

***LACKAWANNA COUNTY  
COUNCIL ON  
ARTS, CULTURE AND EDUCATION***

***LACKAWANNA COUNTY  
ARTS & CULTURAL GRANT***

**2010  
Application Handbook**

## **Introduction and Overview**

**The Mission of the Lackawanna County Council on Arts, Culture and Education and the Department of Arts and Culture:**

**To advocate and support high quality arts and culture opportunities and programs for all residents of Lackawanna County.**

**Goals:**

1. Advise our county leaders about aesthetic and arts/culture related issues affecting our communities.
  2. Enhance communications to the general public about the arts as well as among artists and arts and culture organizations.
  3. Facilitate the delivery of the arts and culture to underserved residents of the county.
  4. Provide services for artists and arts and culture organizations such as skills training in marketing and fund raising.
  5. Establish and sustain a method of operation that enables the Council to achieve its goals and objectives.
  6. Set up a formal system to award grants to artists and organizations for delivery of their services.
- Recommendations will be made via a panel review process.

Grants are available for programs and activities that enrich the cultural life of the residents of Lackawanna County with priority given to artists who reside in the county and/or organizations that operate in Lackawanna County. Artists and organizations outside of the county may be funded provided that services of comparable quality are not available through residents of the county.

- **Programming must occur from January 1, 2010 to December 31, 2010.**
- **Grant may not exceed \$3,000.**

Organizations and artists are not required to match county funding the first year the grant is received. After one year of funding, the applicant will be responsible for fulfilling a 25% cash or secured pledge match. Recipients of two or more years of funding must show a 1:1 cash or secured pledge match for the requested funding.

This handbook is provided to you as a guide to the Lackawanna County Arts and Cultural Grants Program. If you have any questions, please contact:

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

**APPLICATION DEADLINE: RECEIPT BY OCTOBER 16, 2009 at 4:00 pm**

*There will be no exceptions to the deadline date.*

## Eligibility Requirements

- Applicant must be an artist, arts/culture organization or non-profit organization conducting arts activities. (501(c) (3) designation not required)
- Projects must take place in Lackawanna County.
- 2009 grants must occur between January 1, 2010 and December 31, 2010.
- Project must include a component to involve the public i.e. a performance, exhibit, workshop, demonstration, lecture, etc.
- Project must include participation of community partners to demonstrate public support.

## Restrictions

Organizations and individual artists are subject to the following restrictions:

- The Scranton Cultural Center and the Everhart Museum currently receive generous support from Lackawanna County. Therefore, grant recipients may not use the arts and culture money to pay these organizations. These organizations may donate space as an in-kind service or other money may be used rental fees. These decisions will be decided by the institutions depending on their availability.
- An organization/artist may submit only one application. However, an organization/artist may be listed as a partner on multiple applications. A partner actively participates in the development and implementation of the project.
- No public or private school K -12 may apply.

### **Grants may not be made for:**

- Capital expenditures, including equipment costing more than 10% of the grant request/item or more.
- Activities for which academic credit is given.
- Activities that have already been completed.
- Activities that have a religious purpose.
- Performances and exhibitions outside Lackawanna County.
- Cash prizes and awards.
- Benefit activities.
- Hospitality expenses, i.e., receptions, parties, gallery openings.
- Lobbyist payments.
- Competitions.
- Art therapy projects.

## Criteria

Applications will be scored by reviewers based upon the following criteria:

**100 points potential score**

### **1. Content:**

- **Artistic Merit:** The quality of the art. **50 potential points**
- **Project Merit:** A well-planned project with a high potential for success and cultural value for the community served.
- **Accessibility:** All segments of the community can experience the project or program.
- **Originality:** Uniqueness to Lackawanna County.

### **2. Community Support:**

**25 potential points**

- Community support and participation must be demonstrated through **at least one letter of support** for the project. (No more than 3 letters please.) If the project requires a venue, one letter must be from the *confirmed venue partner*.

### **3. Administration:**

**25 potential points**

- A **clearly defined budget** with evidence of fiscal responsibility and the ability to administer funds to carry out the project **must be submitted**.

## Review Process

Applications will be evaluated by an objective regional panel comprised of knowledgeable community members representing arts, culture and the humanities. The panel will convene to review each application with reference to the defined criteria. Results will be confirmed by the Lackawanna County Commissioners through the Lackawanna County Council Arts, Culture and Education. All applicants will be notified by mail with regard to the decisions of the panel. Panel comments will be available to applicants by phone. Applicants who do NOT receive adequate scores to merit a grant are encouraged to call Maureen McGuigan for panel comments.

## Appeals Process

The Lackawanna County Council on Arts, Culture and Education (ACE) recognizes that errors may occur in the application process. The Council is committed to acknowledging any errors and responding to rectify the effects of an error. The appeals process enables applicants to identify these errors or omissions, and bring them to the attention of ACE. Appeals to the Council may result in an increase in the award amount if the applicant can satisfactorily document that the application was misinterpreted or improperly reviewed through no fault of the applicant. Any change as a result of the appeal process is approved only if the Council believes that the error or omission had a significant effect on the recommendation of the advisory panel.

Appeals are not intended to provide the applicant with an opportunity to challenge the recommendations of the advisory panel. Disagreements with the judgment of the advisory panel about the amount of the award are not grounds for appeals.

Applicants considering an appeal should contact the Lackawanna County Council on Arts, Education and Culture for guidance and advice. The appeal of an award decision must be made in writing ten (10) business days from the date reflected on the notification of the award from the County. Letters of appeal should be addressed to the Lackawanna County Council on the Arts. The letter should identify the error or omission and the effect the error had on the recommendation of the advisory panel. If the appeal is supported by the Council, funds will be awarded only if they are available.

## Award Process

We will try to fund as many projects as possible with preference given to Lackawanna County residents and organizations. Successful applicants for the funding cycle will be notified of their award in early December. Checks will be issued at an awards ceremony in Jan. or Feb. 2010.

*All recipients are expected to attend the public awards ceremony.*

## Acknowledgements

The Lackawanna County Arts and Cultural Program Grantee agrees:

1. To include the acknowledgement of arts funding support below **in all printed materials and announcements** relating to its County funded activities and disseminated by the Grantee. The acknowledgement must stand-alone and not be combined with acknowledgements of funding from other public and private sources.
2. To acknowledge Lackawanna County support as follows:
  - a. **Incorporate the Lackawanna County logo on all publicity, program and educational materials disseminated by the Grantee. Please call or email Maureen McGuigan at [mcguiganm@lackawannacounty.org](mailto:mcguiganm@lackawannacounty.org) for the current and/or preferred logo.**
  - b. Use the language below to credit the Council in any written descriptions (such as press releases):  
***“This project was supported by a Lackawanna County Arts and Cultural Grant, a program of the Lackawanna County Commissioners and the Lackawanna County Council on Arts, Culture and Education.*”**

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**APPLICATION CHECKLIST**

**Applications must be received by October 16, 2009. To insure the proper recording of application materials, all must be received at one time. There will be no exceptions to this procedure.**

**PLEASE NOTE: You will receive a phone call from the panelist assigned to review your application. *This is a critically important aspect of the process since the information you provide will be reported to the entire panel the day of the application reviews.* If you or the specified project coordinator is not available at the time of the initial contact, *it will be your responsibility to return the call.***

**MANDATORY SUBMISSIONS:**

- \_\_\_ **Two (2) copies of the Application, one with original signature**  
*In order for the application to be valid, it must be typed, or filled out online and printed for receipt by the Lackawanna County Council on the Arts by October 16, 2010 4:00 pm.*
- \_\_\_ **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 artist/person involved with the project**
- \_\_\_ **One copy of a work sample, i.e. Discs/Slides, DVDs, CD's**
- \_\_\_ **Two (2) copies of the resume or official description/mission of the community partner(s)**
- \_\_\_ **Two (2) copies of minimum of one letter of support Please do not include letters of support from people directly involved in the project (i.e. staff members, volunteers, artists, or financial backers).**

**ADDITIONAL SUPPORT SUBMISSIONS:**

- \_\_\_ **2 copies of any supplementary material that can be copied should be included with each of the copies of the application. (not to include slides, CD's, DVD's, etc.)**
- \_\_\_ **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 Feb. 1, 2010. You may pick up materials at the Electric City Trolley Museum between 9:00-4:00 p.m. from Jan. 1-Feb. 1 2010 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 Council on the Arts or send application and support materials by certified mail with return receipt.**

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

**Please mail or hand-deliver all application materials to:**

**Maureen McGuigan, Deputy Director of Arts & Culture  
300 Cliff St.  
Scranton, PA 18503  
Scranton, Pennsylvania 18503  
Email: [mcguiganm@lackawannacounty.org](mailto:mcguiganm@lackawannacounty.org)  
Telephone: 570-963-6590 x 102**

**Currently you cannot complete the application on-line. Please download the application From the County website at [www.lackawannacounty.org](http://www.lackawannacounty.org) and fill out.**

**Application and all mandatory submissions must be received by 4:00 pm on October 16, 2010.**

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- **Must be Received or Delivered by October 10, 2008 at 4:00 pm.**
- **Please type, and do not staple.**
- **Must include work sample.**

**A. Applicant Information**

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

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**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)

Please note e-mailing your application, an e-mail sent from the Artist, Arts Organization or Organization will serve as a signature.



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**Applicant Name:** \_\_\_\_\_

**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 Total In-Kind Contributions** \$ \_\_\_\_\_  
**(add lines D1-D5)**

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**E. Project Income**

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

Check if  
Secured

Amount

<b>E1</b>	Admission Fees	_____	\$ _____
<b>E2</b>	Memberships	_____	\$ _____
<b>E3</b>	Workshop Fees	_____	\$ _____
<b>E4</b>	Sales/Concessions	_____	\$ _____
<b>E5</b>	Fundraising	_____	\$ _____
<b>E6</b>	Host Organization	_____	\$ _____
<b>E7</b>	Individual Support	_____	\$ _____
<b>E8</b>	Foundation Support	_____	\$ _____
<b>E9</b>	Corporate Support	_____	\$ _____
<b>E10</b>	Business Support	_____	\$ _____
<b>E11</b>	Federal Support	_____	\$ _____
<b>E12</b>	State Government Support	_____	\$ _____
<b>E13</b>	Municipal Support	_____	\$ _____
<b>E14</b>	Other (please specify)	_____	\$ _____
<b>E15</b>	<b>Subtotal matching income (add lines E1-E14)</b>	_____	\$ _____

- 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

<b>F1</b>	Artist Salary / Fees	\$ _____
<b>F2</b>	Outside Artists Salary/ Fees	\$ _____
<b>F3</b>	Administrative Salary / Fees	\$ _____
<b>F4</b>	Tech Salary / Fees	\$ _____
<b>F5</b>	Outside Tech Salary / Fees	\$ _____
<b>F6</b>	Supplies	\$ _____
<b>F7</b>	Postage	\$ _____
<b>F8</b>	Printing	\$ _____
<b>F9</b>	Space Rental	\$ _____
<b>F10</b>	Travel	\$ _____
<b>F11</b>	Advertising	\$ _____
<b>F12</b>	Equipment Rental	\$ _____
<b>F13</b>	Insurance	\$ _____
<b>F14</b>	Other (please specify)	\$ _____
<b>F15</b>	<b>Total project expenses (add lines F1 – F14)</b>	\$ _____

**Total expenses must equal total project income**

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**Applicant Name:** \_\_\_\_\_

G. Narrative Information

Use the Fill-In Form to complete statements # 1 - 10 on separate following pages in the field provided or 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 any artist(s) who will be involved with the project (if applicable).  
Attach resume(s). What will the role of the artist(s) be?
  
8. Identify any community partners who will be involved with the project. What will the role of the partner(s) be? **Attach partner's resume(s), organizations' mission statements and/ or venue descriptions.**
  
9. How will you accommodate people with disabilities?
  
10. How will you evaluate the success of the project?

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

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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.

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

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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).

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

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8. Identify any community partners who will be involved with the project. What will the role of the partner(s) be? **Attach partner's resume(s), organizations' mission statements and/ or venue descriptions.**

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9. How will you accommodate people with disabilities?

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