

LACKAWANNA COUNTY
COUNCIL ON THE ARTS

LACKAWANNA COUNTY ARTS AND CULTURAL
GRANTS

Application Handbook

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 January 1, 2007 to December 31, 2007. 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**

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

MEMBERS:

Sally Bohlin	Jillian Kohanski
Robert Ballot	Earl Lehman
Jeanne Bovard	Robert Lettieri
Wendy Butler	Joyce Lomma
Laura Craig	Phil Marchese
Mark DeStefano	Ken Marquis
Donna Doherty	Tony Nicosia
Eleanore Ginader	Michael Taluto
Nancy Jackman	Anthony Trozzolio

APPLICATION DEADLINE: POSTMARKED OCTOBER 11, 2006

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 LackawannaCounty.
- 2007 grants must occur between January 1, 2007 and December 31, 2007
- Project must include a public performance or display
- Project must include participation of community partners to demonstrate public support

Restrictions

Organizations and individual artists are subject to the following restrictions:

- Any organization currently receiving arts or cultural funds fromLackawannaCountyis not eligible
- An organization / artist may submit only one application. (However, an organizatio artist may be listed as a **partner** on multiple applications. A partner actively participates in 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 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 outsideLackawannaCounty
- 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. If the project requires a venue, one letter should be from the *confirmed* venue partner. ***Application must include 2-3 letters of support from community partners.***
- **Administration (25% of total 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 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 early December. Checks will be issued at an awards ceremony in January 2007. *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 printed 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 educational materials disseminated by the Grantee. The LCCA or the Lackawanna County P 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 release).

“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.”

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

APPLICATION CHECKLIST

Applications must be postmarked or received online by October 11, 2006. NO EXCEPTIONS.

PLEASE NOTE: 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, please make every attempt to return the call.

MANDATORY SUBMISSIONS:

For applications received via postal mail:

- 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)**
- Resume of the community partner (if applicable). (Attach copies to each of the 10 copies of the application)**
- Letters of support for the project must be included. (*Minimum - 2; Maximum - 3*) Letters should be from the venue and community partners involved. Please do not include letters of support from people directly involved in the project (i.e. staff members, volunteers, artists, or financial backers).**
- NO STAPLES OR BINDERS, please. Paper clips may be used.**

For applications received via email:

- Completion of the application as an email attachment**
- Completion of the Certification Statement on page 8 with original signature. Signed certification statement must be sent by postal mail or hand delivered to Regina Peters at the address below and received by 4:00 pm on October 11, 2006**
- Completion of the appropriate project budget as an email attachment**
- Resume of the staff member / volunteer / artist who will be the project coordinator as an email attachment**
- Resumes of all artists / people involved with the project as an email attachment**

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APPLICATION CHECKLIST CONTINUED

- Resume of the community partner (if applicable) as an e-mail attachment**
- Letters of support for the project must be sent by postal mail or hand delivered to Regina Peters at the address below and received by 4:00 pm on October 11, 2006. (*Minimum - 2; Maximum - 3*) Letters should be from the venue and community partners involved. Please do not include letters of support from people directly involved in the project (i.e. staff members, volunteers, artists, or financial backers).**

OPTIONAL SUBMISSIONS:

- 10 copies of any supplementary material that can be copied should be included into each of the 10 copies of the application. (not to include slides, CD's, DVD's, etc.) If applying via email, please send or hand deliver to Regina Peters at address below.**
- 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 materials are received on time, we encourage 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. If applying by email, we will notify you via email when application is received.

Please send or hand deliver all application materials to:

**Regina M. Peters, Executive Director
Lackawanna County Council on the Arts
Courthouse Administration Building
200 Adams Avenue, 6th floor
Scranton, Pennsylvania 18503
Email: petersrm@lackawannacounty.org**

**LACKAWANNA COUNTY COUNCIL ON THE ARTS
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- **Must be Postmarked or Delivered by October 11, 2006.**
- **Please type, and do not staple.**

A. Applicant Information

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

**LACKAWANNA COUNTY COUNCIL ON THE ARTS
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B. Certification Statement

If applying via email, please submit with original signature via postal mail at the same time you submit your email.

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)

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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

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

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

- 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	LCCA request amount		\$ <input type="text"/>
E17	Total Project Income (E15 + E16)		\$ <input type="text"/>

- If the total project exceeds \$3,000, describe entire project and the costs the LCCA 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	\$ <input type="text"/>
F2	Outside Artists Salary/ Fees	\$ <input type="text"/>
F3	Administrative Salary / Fees	\$ <input type="text"/>
F4	Tech Salary / Fees	\$ <input type="text"/>
F5	Outside Tech Salary / Fees	\$ <input type="text"/>
F6	Supplies	\$ <input type="text"/>
F7	Postage	\$ <input type="text"/>
F8	Printing	\$ <input type="text"/>
F9	Space Rental	\$ <input type="text"/>
F10	Travel	\$ <input type="text"/>
F11	Advertising	\$ <input type="text"/>
F12	Equipment Rental	\$ <input type="text"/>
F13	Insurance	\$ <input type="text"/>
F14	Other (please specify)	\$ <input type="text"/>
F15	Total project expenses (add lines F1 - F14)	\$ <input type="text"/>

Total expenses must equal total project income

**LACKWANNA COUNTY COUNCIL ON THE ARTS
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Applicant Name:

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?