



**LACKAWANNA COUNTY  
COUNCIL ON THE ARTS**

**2006 ARTS AND  
CULTURAL GRANTS  
APPLICATION  
HANDBOOK**

**REGINA PETERS  
EXECUTIVE DIRECTOR**

A LACKAWANNA COUNTY PROGRAM

**A.J. MUNCHAK  
ROBERT C. CORDARO  
MICHAEL J. WASHO  
COMMISSIONERS**

**LACKAWANNA  
WONDERFUL**

lackawannacounty.org

## **Introduction and Overview**

### **Lackawanna County Council on the Arts Arts and Cultural Grants**

#### **The Mission of the Lackawanna County Council on the Arts:**

**To advocate and support high quality arts opportunities &  
programs for people of all ages throughout Lackawanna County**

#### **Goals:**

1. Advise our county leaders about aesthetic and arts-related issues affecting our communities.
  2. Enhance communications to the general public about the arts as well as among artists and arts organizations.
  3. Facilitate the delivery of the arts to underserved residents of the county.
  4. Provide services for artists and arts 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 must demonstrate that their services are otherwise not available through residents of the county. Programming must occur from July 1, 2005 to June 30, 2006 for Round 1 and between January 1, 2006 to December 31, 2006 for Round 2. Grant requests 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:

**REGINA PETERS, EXECUTIVE DIRECTOR  
LACKAWANNA COUNTY COUNCIL ON THE ARTS  
200 ADAMS AVENUE  
SCRANTON, PA 18503  
Telephone: 570-963-6800 x1856  
Email: [petersrm@lackawannacounty.org](mailto:petersrm@lackawannacounty.org)**

**DR. CATHERINE RICHMOND-CULLEN, CHAIRPERSON  
LACKAWANNA COUNTY COUNCIL ON THE ARTS  
MEMBERS:**

<b>Sally Bohlin</b>	<b>Nancy Jackman</b>
<b>Jeanne Bovard</b>	<b>Earl Lehman</b>
<b>Wendy Butler</b>	<b>Robert Lettieri</b>
<b>Laura Craig</b>	<b>Joyce Lomma</b>
<b>Mark DeStefano</b>	<b>Tony Nicosia</b>
<b>Donna Doherty</b>	<b>Michael Taluto</b>
<b>Eleanore Ginader</b>	<b>Steve Tolerico</b>

**APPLICATION DEADLINE:  
POSTMARKED NOVEMBER 11, 2005**

***N.B. THERE ARE NO EXCEPTIONS TO THE DEADLINE DATE***

### Eligibility Requirements

- Applicant must be an artist or non-profit organization conducting arts activities. (501(c) (3) designation not required)
- Projects must take place in Lackawanna County.
- 2006 grants (Round 2 projects) must occur between January 5, 2006 and December 31, 2006
- Project must include a public performance or display
- Project must demonstrate community support & participation

### Restrictions

Organizations and individual artists are subject to the following restrictions:

- Any organization currently receiving arts or cultural funds from Lackawanna County is not eligible to apply.
- 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.

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

- Capital expenditures, including equipment costing more than 10% of the grant request per 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 judged based upon the following criteria:

- **Content (50% of total points)**
  - **Artistic Merit:** The quality of the art will be evaluated
  - **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.
- **Community Support ( 25% of total points)**
  - Community support and participation must be demonstrated through letters of support from partners in the project or others who support the project. *Include 2-3 letters of support from community partners.*
- **Administration ( 25% of total project)**
  - 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 community members representing arts and culture in Lackawanna County. 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 on the Arts. All applicants will be notified by mail with regard to the decisions of the panel. Panel comments will be available to applicants by phone.

### Appeals Process

The Lackawanna County Council on the Arts (LCCA) recognizes that errors may occur in the application process. The LCCA 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 the LCCA. 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 the Arts 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 late December. Checks will be issued at an awards ceremony in January 2006. All recipients are strongly encouraged to attend the public awards ceremony.

### Acknowledgements

The Lackawanna County Arts and Cultural Program Grantee agrees:

To include the acknowledgement of arts funding support below in all published materials and announcements relating to its LCCA 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.

#### **Acknowledge Lackawanna County support as follows:**

- a. Incorporate the Lackawanna Wonderful logo on all publicity, program and educational materials disseminated by the Grantee. The LCCA or the Lackawanna County Press Office (570-963-6800 x1815) shall supply said logo.
- b. Use the verbiage 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 the Arts.”***

## **Application Checklist**

**PLEASE NOTE THAT YOU WILL RECEIVE A PHONE CALL FROM THE PANELIST ASSIGNED TO REVIEW YOUR APPLICATION. THIS IS A VERY IMPORTANT ASPECT OF THE APPLICATION PROCESS. IF YOU OR THE SPECIFIED PROJECT COORDINATOR ARE NOT AVAILABLE AT THE TIME OF THE INITIAL CONTACT FROM A PANELIST, PLEASE MAKE EVERY ATTEMPT TO RETURN THE CALL.**

Applications must be postmarked by **November 11, 2005. NO EXCEPTIONS.**

### **MANDATORY ENCLOSURES:**

- **Ten (10) copies of the Application, one with original signatures. APPLICATION MUST BE TYPED.**
- **Ten (10) copies of the appropriate Project Budget.**
- **Resume of the staff member / volunteer / artist who will be the project coordinator. (Attach copies to each of the 10 copies of the application)**
- **Resumes of all artists/people involved with the project. (Attach copies to each of the 10 copies of the application)**
- **Letters of support for the project must be included. (Minimum - 2; Maximum - 3)**
- **NO STAPLES OR BINDERS, please. Paper clips may be used.**

### **OPTIONAL:**

- **10 copies of any supplementary material that can be copied should be included into each of the 10 copies of the grant. (not including slides, CD's, DVD's, etc.)**
- **Any promotional/publicity materials describing past or present projects. Support materials will not be returned but may be picked up at the Lackawanna County Council on the Arts from 9:00 A.M. - 4:00 P.M.**
- **To guarantee that your materials are delivered on time we encourage you to either hand deliver to the Lackawanna County Council on the Arts or send the application and support materials by certified mail with a return receipt.**

**Regina M. Peters, Executive Director  
Lackawanna County Council on the Arts  
Courthouse Administration Building  
200 Adams Avenue  
Scranton, Pennsylvania 18503**

**LACKAWANNA COUNTY COUNCIL ON THE ARTS  
ARTS AND CULTURAL GRANTS**

- **Must be Postmarked or Delivered by November 11, 2005.**
- **Please type and do not staple.**

**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	_____

**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:

\_\_\_\_\_  
Organization (typed or printed) \_\_\_\_\_ Date

\_\_\_\_\_  
Name of Project Coordinator (typed or printed)

\_\_\_\_\_  
Signature \_\_\_\_\_ Title (typed or printed)

**LACKAWANNA COUNTY COUNCIL ON THE ARTS  
ARTS AND CULTURAL GRANTS**

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

**C. Project Information**

- C1 Have you previously received LCCA funding? \_\_\_\_\_ 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 LCCA Request Amount \$ \_\_\_\_\_
- C9 Project Description (20-40 words)

**D. In-Kind (non-cash) Contributions**

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

**LACKAWANNA COUNTY ARTS COUNCIL  
ARTS AND CULTURAL GRANTS**

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

	Check if Secured	Amount
E1 Admission Fees	_____	\$ _____
E2 Memberships	_____	\$ _____
E3 Workshop Fees	_____	\$ _____
E4 Sales / Concessions	_____	\$ _____
E5 Fundraising	_____	\$ _____
E6 Host Organization	_____	\$ _____
E7 Individual Support	_____	\$ _____
E8 Foundation Support	_____	\$ _____
E9 Corporate Support	_____	\$ _____
E10 Business Support	_____	\$ _____
E11 Federal Support	_____	\$ _____
E12 State Government Support	_____	\$ _____
E13 Municipal Support	_____	\$ _____
E14 Other (please specify)	_____	\$ _____
<b>E15 Subtotal matching income (add lines E1-E14)</b>	_____	\$ _____
<ul style="list-style-type: none"> <li>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.</li> </ul>		
<b>E16 LCCA request amount</b>		\$ _____
<b>E17 Total Project Income (E15 + E16)</b>		\$ _____
<ul style="list-style-type: none"> <li>If the total project exceeds \$3,000, describe entire project and the costs the LCCA grant will be specifically used to defray.</li> </ul>		

**F. Project Expenses (Cash)**

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)	\$ _____
<b>F15 Total project expenses (add lines F1 – F14)</b>	\$ _____
<b>Total expenses must equal total project income</b>	



**LACKWANNA COUNTY COUNCIL ON THE ARTS  
ARTS AND CULTURAL GRANTS**

**Applicant Name:**

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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.
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 (if applicable). What will the role of the partner(s) be? **Attach resume(s).**
9. How will you accommodate people with disabilities?
10. How will you evaluate the success of the project?