

Grassroots Arts Program Subgrant Application Form FY 2015–2016



Please Type or Print Clearly

Applicant Organization Information

Name of Applicant Organization _____

Contact Person's Name _____

Contact Person's Title _____

Mailing Address _____

City _____

County _____

State _____

Zip Code _____

Work Phone () _____

Home Phone () _____

Fax Number () _____

Fiscal Year End Date _____

Email Address _____

Website Address www. _____

Please give a brief description of your organization, including mission, board and staff composition, current arts programs and services and number and kinds of people served. Public schools and other large governmental or community agencies should provide a description of their arts program only rather than the entire organization.

Please attach complete income and expense statement (an audit may be substituted) for your last fiscal year and complete operating budgets for the current fiscal year and next fiscal year. Public schools and other large governmental or community agencies should attach arts program financial information only. Please copy the totals from these attachments in the spaces below.

Last Year Actual FY _____ Current Year FY _____ Next Year FY _____

Actual Income \$ _____ Income \$ _____ Projected Income \$ _____

Actual Expenses \$ _____ Expenses \$ _____ Projected Expenses \$ _____

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Project Description

Grant Amount Requested: \$ _____

Project Start Date: _____ (no earlier than July 1, 2015)

Project End Date: _____ (generally no later than May 31, 2016)

Please attach a narrative providing the information requested below for the project you propose. Please be concise and as specific as possible.

1. Project title or summary description
2. Project goals
3. Description of intended participants/audience, including estimated numbers and racial and cultural composition
4. Location where project will take place
5. Description of project activities
6. Description of the artists to be involved in the project, their race, how and why they were chosen and, if appropriate, the rate of payment for their services (if you have not yet selected the artists, describe the kinds of artists you intend to involve and how you will select them.)
7. Description of how the project will be publicized and promoted to reach intended participants
8. Description of how you will evaluate the project

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Financial Information

Please provide a projected budget for your proposed project utilizing the format below.

| Project Expenses | Cash Expenses | = | Grant Amount Requested | + | Applicant Cash Match |
|-------------------------------------|----------------------|---|-------------------------------|---|-----------------------------|
| A Personnel | | | | | |
| Administrative staff | _____ | | _____ | | _____ |
| Artistic staff | _____ | | _____ | | _____ |
| Technical/Production staff | _____ | | _____ | | _____ |
| B Outside Fees and Services | | | | | |
| Artistic contracts | _____ | | _____ | | _____ |
| Other contracts: _____ | _____ | | _____ | | _____ |
| C Space Rental | _____ | | _____ | | _____ |
| D Travel | _____ | | _____ | | _____ |
| E Marketing | _____ | | _____ | | _____ |
| F Remaining Project Expenses | _____ | | _____ | | _____ |
| G Total Cash Expenses | _____ | = | _____ | + | _____ |

| Project Income | Cash Income |
|---|--------------------|
| A Admissions | _____ |
| B Contracted Services Revenue | _____ |
| C Other Revenue | _____ |
| D Private Support | |
| Corporate support | _____ |
| Foundation support | _____ |
| Other private support | _____ |
| E Government Support | |
| Federal | _____ |
| State/regional (not including this request) | _____ |
| Local | _____ |
| F Applicant Cash | _____ |
| G Grant Amount Requested in this application | _____ |
| H Total Cash Income (must at least equal Total Cash Expenses, Item G in Project Expenses) | _____ |

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Certification

We understand that failure to respond to any of the above items may adversely affect the consideration of this application. We certify that we are committed to the completion of the proposed project in compliance with legal requirements and granting procedures. We certify that the information contained in this application, including attachments and supporting materials, is true and correct to the best of our knowledge.

Name and Position of Authorizing Official _____

Signature of Authorizing Official _____ Date _____

Signature of Contact Person _____ Date _____