

2012 Arts & Cultural Council for Greater Rochester Decentralization Community Arts Grant Application

Deadline: Received in Arts & Cultural Council Office by Thursday November 3, 2012 @ 5:00 PM
Send to: 277 N. Goodman Street, Rochester, NY 14607

(Handwritten applications are not accepted)

BACKGROUND

Applicant Organization's Legal Name: _____

Executive Director/Authorized Signatory: _____

Project Manager: _____

Remember to include Resumes of all Project Managers/Contact Personnel with your Application

Mailing Address: _____

City: _____ Zip: _____ County: _____

Day Phone: _____ Eve. Phone: _____ Fax: _____

E-Mail: _____ Web Site: _____

Incorporation date or date formed: _____ Fiscal year begins: _____ Ends: _____

For last completed fiscal year: Revenues: \$ _____ Expenses: \$ _____

NYS Assembly District: _____ NYS Senate District: _____ U S Congressional District: _____

(<http://nymap.elections.state.ny.us/nysboe/> for above district numbers)

Have you ever applied directly to NYSCA? _____ If yes, in what year? _____

Have you applied for a DEC Grant within the past 3 years? **Y N** If Yes, did you receive funding? **Y N**

If you have received a DEC grant for the same program for which you are applying please explain on a separate page how the project has changed and/or grown.

PROJECT INFORMATION

Project Title: _____

Required: Please summarize your project in **50 words or less**. Note: This will be the description used by the Arts & Cultural Council to identify and publicize your project. **Do not skip this step!**

NUMBER OF ARTISTS INVOLVED: _____

NUMBER OF YOUTHS (Under 18) BENEFITTING: _____

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TOTAL ANTICIPATED AUDIENCE: _____

Project Starting Date: _____ Project End Date: _____

Total Project Expense: \$ _____ **2012 DEC Grant Amount Requested:** _____

Which arts discipline best describes the project? _____

Date of information session attended: _____

Is your project artist initiated? Y N Is the artist the contact person? Y N

Key artistic personnel: _____

Day phone: _____ E-Mail: _____

Remember to include a resume of the artistic personnel with your application along with the required support materials

CERTIFICATION

The undersigned certifies that he/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 and understood the guidelines of Arts & Cultural Council for Greater Rochester DECentralization Arts Grant Program and complies with, and is made subject to said guidelines; (4) releases Arts & Cultural Council, its employees and agents with respect to damages to property or materials submitted with this application.

Print Name: _____ **Title:** _____

Organization Name: _____

AUTHORIZED SIGNATURE (This might be different from the project manager.) **Date:** _____

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PROJECT NARRATIVE

Must be typed or computer generated on no more than two 8.5" x 11" sheets. Do not use a font smaller than 12 point. Be sure to collate all materials and binder-clip them together. Do not place them in three-ring binders. Do not include a cover letter. Page 1 of the application will serve as your cover sheet.

Download and review the "DEC 2012 Budget Form" and "Instructions for Completing the DEC 2012 Budget Form" documents from our website (ArtsRochester.org) before continuing.

Hard copies of these documents are available upon request.

1. Organization background: Provide a brief description of your organization's mission, objectives, and major programs.
2. Describe your project and the plan for implementation. Please be sure to detail the goals and objectives of the project.
3. How do you plan to evaluate your proposal to determine whether or not it meets goals and objectives? (Include in your support materials any surveys or other feedback mechanisms you plan to use.)
4. List each event, performance, workshop, etc. and the dates, times and locations (street address) using **this format (May be attached. If attached, does not count toward two page limit.):**

<u>Activity</u>	<u>Date</u>	<u>Time</u>	<u>Location/Address</u>	<u>\$Fee/Ticket</u>
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5. What community/cultural needs will your project meet?
6. How will you assure that your project complies with Section 504 of Federal law that all programs be accessible to the handicapped?
7. How will you revise your program if you do not receive full funding?
Having a back-up plan demonstrates organizational commitment to the project.
8. Decentralization grants are not intended to cover the complete cost of the proposed project. What support will you contribute to this project (contributions, revenue, etc.,)
9. Publicity Plan: How do you plan to publicize this project? Where will you publicize it? What are your anticipated publicity costs? (Include in attachments any sample publicity items you plan to use.)
10. Please download the "**DEC 2012 BUDGET FORM**" and complete the following three worksheets:
(1) "Proposal – 2012 DEC Budget"; (2) "Proposal – In-Kind Gifts"; (3) "Proposal – Participation"

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Application Check List

(Be sure to include the following with your application packet)

- ❑ 1 original signed application form (label as original), budget form, in-kind gift form, participation form, and all attachments
- ❑ **9 collated photocopies** of application form, budget form, in-kind gift form, participation form, and all attachments:
 - ❑ **A** Proof of Organization's Non-Profit status (see guidelines)
 - ❑ **B** Current list of board of directors, including affiliation, addresses, and phone numbers
 - ❑ **C** Previous year financial statements (Most recent **completed** fiscal year, audit statement from accountant or signed treasurer's report; Highly recommended: Statement of Cash Flows, Income Statement and Balance Statement. **IRS form 990 will not be accepted.**)
 - ❑ **D** Current Budget (for year not yet completed)
 - ❑ **E** Resumes (project managers, artists, technical positions)
 - ❑ **F** Support Documentation (letters of commitment or contracts from artists, other organizations)
 - ❑ **G** Flyers, marketing samples, sample evaluative tools
(Limit posters, news articles, brochures, etc. to 2)

Artist initiated projects must also include 1 original and 9 photocopies of:

- ❑ **H.** Letter of support from sponsoring nonprofit organization signed by authorized official.
- ❑ **I.** Letter of recommendation from individual or company outside of project.