



**LACKAWANNA COUNTY
COUNCIL ON THE ARTS**

**2005 ARTS AND
CULTURAL GRANTS
APPLICATION
HANDBOOK**

**REGINA PETERS
EXECUTIVE DIRECTOR**

A LACKAWANNA COUNTY PROGRAM

**A.J. MUNCHAK
ROBERT C. CORDARO
RANDY CASTELLANI
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 priorities 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**

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

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

APPLICATION DEADLINES: Round 1: POSTMARKED MAY 13, 2005

Round 2: POSTMARKED NOVEMBER 11, 2005

N.B. THERE ARE NO EXCEPTIONS TO DEADLINE DATES

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.
- Round 1 projects must occur between July 1, 2005 and June 30, 2006
- Round 2 projects must occur between January 1, 2006 and December 31, 2006.

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.
- **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

The LCCA 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 June. Checks will be issued at an awards ceremony. All recipients will be encouraged to attend the public awards ceremony.

Acknowledgements

The Lackawanna County Arts and Cultural Program Grantee agrees:

1. To include an acknowledgement of arts funding support 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.

****Acknowledgement of Lackawanna County support must state as follows:**

This project was supported by the Lackawanna County Arts and Cultural Grants, a program of the Lackawanna County Commissioners and the Lackawanna County Council on the Arts. The grant awards are appropriated from the Lackawanna County Education and Culture Fund.

2. To incorporate the Lackawanna County seal including the names of the commissioners in its programs, promotional materials, education materials and posters relating to its LCCA funded activities and disseminated by the Grantee. The LCCA shall supply said seal.

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 **May 13, 2005** for Round 1 and **November 11, 2005** for Round 2. **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.**
- Letters of support for the project must be included. (Maximum of 3)**
- NO STAPLES OR BINDERS, please – paper clips may be used.**

OPTIONAL:

- One copy of 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 May 13, 2005 for Round 1
November 11, 2005 for Round 2**
- **Please type and do not staple.**

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	_____

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? _____

(C1 and C2 NOT APPLICABLE FOR ROUND 1 GRANTS)

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)

**LACKAWANNA COUNTY ARTS COUNCIL
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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)	_____	\$ _____
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 LCCA request amount	\$ _____
E17 Total Project Income (E15 + E16)	\$ _____

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

**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 @ 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?
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?
9. How will you accommodate people with disabilities?
10. How will you evaluate the success of the project?