



Lackawanna
County

Commissioners

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www.LackawannaCounty.org

Lackawanna County Arts and Culture Department

Information Guide—2022 MUNICIPAL GRANT

Applications are to be completed on-line

2022 Municipal Grant

Municipalities in Lackawanna County are invited to apply for a 2022 Municipal Arts and Culture Grant in the amount of \$500.00 for an arts or culture activity that will benefit your community.

Funding requests must be received no later than November 1, 2022 to ensure approval at a Lackawanna County Commissioners meeting. Projects must be community oriented and either arts, culture or history based. Examples of arts & culture programs and events are; exhibitions, film screenings, lectures, concerts, performances, poetry readings, festivals, arts activity for children or seniors. Funds cannot be used for fundraising activities (except volunteer fire fighter events and program), religious activities, or to purchase equipment or food. Technology for virtual programming is allowed within reason. Projects must be completed by December 31 of the current year. A municipality may choose to re-grant funds towards a project in their community. Murals are not funded through this application. Contact the Department to request a separate mural application.

Partnerships with area non-profits, businesses and artists and/or other cultural producers are encouraged, although the request must come from the municipality directly. Collaboration between municipalities is encouraged and allows for the pooling of resources and the request of larger amounts. For example, three townships could work together and apply for a \$1,500 grant to fund a concert series. When collaborating, one municipality must be the lead agency who will submit the request, accept the check, and complete the final report. Final reports are due no later than 30-days after the event(s) is held.

Additional information

arts-culture@lackawannacounty.com

or

570.963.6590 x3176

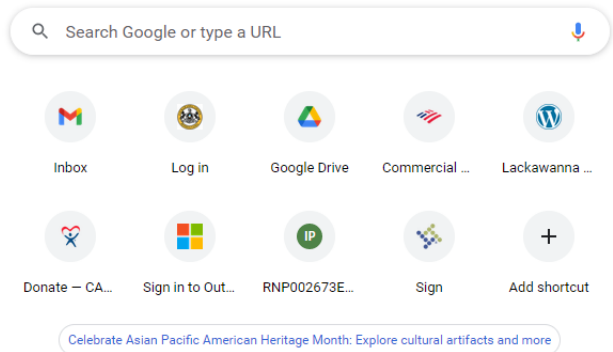
Step 1

Google
Survey Monkey Apply
Lackawanna County Link

<https://lackawanna.smapply.org/>

or at

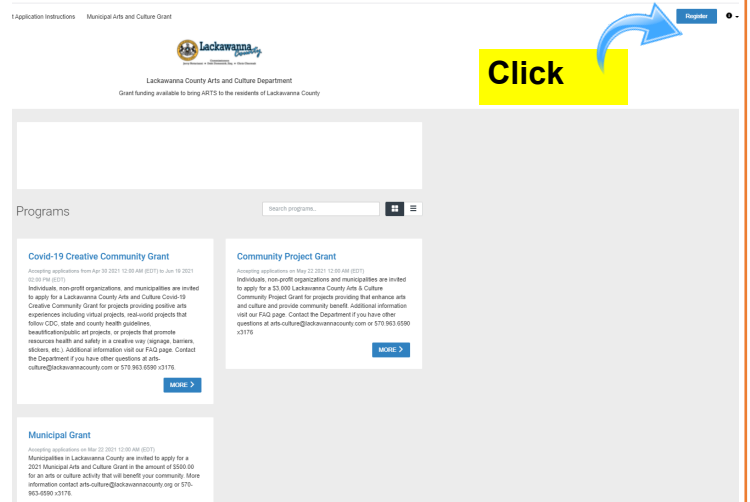
lackawannacounty.org
under Arts and Culture tab



Step 2 Survey Monkey

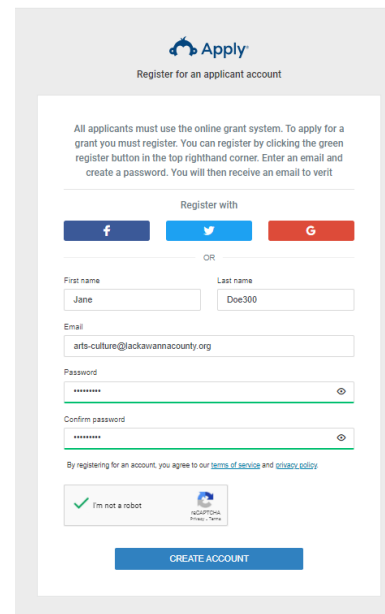
Lackawanna County
Online Application
Management System

Upper right hand corner Click



Step 3 Registration

Complete registration form
Save your password

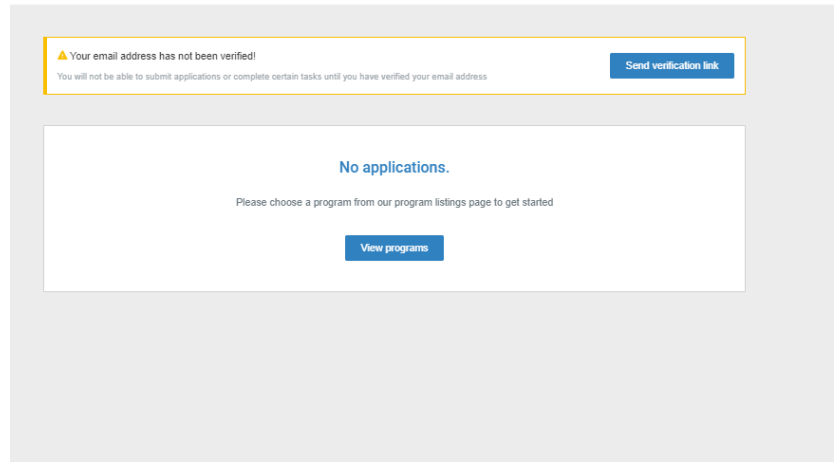


Step 4 Verify your email

Click



Send Verification



Step 5 Receive SurveyMonkey Apply Account Email Verification

SurveyMonkey Apply Account Email Verification Inbox x

Lackawanna County Arts and Culture Department <noreply@mail.smapply.net> Unsubscribe
to artsengage300+petesmith

Dear Pete Smith,

In order to validate your SurveyMonkey Apply account we require you to verify your email address. Please click the link below to help us validate that it's really you and your account should be ready to go.

Thanks,
The SurveyMonkey Apply Team

Click



Confirm email address

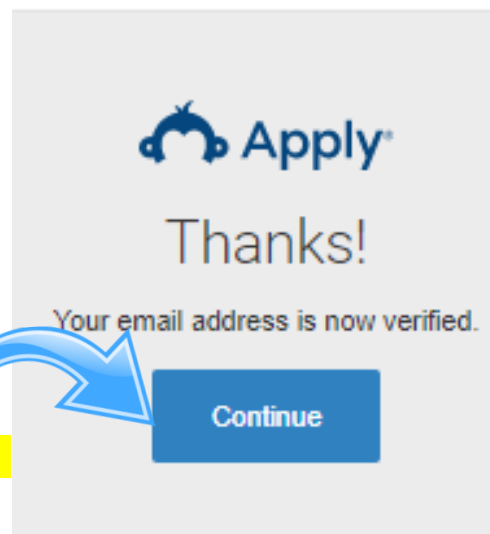
If the button is not clickable, please copy and paste this URL into your browser's address bar:

<https://lackawanna-smapply.com/acc/a/d933c0d2-3bde-4f70-9b07-10f6949b0e62/>

Step 6 Receive Notice of email Verification

Click Continue

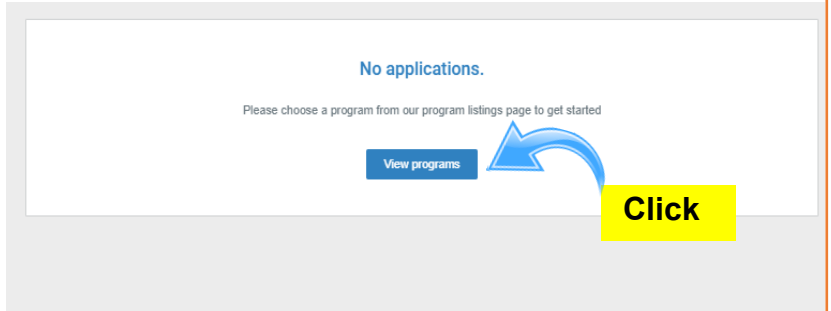
Click



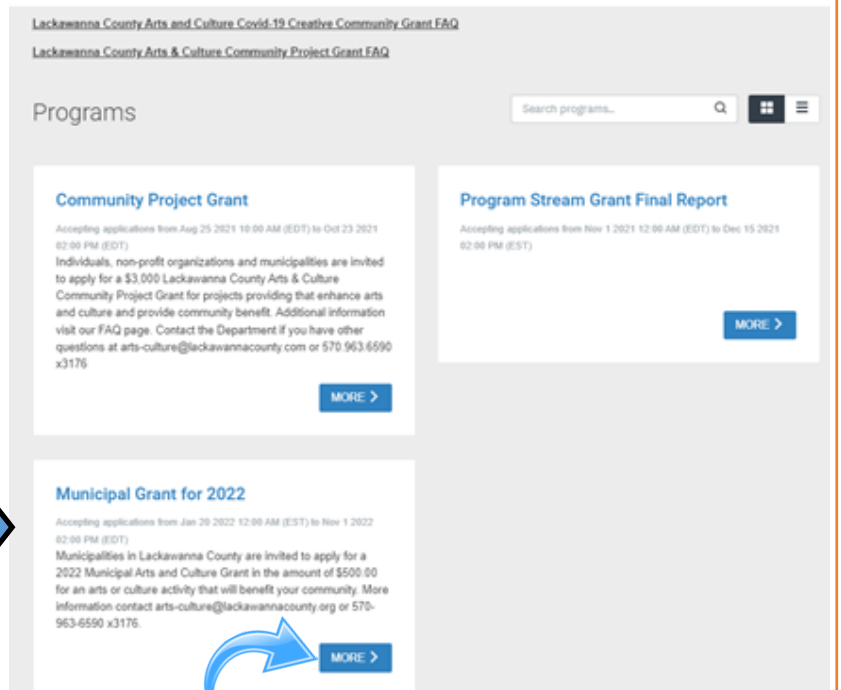
Step 7 after signing in you will be directed to a page **NO APPLICATIONS**

Click

View Programs



Step 8 Select the Program **Municipal Grant** click MORE



Click

Step 9 Open Program **Click APPLY**



Click

Step 10 Select the Program
Municipal Grant and click
MORE

Note select table or list view

Programs

Search programs...

Community Project Grant
Accepting applications from Aug 25 2021 10:00 AM (EDT) to Oct 23 2021 02:00 PM (EDT)
Individuals, non-profit organizations and municipalities are invited to apply for a \$3,000 Lackawanna County Arts & Culture Community Project Grant for projects providing that enhance arts and culture and provide community benefit. Additional information visit our FAQ page. Contact the Department if you have other questions at arts-culture@lackawannacounty.com or 570 963 6590 x3176

Program Stream Grant Final Report
Accepting applications from Nov 1 2021 12:00 AM (EDT) to Dec 15 2021 02:00 PM (EDT)

Municipal Grant for 2022
Accepting applications from Jan 20 2022 12:00 AM (EST) to Nov 1 2022 02:00 PM (EDT)
Municipalities in Lackawanna County are invited to apply for a 2022 Municipal Arts and Culture Grant in the amount of \$500.00 for an arts or culture activity that will benefit your community. More information contact arts-culture@lackawannacounty.org or 570-963-6590 x3176.

Step 11 Open Program - Click **APPLY**

Click

Municipal Grant for 2022

Overview of the Lackawanna County Arts & Culture 2022 Municipal Grant

Municipalities in Lackawanna County are invited to apply for a 2022 Municipal Arts and Culture Grant in the amount of \$500.00 for an arts or culture activity that will benefit your community.

Funding requests must be received no later than November 1 to ensure approval at a Lackawanna County Commissioners meeting. Projects must be community oriented and either arts, culture, or history based. Examples of arts & culture programs are events are: exhibitions, film screenings, lectures, concerts, performances, poetry readings, festivals, arts activity for children's or seniors. most anything that is Funds cannot be used for fundraising activities (except volunteer fire fighter events and program), religious activities, or to purchase equipment or food. Technology for virtual programming is allowed within reason. Projects must be completed by December 31 of the current year. A municipality may choose to re-grant funds towards a project in their community. Murals are not funded through this application. Contact the Department to request a separate mural application

APPLY

Opens
Jan 20 2022 12:00 AM (EST)

Deadline
Nov 1 2022 02:00 PM (EDT)

Step 12 Eligibility Qualifications

Click 2nd

Click 1st

Confirm Application is UNDERLINED

Step 13 Eligibility Questions

Note—answers are for demonstration purposes, you are required to answer according to your application

Click

Confirm a line is along Eligibility Questions

Click

Step 14 Begin Application

Click Application

Click

Step 15 Application Questions

Upload Work Sample
(Optional)
(optional)

1 of 2 required tasks complete

Last edited: May 24 2021 02:59 PM (EDT)

REVIEW SUBMIT

Address 2 (if applicable):

City:

State: Pennsylvania

Zip:

Phone:

Alternate Phone:

Email: artsengage300+petesmith@gmail.com

Website (if applicable, https:// format)

Municipality:

Upload work samples is optional
Only click if uploading

Provide the information requested

Answer Questions

Phone Numbers
MUST BE FORMATED
000-000-0000

1. I am applying for a collaborative grant with other municipalities

Yes No

2. Project Location

3. Project Description

(100 words or less)

4. Project Start Date

5. Project End Date

6. List any partners and their role:

(100 words or less)

7. Depending on CDC and state guidelines concerning Covid-19 what is your safety plan?

After completing the question
Click MARK AS COMPLETE

Click

SAVE & CONTINUE EDITING

MARK AS COMPLETE

Step 15 B Applying for a Collaborative grant with other Municipality(s)

Application Questions

Contact Information:

Contact Person: Mickey Mouse

Address 1: 300 Cliff Street

Address 2 (If applicable): Scranton, PA 18503

City: Scranton

State: Pennsylvania

Zip: 18503

Phone: 570-963-6590 **MUST BE FORMATED 000-000-0000**

Alternate Phone:

Email: calveyc@lackawannacounty.org

Website (If applicable, https:// format):

Municipality: Scranton

1. I am applying for a collaborative grant with other municipalities

Yes No **If Collaborating "YES"**

Clear

1a. If yes, list municipalities

Click [here](#) for a list of Lackawanna County Municipalities

Eimhurst
Jefferson Township **List other Municipalities**

SAVE & CONTINUE EDITING MARKAS COMPLETE **Click**

Step 16 Upload Work Samples (Optional) Upload any photos, videos, articles, etc

Attach Material
File formats: PDF

AVI
P3 or MP4
MOV
WAV
PNG
JPG
JPEG

Upload Work Sample (Optional)

Task instructions **hide**

Uploaded any photos, videos, articles, etc.

ATTACH FILE **Click**

LINK TO VIDEO

Maximum: 3

MARKAS COMPLETE **Click**

REVIEW SUBMIT **Click**

Step 17 Review– Submit application


Please confirm submission of your application.

If you wish to take a look at the application before submitting, please **Review** it.

Submit application ×

Please confirm submission of your application.

If you wish to take a look at the application before submitting, please **Review** it.

Click 

Step 18 Submitted Confirmation



Application Submitted!

Thank you for submitting your application.

[Go to My Applications](#)

OR

[View more Programs](#)

Step 19 receive email Confirmation

Lackawanna County Arts and Culture Department

Dear Pete,

Thank you for applying for a Municipal Grant. We have received your application.

If you have any questions about your submission contact us at arts-culture@lackawannacounty.org or 570.963.6590 x3176.

Sincerely

Maureen McGuigan

Director of Arts & Culture

Lackawanna County

Step 1 Acceptance - Awarded Notice

Awarded applicants will receive an email and are required to


Click **START** to proceed to Accept Grant Funding

All Applications ▾

Municipal Grant
2021-9766854339

Deadline: November 15, 2022

STATUS: Award Follow Up Due

 **AWARDED**
\$ 500.00

Required task incomplete


START

Submitted on: Sep 21 2021 01:01 PM (EDT)

Click



Step 2 Final Report

 **AWARDED**
\$ 500.00

You accepted on: Sep 21 2021 02:21 PM (EDT)
Awarded on: Sep 21 2021 02:21 PM (EDT)
Required task incomplete

Last edited: Sep 21 2021 02:20 PM (EDT)

REVIEW **SUBMIT**

Deadline: Dec 15 2021 11:59 PM (EST)

Municipal Grant [🔗](#) 👁️ Preview ⋮

2021-9766854339

Status: Award Follow Up Due

APPLICATION ACTIVITY DECISION DETAILS

Your tasks

- Final Report >
- Supplementary Uploads (Optional) (optional) >

Previous tasks

- Eligibility Questions
Completed on: Sep 21 2021 12:56 PM (EDT) >
- Application Questions
Completed on: Sep 21 2021 01:01 PM (EDT) >
- Upload Work Sample (Optional) (optional) >



Step 3 Supplementary Uploads (Optional)

Supplementary uploads may be added which is optional.

MARK AS COMPLETED must be checked after any uploads and even if there is not an upload.

← Back to application

Municipal Grant
2021-9766854339
ID: 2021-9766854339 | Status: Award Follow Up Due

Final Report

Supplementary Uploads (Optional) (optional)

Awarded
Required task incomplete

Last edited: Sep 21 2021 02:20 PM (EDT)

REVIEW SUBMIT

Deadline: Dec 15 2021 11:59 PM (EST)

Supplementary Uploads (Optional)

Task instructions Hide

Upload any photos, videos, articles, etc.

ATTACH FILE
[Show accepted formats](#)

LINK TO VIDEO

Maximum: 3

MARK AS COMPLETE

Click