

**MONMOUTH COUNTY ARTS COUNCIL
LOCAL ARTS PROGRAM GRANT
FISCAL YEAR 2012
GRANT GUIDELINES & APPLICATION**

FUNDING PERIOD January 1, 2012 – December 31, 2012

DEADLINE: Monday, June 20, 2011 4:00 p.m. or postmarked

Guidelines & Applications can be downloaded as a word document or as a PDF from
www.monmoutharts.org.

The Monmouth County Arts Council is a non-profit organization and is the official Arts Agency of the County. It was founded in 1971, and enriches the community by inspiring and fostering the arts. MCAC offers Local Arts Program Grants funding to Monmouth County organizations that provide arts programs in Monmouth County that are artistically excellent, provide public benefit, and are accessible to the public. In order to accept public funds, organizations must be able to complete all necessary reporting including the application, a contract and a final report, by the deadlines.

PLEASE NOTE

Handwritten applications will not be accepted.

Grant workshops are **highly recommended** for all applicants.

This will be a very competitive funding cycle.

WORKSHOPS

Register at 732-212-1890 ext 3 or cad@monmoutharts.org.

May 19 (Thursday) **10:00 a.m.** *Grant Workshop and ADA Requirements

@Phoenix Productions, 111 Monmouth Street, Red Bank

7:00 p.m. *Grant Workshop and ADA Requirements (Repeat workshop)

@107 Monmouth St., Suite 1, Red Bank (Upstairs)

May 23 (Monday) 7:00 p.m. * Grant workshop and Creating a Long Range/Strategic Plan

@Phoenix Productions, 111 Monmouth Street, Red Bank

*An ADA Checklist addressing issues related to the Americans with Disabilities Act is required with all applications.

Please print a copy of the grant guidelines and application from www.monmoutharts.org and bring it to the grant workshop. Individual appointments with staff may also be scheduled.

This Application is available in Large Print upon request. Applicants in need of an assistive listening device or other assistance contact MCAC at 732-212-1890 ext 3 or at cad@monmoutharts.org no later than one week prior to the workshop date.

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.

The Local Arts Grant Program provided by the New Jersey State Council on the Arts/Department of State provides 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.

APPLICANT ELIGIBILITY

- Applicant organization must be incorporated in the State of New Jersey as a non-profit corporation or be a unit of government and be based in Monmouth County.
- Organization must be tax-exempt by determination of the Internal Revenue Service in accordance with Sections 501(c) 3 or (c) 4. Organizations that have not yet achieved not-for-profit status may apply for a Technical Assistance Grant or Mini-Grant.
- Educational and religious institutions may apply for General Program Support, Special Project or Technical Assistance grants. Higher educational institutions may submit one application per department. Religious institutions may submit one application per institution.
- Applicant organizations must comply with all pertinent state and federal regulations including, but not limited to Fair Labor Standards (regarding the payment of fair wages and the maintenance of safe and sanitary working conditions): the Civil Rights Act of 1964; section 504 of the Rehabilitation Act of 1973, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990 (all barring discrimination on among other things, the basis of race, color, national origin, disability, age or sex); and the Drug –Free Workplace Act of 1988; and Section 1913 of 18 U.S.C.

THIS GRANT WILL NOT FUND

- Capital improvements and acquisitions
- Hospitality costs and foreign travel
- Deficits or replacement of funds normally budgeted for the activity
- Student publications and scholarships

- Projects in educational or religious institutions which are primarily students or members and do not involve the public at large. Schools may seek artist residency support through the New Jersey State Council of the Arts' Artists in Education program.
- Fundraising events.

TYPES OF GRANTS

Organizations are encouraged to ask for the highest award amount applicable, based on the restrictions under each category. There is no advantage in asking for less since full funding is rarely received for General Operating, General Program and Special Project Support.

General Operating Support (GOS) Grants are available to support the overall operations of non-profit organizations whose missions are exclusively devoted to the arts. Requests can be up to 20% of the organization's annual expense budget. These are non-restricted, non-project funds. **GOS Grants must be matched one dollar for every dollar awarded (1:1).**

General Program Support (GPS) Grants are available to support the costs of full-time, on-going arts programs that are maintained by non-profit organizations, agencies, institutions or units of local government. These programs should have their own mission and goals and be considered permanent within the sponsoring institution and contain multiple events or activities. Programs should be wholly dedicated to the arts and the sponsoring organization should clearly demonstrate its commitment to support of the arts program through the allocation of its resources and funds raised in the community. Requests can be up to 20% of the organization's arts program's annual expense budget. **GPS Grants must be matched two dollars for every dollar awarded (2:1).**

Special Project (SP) Grants are available for the costs of an arts special project or event that is

sponsored by a non-profit organization, agency, institution or unit of local government. A special project is defined as an activity and/or service that is event-oriented, occurring either one-time or periodically for a short duration. Requests can be up to 50% of the project expenses. **For arts organizations, SP grants must be matched one dollar for every dollar awarded (1:1). For non arts organizations SP Grants must be matched two dollars for every dollar awarded (2:1).**

Mini-Grants (M) for FY 2012 will be available throughout the year for \$500 for special projects. This category has a separate simplified application process, short-time frame, and pre-determined dollar value. **M Grants must be matched one dollar for every dollar awarded (1:1).**

Technical Assistance (TA) Grants of no more than \$3,000 are available to emerging/developing, minority or special constituency arts organizations which demonstrate promise and the ability to realize organizational stability through targeted financial assistance. Technical assistance is also available to existing arts organizations wishing to address a specific development problem within an organization. **TA Grants require no cash match but must demonstrate a dollar for dollar in-kind match (1:1 in-kind).**

Applicants may apply in only one category. Applicants may not apply to or be funded by both Monmouth County Arts Council and the New Jersey State Council on the Arts at the same time.

GRANT PERIODS

All categories of support will be offered for a one-year cycle.

January 1, 2012 – December 31, 2012

Three year funding is offered to groups that meet additional criteria.

Year 1 January 1, 2012 – December 31, 2012

Year 2 January 1, 2013 – December 31, 2013

Year 3 January 1, 2014 – December 31, 2014

CRITERIA FOR ALL APPLICANTS

Awards are highly competitive, based on:

- Artistic Excellence

- Organizational Capacity (including):
 - Broad public benefit – Participation and visibility
 - Accessibility to the public
 - Commitment to lifelong learning in the arts
 - Accountability - Fiscal soundness with broad support and accountability of public funds,
- Ability to complete *by deadline* the grant application, contract and final report.

ADDITIONAL CRITERIA FOR THREE YEAR FUNDING

- Must be an arts organization.
- Must have a history of GOS or GPS funding from MCAC for at least 3 consecutive years.
- An up-to-date long range plan which will extend through 2014.
- Demonstration of county-wide impact.
- A past history of meeting required reporting deadlines.

You must receive approval from MCAC before applying for three year funding. Please call 732-212-1890 ext 3 to make intent to apply by June 1, 2011. If a group is unable to meet reporting deadlines they will be dropped out of the three year cycle and will have to reapply for 2013. Three-year grantees will be required to fulfill one site visit with MCAC staff each year.

NOTE: Any organization which has a significant multi-county impact and has been in existence for more than 3 years is strongly encouraged to investigate direct application to the New Jersey State Council on the Arts.

MCAC/NJSCA Priorities/Identifying Best Practices and Models

- Serving the needs of artists, particularly New Jersey artists with exemplary programs, opportunities, services or presentation of their work.
- Presenting new works of art that strive to make significant contributions to the advancement of the art form.
- Preserving and conserving art forms and cultural heritage through public presentation.
- Promoting cultural diversity and diversifying cultural participation. **NOTE: The involvement of and benefit to communities of**

diverse cultures are considerations in the Council's evaluation of programs. The wide range of ways applicant's can demonstrate a model or best practice includes program marketing and outreach to culturally diverse audiences and communities; programming that is responsive to community needs and to the need to provide audiences with access to culturally diverse programming; support of arts organizations whose composition reflects the community served and/or the art forms produced; and support of ethnically specific arts and modes of expression.

- Advancing and advocating for arts education in schools and life-long learning in and through the arts.
- Offering new and increased opportunities for lifelong learning in and through the arts.
- Demonstrating and promoting the public value of the arts.
- Advocating for greater and broader support for the arts.
- Broadening, deepening or diversifying participation among arts stewards (trustees, donors, volunteers), art creators (artists) or arts audiences by addressing the practical, perceptual or experiential impediments to arts participation especially among underserved communities.
- Promoting accessibility to the arts for people with disabilities.
- Forging new and expanded partnerships and collaborations that connect the arts to other sectors in more effectively addressing community issues and challenges including, but not limited to economic development, tourism, social services, law and public safety, health and healing, etc.
- Adhering to the highest standards and innovative practices of operational excellence including governance, management, planning, use of technology and resource development
- Demonstrating exemplary contribution to the implementation of one or more strategies in the Monmouth County Arts Plan, A Blueprint for the Arts and/or Arts Plan New Jersey.

WHAT MAKES A COMPLETE APPLICATION

A complete application package includes 1 original and 3 copies of the application, required support materials, optional support materials and a Project Accessibility

Checklist. Required Support Materials are listed on the checklist included in the application.

Incomplete and sloppy applications make it very difficult for the panel to evaluate the proposal. It is to your advantage to make the application as clear, organized and easy to read as possible since panelists are reading between 30-40 grants.

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 free), programming, audience marketing, personnel training, audience development and printed materials.

All grant applications must include a Project Accessibility Checklist for compliance with the Americans with Disabilities Act which can be downloaded from the NJ State Council on the Arts website www.njartscouncil.org. Click Accessibility ADA Materials to access the Checklist. The Self-Assessment tool is very useful before doing the Checklist.

SUPPORT MATERIALS

Additional Support Material is critical in giving panelists a better picture of your organization's work. Include no more than 10 items (from the past 12 months) such as press clippings, programs, advertisements, press releases etc. **If funded in the past, highlight MCAC funding statement and logos in materials.** Any material submitted past the deadline will not be accepted.

CDs or DVDs are critical to evaluating the artistic quality of your project or program. Submissions **MUST be clearly labeled** with the following information:

Name of Organization, Title of Performance, Length of Performance, Date of Performance.

- Panelists will view or listen to a 10 minute segment so clearly mark where they should begin. You may include a brief summary of the piece to be viewed.

- Include programs, guest artists' resumes and any information related to the performance submitted.
- Please include a self-addressed, stamped envelope (with organization name) if you wish the materials returned.

MUSIC AND OPERA

Organizations must submit 4 copies of the CD or DVD, representing, your best performance from the past 12 months. It is important for an orchestra or ensemble to submit the best quality work which exhibits a variety of tempos and styles in musical performance.

DANCE, THEATER AND INTERDISCIPLINARY ORGANIZATIONS

Submit 4 copies of a DVD from a performance from the past 12 months.

VISUAL ARTS, CRAFTS, MEDIA ARTS AND PHOTOGRAPHY ORGANIZATIONS

Provide 4 copies of one catalog of an exhibit from the past 12 months. **Submit 10 – 20 images CD, up to four of the space and/or installation of an exhibit(s) and the rest of exhibited work in JPEG format, sized at 300dpi, labeled with Organization Name.** Media Arts organizations must submit 4 copies of a DVD of a production from the past 12 months.

GRANT AND EVALUATION PROCESS

1. The Monmouth County Arts Council applies for funding from the New Jersey State Council on the Arts. A portion of the funds awarded are used for the Local Arts Program Grants.
2. Local groups apply, MCAC staff review applications for completeness and forward them to a panel of independent arts experts who review and evaluate them based on the criteria stated in the guidelines. **MCAC staff does not evaluate applications.**
3. Panelists meet to review and rank the applications according to how well they meet the stated criteria and priorities.
4. Panel recommendations are submitted to the Grants Task Force of the MCAC Board of Trustees for review.

5. Applications that are recommended for funding are approved as a whole by the MCAC Board of Trustees.
6. Funding to local arts groups is based on NJSCA funding of MCAC. If the actual amount awarded to MCAC is less than the amount recommended for funding, awards will be based on the available funding from NJSCA.
7. Applicants receive a letter, a contract and a copy of the panel comments. Applicants who are not recommended for funding may appeal the decision in writing, but only on the grounds that the original proposal was misinterpreted or misunderstood, no new information will be accepted for consideration. An applicant will have ten days from the date of the notification letter in which to submit an appeal. Decisions on appeals are final.
8. Funding will be disbursed in two payments (75% and 25%). The first payment is released after the contract and voucher have been received and payment has been received from NJSCA. The final payment is made upon evaluation and approval of the Final Report, but may be withheld or reduced if grant funds are not expended based on the contract; if the MCAC and NJSCA are not credited in accordance with credit/publicity guidelines; the appropriate cash match is not made or if the Final Report is not complete. The Final Report includes a financial statement, attendance figures and a narrative.

CONFLICT OF INTEREST POLICY

Grant applications are accepted from applicants annually. These applications are reviewed by independent arts panelists. These individuals are consultants, not employees, of the MCAC and are selected specifically for the purpose of reviewing the grant applications. The independent arts panelists are selected after a review of their backgrounds that include their work, education and experience. An effort is made to select panelists whose backgrounds reflect the arts disciplines of the groups whose applications they are going to review.

CHECKLIST

The following items should be stapled in the upper left hand corner in the order listed. Place the application and one set of required support materials in the right side of a two pocket folder and one set of additional support materials in the left side.

Attach to original only

- Checklist
- IRS Tax Exempt Determination Letter (not the sales tax form)
- ADA Accessibility Checklist

Original and three copies

- Local Arts Grant Application Form
- Narrative (no more than five pages with 12 pt. type and 1 inch margins)
- Activities Chart
- Finance Charts # 1 & 2

Required Support Materials (One Original & Three copies)

- List of Board Members and affiliations
- Resumes of Key Paid and/or Volunteer Staff
- Biographies of Professional Artists
- Audited Financial Statements are required for organizations with gross receipts over \$500,000.
- OR for organizations under this amount, please submit Internal Financial Statements. (balance sheet & income statement)
- IRS 990 (or 990EZ) for organizations with gross receipts over \$50,000
- OR proof of filing 990 N e-postcard for organizations under that amount.

*Please note: Filing IRS 990N e-postcard electronically is now **REQUIRED** by the IRS for ALL 501c (3) organizations with gross receipts under \$50,000 unless they choose to file the 990 or 990EZ instead.*

- Long Range Plan (required for GOS and GPS grants. Three year applications must have a plan that extends through 2014)
- CD or DVD Submissions of work
- CD with visual art images in JPEG format, sized at 300dpi. Music CD with selections from performances from the past 12 month. Label all CDs with Organization Name.
- DVD must be labeled with Organization Name.

Additional Support Materials (original and three copies)

No more than 10 pieces

- Press clippings, reviews, flyers
- Brochures and programs

***Enclose self-addressed stamped envelope (with organization name) if you would like CDs or DVDs returned.**

MONMOUTH COUNTY ARTS COUNCIL
LOCAL ARTS GRANT APPLICATION
FUNDING PERIOD January 1, 2012 – DECEMBER 31, 2012

DEADLINE: Monday, June 20, 2011, 4:00 pm in the office or postmarked

DIRECTIONS: Read both the Guidelines and Application before completing the application. Submit one original and three copies of the completed application to the Monmouth County Arts Council Offices, 107 Monmouth Street, Suite 3 Red Bank, NJ 07701. For questions contact 732-212-1890 ext 3 or cad@monmoutharts.org.

GENERAL INFORMATION

Applicant: _____
 Address: _____
 City, State, Zip: _____
 Federal ID #: _____
 Contact Person _____ Phone _____
 Fax _____ email _____
 Congressional District _____ NJ Legislative District _____

APPLICATION SUMMARY

Artistic Discipline (please check one)

Choral Music	<input type="checkbox"/>	Instrumental Music	<input type="checkbox"/>	Multi-Disciplinary	<input type="checkbox"/>	Visual Arts	<input type="checkbox"/>
Crafts	<input type="checkbox"/>	Interdisciplinary	<input type="checkbox"/>	Opera/Music Theatre	<input type="checkbox"/>		
Dance	<input type="checkbox"/>	Literature	<input type="checkbox"/>	Photography	<input type="checkbox"/>	Other	<input type="checkbox"/>
Design Arts	<input type="checkbox"/>	Media Arts	<input type="checkbox"/>	Theatre	<input type="checkbox"/>	_____	

TYPE OF GRANT REQUESTED (Please check one)

General Operating Support (GOS) Special Project (SP)
 General Program Support (GPS) Technical Assistance (TA)

Is your organization receiving or applying for funding from another County Arts Agency or the NJ State Council on the Arts for FY 2010 or 2011? If so please explain:

BUDGET SUMMARY (If applying for Special Project Grant, please provide your total organizational income and expenses, including the Special Project figures. Then provide us with your Special Project income and expenses.)

Total Organizational Income GOS & GPS (Projected FY 2012)	\$ _____
Total Organizational Expenses GOS & GPS (Projected FY 2012)	\$ _____
Total Project Income (Projected FY 2012)	\$ _____
Total Project Expenses (Projected FY 2012)	\$ _____
Total In-Kind Contributions (see note on Finance Chart #2)	\$ _____

REFER TO BUDGET PAGES FOR THE FOLLOWING

Total MCAC Funding Requested (Item A on Income Chart)	\$ _____
Total Cash Match (Item B -Total Cash Expenses less Item A- MCAC funding requested)	\$ _____

I certify to the best of my knowledge and belief, the information in this application is true and accurate. I further understand that submission of this application implies prior review and representations therein by my organization's board or appropriate governing body. I also understand and agree that submission to MCAC signifies intention of compliance with title VI of the Civil Rights Act of 1964, and Title IX of the Education Amendments 1972 and the Americans with Disabilities Act (ADA).

_____ Please Print	_____ Title	_____ Date	_____ Officer's Signature
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PURPOSE OF FUNDING: For publication purposes, state in 50 words or less what MCAC funding will help to support. This statement should illustrate both what will be made possible through the grant and its public benefit. GOS and GPS applicants should encompass the entire operation or program. Project applicants should describe the entire project. It will be used in press releases and other public inquiries. Begin with “This MCAC grant will help support...”

NARRATIVE INSTRUCTIONS

Applicants MUST answer the following questions. Submit a maximum of 5 narrative pages to answer the following questions. Please include the numbered questions and type your answers under each question. **Label the top of each page** with your organization’s name. Please use 12 point type and 1 inch margins. **Note:** Arts organizations must provide all information. Non-arts organizations should describe only the structure and activities relevant to the arts project and indicate the relationship of the arts to their organization’s mission.

1. What is your organization’s (if applying for GOS or GPS support) or project’s (if applying for SP support) mission and artistic vision?
2. Describe your organization’s program/project for 2012 and its goals. How will it be managed and by who? What is the timeline? Describe the artistic quality of the program/project. Detail the qualifications of the key artists involved.
3. What is the benefit your program/project brings to the public? Who is the target audience? How will your organization know the project is successful? What evaluation or assessment tools will your organization use?
4. What efforts has your organization taken and will take to broaden, deepen and diversify participation in the arts and to reach culturally diverse communities? How will your organization break down economic, geographic, cultural, language, transportation and physical barriers that block full participation in the arts?
5. How will your organization publicize this project or programs to the public? How will your organization ensure that participants/audience members will be aware that funding comes through the Monmouth County Arts Council and the NJ State Council on the Arts?
6. How does the program/project advance arts education in school, after school or in life long learning?
7. Discuss plans for raising matching funds for the program/project and address any issues included in the audit or financial statement, particularly any surplus or deficit.
8. What areas of MCAC Priorities or Best Practices and Models does your organization/project address (see pages 3 - 4)? **Please give specific examples.**
9. Any other information or concerns your organization would like MCAC to be aware of.

LOCAL ARTS FINANCE CHART # 1 EXPENSES

Please round to the nearest dollar. If you have received funding from MCAC before, record in the first two columns the expenses from your FY 2010 Final report and your FY 2011 Contract. For groups applying for the first time fill out the project or organization financial history even if you have not received funding from MCAC before.

	FY 2010 Actual (1/2010-12/2010)	FY 2011 Contract (1/2011-12/2011)	FY 2012 Projected (1/2012-12/2012)
PERSONNEL			
Administrative			
Artistic			
Technical/Production			
OUTSIDE FEES & SERVICES			
Artistic			
Other			
OTHER OPERATING EXPENSES			
Space Rental/ mortgage payments			
Marketing (advertising, public relations etc.)			
Travel & Transportation			
Phone & Postage			
Facility Maintenance			
Rentals			
Supplies & Materials			
Insurance			
Technical Production (non-personnel)			
Other (itemize if over 5% of total)			
TOTAL CASH EXPENSES			B.
TOTAL CASH INCOME (Chart #2)			
Total Annual (Deficit)/Surplus (Income minus expenses)			

Fill in Total Funding Requested (Finance Chart #2 Item A) and Total Cash Match (Finance Chart #1 Item B less Item A) on the Front page of the Local Arts Grant application form.

LOCAL ARTS FINANCE CHART #2 INCOME

Please round to the nearest dollar. Record in the first two columns the income from your FY 2010 Final report and your FY 2011 contract. For groups applying for the first time fill out the project or organization financial history even if you have not received funding from MCAC before.

Under Contributed Income/Private Sources & Government, list the two largest contributors, and then provide a total of all other contributors on the third line.

EARNED INCOME	FY 2010 Actual (1/2010-12/2010)	FY 2011 Contract (1/2011-12/2011)	FY2012 Projected (1/2012-12/2012)
Admissions			
Contracted Service Revenue			
Other (include sales and all investment income to be spent)			
CONTRIBUTED INCOME/PRIVATE			
Corporations			
1)			
2)			
All others			
Foundations			
1)			
2)			
All others			
Individuals & Other Private Sources			
CONTRIBUTED INCOME/GOVERNMENT- Other than this MCAC grant category			
1)			
2)			
All others			
APPLICANT CASH (include carry-forward surplus, parent institution cash**, and other unearned and non-contributed income)			
LOANS used to support the activities			
MCAC REQUEST – RECEIVED FY 10, AWARDED FY 11, REQUESTED FY 12			A.
TOTAL CASH INCOME			

** Parent institution cash may include both any line item appropriation for the project and the pro-rated value attributable to the project cash appropriated to the salary and operating accounts of the unit sponsoring the project.

IN-KIND CONTRIBUTION CHART

List in-kind services/products to be donated for 2012. If applying for GOS, answer for total organization, if GPS, SP MG or TA, answer only for those items related to the project. List the type of service/product and its estimated value. Fill in Total In-Kind contributions on the first page of the Local Arts Grant application form.

Services Rendered	Projected Value FY 2012
By: _____ Hrs. _____ Description:	
By: _____ Hrs. _____ Description:	
By: _____ Hrs. _____ Description:	
By: _____ Hrs. _____ Description:	
Goods Donated	
Source/Item:	
Source/Item:	
Source/Item:	
Source/Item:	
Source/Item:	
Source/Item:	
Facilities Provided	
Place:	
Place:	
Place:	
Other – describe:	
TOTAL VALUE	

BUDGET EXPENSE DEFINITIONS

Personnel-Administrative-

Payments for salaries, wages, and benefits including payroll taxes specifically identified with the project/organization, for executive and supervisory administrative staff, program directors, managing directors, business managers, press and agents, fundraisers; clerical staff such as secretaries, typists, bookkeepers; and supportive personnel such as maintenance and security staff, ushers, and other front-of-the-house and box office personnel.

Personnel-Artistic-

Payments for salaries, wages, and benefits specifically identified with the project/organization, for artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

Personnel-Technical/Production-

Payments for salaries, wages, and benefits, specifically identified with the project/organization, for technical management and staff, such as technical directors; wardrobe, lighting, and sound crew; stage managers, stagehands; video and film technicians, exhibit preparatory and installers.

Outside Artistic Fees & Services-Artistic-

Payments to firms or persons for the services of individuals who are not normally considered employees of

"Applicant," but consultants or the employees of other organizations, whose services are specifically identified with the project/organization. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, folklorists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc., serving in non-employee/non-staff capacities.

Outside Fees & Services-Evaluator Expenses-*Payments to persons engaged to evaluate grant applications, conduct on-site evaluations or serve in other evaluative capacities.*

Outside Fees & Services-Other-

Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of "Applicant," but consultants or the employees of other organizations are whose services are specifically identified with the project/organization.

Space Rental-Payments specifically identified with the project/organization for rental of office, rehearsal, theatre, hall, gallery, and other such spaces.

Marketing-All costs for marketing/ publicity/promotion specifically identified with the project/organization. Do not include payments to individuals or firms that belong under "Personnel," or "Outside Fees & Services." Include costs of newspaper, radio, and television advertising, printing and mailing of brochures, flyers, and posters, and food, drink, and space rental when directly connected to promotion, publicity or

advertising. For fundraising expenses, see "Remaining Operating Expenses."

Travel-All costs of travel directly related to the travel of an individual or individuals and specifically identified with the project/organization. For transportation not connected with the travel of personnel, see "Remaining Operating Expenses." Include fares, hotel, and other lodging expenses, food, taxes, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For trucking, shipping or hauling expenses, see "Remaining Operating Expenses."

Remaining Operating Expenses-

All expenses not entered in other categories and specifically identified with the project/organization. Include scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, public purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping, and hauling expenses not entered under "Travel," and fundraising expenses.

In-Kind Services or Contributions-

The value of materials or services specifically identified with the project/organization which are provided to the organization by volunteers or outsider parties at no cash cost to the organization.

For the purposes of this application, do not include depreciation as an expense.

BUDGET REVENUE SECTION

Government Support–Federal–Cash support derived from grants or appropriations given to this organization by agencies of the federal government, or a proportionate share of such grants or appropriations allocated to the organization.

Government Support–State/Regional–Cash support derived from grants or appropriations given to this organization (other than this grant request) by agencies of the state government and/or multi-state consortia of state agencies, or a proportionate share of such grants or appropriations allocated to this organization.

Government Support–Local–Cash support derived from grants or appropriations given to this organization by city, in-state regional and other local government agencies, or a proportionate share of such grants or appropriations allocated to this agency.

Corporate Support–Cash support derived from contributions given for this organization by businesses and corporations, corporate foundations, or a proportionate share of each contribution allocated to this organization.

Foundation Support–Cash support derived from grants given for this organization by

private foundations, or a proportionate Share of such grants allocated to this project/organization.

Other Private Support–Cash support derived from cash donations given to the organization. Do not include corporate, foundation or government contributions and grants. Include gross proceeds from fundraising events.

Earned Income would be from the following three areas:

Admissions–Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc., for events attributable or prorated to the project/organization.

Contracted Services Revenue–Revenue derived from fees earned through sale of services. Include sale of workshops, etc. to other community organizations, government contracts for specific services, performance or residency fees, tuition, etc. Include foreign government support.

Other Revenue–Revenue derived from sources other than those listed above. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

Applicant Cash–Funds from the organization’s present and/or anticipated resources that the organization plans to provide to the program *that is neither earned or received during the grant period.* ◆◆◆