

2011 LACKAWANNA COUNTY ARTS AND CULTURE GRANT APPLICATION

Please mail or hand-deliver all application materials to:

Maureen McGuigan, Deputy Director of Arts & Culture
300 Cliff Street
Scranton, Pennsylvania 18503
Email: mcguiganm@lackawannacounty.org
Telephone: 570-963-6590 x 102

- Must be Received or Delivered by October 15, 2010 at 4:00 pm:
- Please type, and do not staple.
- Must include work sample.

A. Applicant Information

A1	Federal ID or Social Security No. of payee	_____
A2	Applicant Name	_____
A3	Address	_____
A4	City, State, Zip	_____
A5	County	_____
A6	Contact Name	_____
A7	Contact Title	_____
A8	Phone Number (day and evening)	_____
A9	Fax Number	_____
A10	E-mail Address	_____
A11	PA Senate District Number	_____
A12	PA House District Number	_____
A13	Federal Congressional District Number	_____

2011 LACKAWANNA COUNTY ARTS AND CULTURE GRANT APPLICATION.

B. Certification Statement

I certify that the above information is correct. The funds, if granted, will be used only for the purpose described in this application, and the applicant will comply in all aspects with the program guidelines for this grant and acknowledges that the failure to do so may require the repayment of all grant funds.

Application Submitted By:

Artist, Arts Organization or Organization (typed or printed)

Date

Name of Project Coordinator (typed or printed)

Signature

Title (typed or printed)

PDF form may be saved with current version of Adobe Reader.

Free program download available at www.adobe.com/products/reader/

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C. Project Information

- C1 Have you previously received an arts & cultural grant ? ____ Yes ____ No
- C2 If yes, for how many years? _____
- C3 Project Activity Type _____
- C4 Project Manager Name _____
- C5 Project Manager Title _____
- C6 Project Start Date _____
- C7 Project End Date _____
- C8 Arts & Cultural Grant Request Amount _____
- C9 Project Description (20-40 words)

D. In-Kind (non-cash) Contributions

Amount (Value)

D1		\$	
D2		\$	
D3		\$	
D4		\$	
D5		\$	
D6	<u>Total In-Kind Contributions</u> (add lines D1-D5)	\$	

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E. Project Income

List all income for this project.

Check If
Secured

Amount

Do not include in-kind.

E1	Admission Fees	_____	\$ _____
E2	Workshop Fees	_____	\$ _____
E3	Sales/Concessions	_____	\$ _____
E4	Host Organization Portion	_____	\$ _____
E5	Fundraising	_____	\$ _____
E6	Individual Support	_____	\$ _____
E7	Foundation Support	_____	\$ _____
E8	Corporate/Business Support	_____	\$ _____
E9	Federal/State/Municipal Support	_____	\$ _____
E10	Other (please specify) _____	_____	\$ _____

E15 Subtotal matching income (add lines E1-E14) \$ _____

- Organizations that have received 1 year of funds will be responsible for a 25% cash or secured pledge match. Recipients of 2 or more years must show a 1:1 cash or secured match of requested funds.

E16 Arts & Cultural Grant request amount \$ _____

E17 Total Project Income (E15 + E16) \$ _____

- If the total project exceeds maximum grant amount of \$3,000 describe entire project, and then describe the costs the Arts and Cultural grant will be specifically used to defray.

F. Project Expenses

List all expenses for this project. Do not include in-kind.

Amount

F1	Artist Salary / Fees	\$ _____
F2	Outside Artists Salary/ Fees	\$ _____
F3	Administrative Salary / Fees	\$ _____
F4	Tech Salary / Fees	\$ _____
F5	Outside Tech Salary / Fees	\$ _____
F6	Supplies	\$ _____
F7	Postage	\$ _____
F8	Printing	\$ _____
F9	Space Rental	\$ _____
F10	Travel	\$ _____
F11	Advertising	\$ _____
F12	Equipment Rental	\$ _____
F13	Insurance	\$ _____
F14	Other (please specify) _____	\$ _____

F15 Total project expenses (add lines F1 – F14) \$ _____

**Total expenses must
equal total project income**

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G. Narrative Information.

**Please retype all questions and provide answers on a separate sheet.
(MAXIMUM OF 3 SHEETS PER ANSWER @ 12 POINT TYPE)**

1. Describe the project. (Include information on where and when the project will be held.)
2. Identify who will benefit from this project (target audience) and how they will benefit.
3. Who is the **Project Director/Coordinator** and what is his/her specific role? Attach resume.
4. How will you promote your project? Be specific as to outlets and audience reach.
5. Describe any plans you have to reach underserved and diverse audiences.
6. List previous projects this organization/individual has presented (if applicable).
7. ~~Identify~~ Identify artist(s) who will be involved with the project. Attach resume(s). What will the role of the artist(s) be?
8. Identify any community partners who will be involved with the project.
9. What will the role of the partner(s) be?
10. How will you accommodate people with disabilities?
11. How will you evaluate the success of the project?

**PDF form may be saved with current version of Adobe Reader.
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APPLICATION CHECKLIST

Applications must be received by Friday, October 15, 2011. To insure the proper recording of application materials, all must be received at one time.

Mandatory SUBMISSIONS:

- _____ Two (2) copies of the Application, one with original signature.
- _____ Two (2) copies of the appropriate Project Budget.
- _____ Two (2) copies of the resume of the staff member/volunteer/artist designated as the project coordinator.
- _____ Two (2) copies of the resumes of each additional artist/person involved with the project .
- _____ Two (2) copies of at least one letter of support but no more than three.
- _____ One copy of a work sample, i.e. Discs/Slides, DVDs, CD's .

ADDITIONAL SUPPORT SUBMISSIONS:

- _____ Promotional/publicity materials describing past or present projects. Please do not submit originals or only copies. The County is not responsible for materials. As a courtesy, the County will hold materials until February 1, 2011. You may pick up materials at the Electric City Trolley Museum between 9:00 a.m. - 4:00 p.m. from January 2, 2011 - February 1, 2011 or include a SASE for return of materials.

**To guarantee that materials are received on time,
we ask you to either hand deliver to the Lackawanna County Arts and
Culture Department or send application and support materials by certified
mail with return receipt.**

NO STAPLES OR BINDERS, please. Paper clips may be used.

**LACKWANNA COUNTY COUNCIL ON ARTS, CULTURE AND EDUCATION
ARTS AND CULTURAL GRANTS**

1. Describe the project. (Include information on where and when the project will be held.)

**LACKWANNA COUNTY COUNCIL ON ARTS, CULTURE AND EDUCATION
ARTS AND CULTURAL GRANTS**

2. Identify who will benefit from this project (target audience) and how they will benefit.

**LACKWANNA COUNTY COUNCIL ON ARTS, CULTURE AND EDUCATION
ARTS AND CULTURAL GRANTS**

3. Who is the **Project Director/Coordinator** and what is his/her specific role? Attach resume.

**LACKWANNA COUNTY COUNCIL ON ARTS, CULTURE AND EDUCATION
ARTS AND CULTURAL GRANTS**

4. How will you promote your project? Be specific as to outlets and audience reach.

**LACKWANNA COUNTY COUNCIL ON ARTS, CULTURE AND EDUCATION
ARTS AND CULTURAL GRANTS**

5. Describe any plans you have to reach underserved and diverse audiences.

**LACKWANNA COUNTY COUNCIL ON ARTS, CULTURE AND EDUCATION
ARTS AND CULTURAL GRANTS**

6. List previous projects this organization/individual has presented (if applicable).

**LACKWANNA COUNTY COUNCIL ON ARTS, CULTURE AND EDUCATION
ARTS AND CULTURAL GRANTS**

7. Identify any artist(s) who will be involved with the project Attach resume(s).
What will the role of the artist(s) be?

**LACKWANNA COUNTY COUNCIL ON ARTS, CULTURE AND EDUCATION
ARTS AND CULTURAL GRANTS**

8. Identify any community partners who will be involved with the project.

**LACKWANNA COUNTY COUNCIL ON ARTS, CULTURE AND EDUCATION
ARTS AND CULTURAL GRANTS**

9. What will the role of the partners(s) be?

**LACKWANNA COUNTY COUNCIL ON ARTS, CULTURE AND EDUCATION
ARTS AND CULTURAL GRANTS**

10. How will you accommodate people with disabilities?

**LACKWANNA COUNTY COUNCIL ON ARTS, CULTURE AND EDUCATION
ARTS AND CULTURAL GRANTS**

11. How will you evaluate the success of the project?

**LACKWANNA COUNTY COUNCIL ON ARTS, CULTURE AND EDUCATION
ARTS AND CULTURAL GRANTS**

Additional information page 1.

**LACKWANNA COUNTY COUNCIL ON ARTS, CULTURE AND EDUCATION
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Additional information page 2.

**LACKWANNA COUNTY COUNCIL ON ARTS, CULTURE AND EDUCATION
ARTS AND CULTURAL GRANTS**

Additional information page 3.

**LACKWANNA COUNTY COUNCIL ON ARTS, CULTURE AND EDUCATION
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Additional information page 4.