

**MONMOUTH COUNTY ARTS COUNCIL  
FISCAL YEAR 2012 MINI-GRANT PROGRAM  
January 1, 2012 – December 31, 2012**

**Applications must be typed in 12 point font or larger with 1 inch margins and must be completed in full. Handwritten and incomplete applications will be disqualified.**

**This application is available in large print upon request**

**Guidelines and applications can be downloaded from [www.monmoutharts.org](http://www.monmoutharts.org)**

The Monmouth County Arts Council offers \$500 Mini-grants for **arts projects** to new and emerging organizations as part of the Local Arts Grant Program through the New Jersey State Council on the Arts. Organizations can apply for only one Mini-grant per fiscal year and may not have received other MCAC funding. These grants have a simplified application process and a short time frame from application to award. There is no deadline. Applications are reviewed bi-monthly.

#### **APPLICATION GUIDELINES**

Projects must take place during Fiscal Year 2012 (January 1, 2012 - December 31, 2012).

**Mini-grants must be matched on a dollar for dollar basis (1:1).**

Mini-grants are intended as an introduction to the Local Arts Grant Program. After two successful minigrant applications organizations must apply through the regular grant process for future support. A grant received in one year is no guarantee of subsequent funding.

**Organizations that apply for General Operating Support, General Programming Support, Technical Assistance or Special Project Support through MCAC or the NJ State Council on the Arts may not apply for a Mini-grant.**

Grant recipients must sign a contract prior to receipt of the grant and a Final Report consisting of a narrative and final financial accounting of the project at the end of the grant period. The mini-grant will be paid in full when NJSCA money is received in 2012.

#### **Criteria**

All eligible applications are evaluated on the following criteria:

- Artistic excellence
- Originality, creativity, innovativeness of project
- Benefit for the community (Potential to broaden, deepen or diversify participation in the arts)
- Accessibility to the public
- Realistic budget and ability to complete grant application, contract and final report

Recommendations for funding will be made to the Board of the Monmouth County Arts Council. Applicants will be notified by mail of the decision.

**FUNDS MAY NOT BE USED FOR** fundraising events, capital improvements and acquisitions, hospitality costs and foreign travel, deficits or replacement of funds normally

budgeted for the activity, scholarship funds or fellowships, projects in educational or religious institutions which are exclusive to students or congregational members and do not involve the public at large.

### **ADA COMPLIANCE**

Ensuring that the programming supported by MCAC is available to the widest possible audience is a high priority. This includes access for people with disabilities. Accessibility includes the physical performance/exhibition space (whether owned, rented or borrowed), programming, audience marketing, personnel training, audience development and printed materials.

**All Mini-grant applications must include a Project Accessibility Checklist** which can be downloaded from the Cultural Access Network website, [www.culturalaccessnetwork.org](http://www.culturalaccessnetwork.org) for compliance with the Americans with Disabilities Act. Click Accessibility ADA Materials to access the Checklist. The Self-Assessment tool also on this website is very useful before doing the Checklist.

### **SUPPORT MATERIAL**

- Include resumes of key artistic personnel
- Other support material about your organization may include newspaper reviews, programs or general brochures. Maximum: 5 items.

### **WHAT MAKES A COMPLETE APPLICATION PACKAGE**

A pocket folder is recommended for organizing the application. Place one copy of the application form on one side and the support materials on the other side. Be sure to make a copy of your application for your records.

- The original application with original signatures
- One (1) set of support materials
- Project Accessibility Checklist
- One set of slides, tape, CD, or videotape directly related to your project.

Mail to: MCAC, 107 Monmouth Street, Suite 3, Red Bank, NJ 07701

Funding is made available through the Local Arts Program administered by the New Jersey State Council on the Arts/Department of State to provide the people of the state access to quality arts experiences in their communities, making the arts an integral part of people's lives and their communities, and expanding the arts support infrastructure. Programs of the Monmouth County Arts Council are made possible in part through funding from the Monmouth County Board of Chosen Freeholders, through the Monmouth County Historical Commission, and the New Jersey State Council on the Arts/Department of State, a Partner Agency of the National Endowment for the Arts.

For information contact the Community Arts Director at [cad@monmoutharts.org](mailto:cad@monmoutharts.org) 732-212-1890 ext. 3.

**MONMOUTH COUNTY ARTS COUNCIL FISCAL YEAR 2012  
MINI-GRANT APPLICATION**

**APPLICANT INFORMATION**

Complete all information in the spaces provided. Do not leave blanks. Handwritten or incomplete applications will be disqualified.

NAME OF ORGANIZATION:

CONTACT PERSON:

ADDRESS:

CITY:

ZIP:

PHONE :

FAX:

EMAIL ADDRESS:

PURPOSE OF FUNDING: For publication purposes state in 50 words or less what MCAC funding will help to support.

This MCAC grant will help support.....

TITLE OF PROJECT:

PROJECT INFORMATION - Briefly summarize your project, its goals and objectives. Who is the target audience?

I. PROJECT DESCRIPTION - In greater detail, describe the following:

- What you propose to do and the activities that comprise the project
- How does this project meets your organization's stated mission
- Who will carry out the project, their roles and qualifications
- What benefits will the community derive from this project

**II. PROVIDE AN OVERVIEW OF YOUR ARTISTIC AND/OR EDUCATIONAL OBJECTIVES FOR THIS PROJECT**

**III. EVALUATION**

Describe your plans to evaluate the project and its effectiveness in meeting your organizations objectives and mission.

**IV. PROJECTED TIMELINE**

Provide a timeline for the project including start and completion dates and/or a calendar of when program activities are scheduled.

**V. USE OF MINI-GRANT FUNDS**

Identify the specific project expenses the Mini-grant will be used for. This amount cannot exceed \$500.

## PROJECT BUDGET

*CHECK YOUR ARITHMETIC!*

### PROJECT INCOME

#### CONTRIBUTIONS

Corporate \$ \_\_\_\_\_  
Foundation \$ \_\_\_\_\_  
Individual Donations \$ \_\_\_\_\_

#### EARNED INCOME

Admissions \$ \_\_\_\_\_

CASH ON HAND \$ \_\_\_\_\_

MCAC MINI-GRANT \$ 500.00

OTHER SUPPORT \$ \_\_\_\_\_

**TOTAL PROJECT INCOME** \$ \_\_\_\_\_

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### PROJECT EXPENSES

ADMINISTRATION \$ \_\_\_\_\_

ARTISTIC FEES \$ \_\_\_\_\_

#### OVERHEAD

Telephone \$ \_\_\_\_\_

Utilities \$ \_\_\_\_\_

Postage \$ \_\_\_\_\_

SUPPLIES \$ \_\_\_\_\_

#### MARKETING/PR

Advertising \$ \_\_\_\_\_

Printing/copying \$ \_\_\_\_\_

#### OTHER EXPENSES - describe

1. \_\_\_\_\_ \$ \_\_\_\_\_

2. \_\_\_\_\_ \$ \_\_\_\_\_

3. \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL PROJECT EXPENSES** \$ \_\_\_\_\_

**IN KIND CONTRIBUTIONS**

Identify all donated goods and services as well as individual or organizations contributions anticipated, and provide an estimate of cash value.

- 1. \_\_\_\_\_ \$ \_\_\_\_\_
- 2. \_\_\_\_\_ \$ \_\_\_\_\_
- 3. \_\_\_\_\_ \$ \_\_\_\_\_
- 4. \_\_\_\_\_ \$ \_\_\_\_\_
- 5. \_\_\_\_\_ \$ \_\_\_\_\_

**SIGNATURE**

We certify that the information provided is correct to the best of our knowledge. If awarded a grant, we agree to submit a final report within 30 days of the completion of the project. We will acknowledge the Monmouth County Arts Council with its funding statement and logo as a supporter in all advertising, program booklets and press releases.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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