consultants.
2. **Hotel** – lodging costs for staff, guest artists and/or consultants.
3. **Space Rental** – expenditures for theatre, hall, rehearsal, gallery or other space necessary to complete the grant activities.
4. **Production/Exhibition Expenses** – materials and service costs associated with preparing for a performance, exhibit opening or other public presentation of artistic work.
5. **Promotion/Advertising** – costs of services and products that are purchased to raise the public’s awareness of the activity described in the grant application.
6. **Printing and Mailing** – costs associated with designing, printing and mailing brochures, exhibition catalogs, study guides, directories, etc.
7. **Administration Expenses** – costs associated with personnel, telephone, and office supplies (not to exceed 20% of request).
8. **Tuition or Registration Fees** – costs associated with attending a professional development workshop or conference.
9. **Other** – supplies, resource materials, or other items that do not fit into the specific budget categories.

### PROPOSAL INCOME:

Proposal Income must equal Proposal 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 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:

Fiscal Agent Signature (if required)

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

Name:       Agency Name:

List your references below and indicate if letters are attached for each:

**Name Occupation City Letter**

1.

2.