

2012 LACKAWANNA COUNTY ARTS AND CULTURE GRANT APPLICATION

Please email, mail or hand-deliver all application materials to:

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

- Must be Received or Delivered by : f]XUñOctober 14, 2011 at 4:00 pm:
- Please type, and do not staple.
- Must include work sample.

You may complete this as a fill-in form and save your work. You will need to have an update version of Adobe Reader . You may get the free download from <http://get.adobe.com/reader/> .

A. Applicant Information

| | | |
|------|----------------------------|-------|
| A 1 | Applicant Name | _____ |
| A 2 | Address | _____ |
| A 3 | City, State, Zip | _____ |
| A 4 | County | _____ |
| A 5 | Contact Name | _____ |
| A 6 | Contact Title | _____ |
| A 7 | Phone Number (day) | _____ |
| A 8 | Phone Number (evening) | _____ |
| A 9 | Phone Number (mobile-cell) | _____ |
| A10 | Fax Number | _____ |
| A 11 | E-mail Address | _____ |

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) |

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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) \$ _____

- First and Second year grant applicants are not required to match funds.
Third year and there after must show a 1:1 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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Applicant Name _____

G. Narrative Information.

Please provide the answer for the following eleven questions (11) in the space provided. If additional space is needed, note the question number on the additional pages provided and continue your answer. You may also 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.

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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.

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

**7. 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.

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Applicant Name _____

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?

APPLICATION CHECKLIST

Applications must be received by Friday, October 14, 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, 2012. You may pick up materials at the Electric City Trolley Museum between 9:00 a.m. - 4:00 p.m. from January 2, 2012 - February 1, 2012 or include a SASE for return of materials.

To guarantee that materials are received on time, we ask you to submit your application and support materials by one of the following;

1. email completed PDF form to Email: mcguiganm@lackawannacounty.org
2. hand deliver to the Lackawanna County Arts and Culture Department
3. send application and support materials by certified mail with return receipt.

This application is available in a PDF file-in form for your convenience. If addition space is needed when answering a question, note the question number and complete your answer on the additional pages provided.

Please submit a legible application for the review panel to fully understand your request.

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

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

Additional information page 1.

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

Additional information page 2.