

Application Form: Project Grant

Please check the program area under which you are applying:

Arts-Based Community Development Arts Industry Arts Education Folk Arts

1. Organization Name: _____ 2. County: _____

3. Mailing Address: _____ 4. City: _____ 5. Zip: _____

6. Telephone: _____ 7. Fax: _____ 8. Website: _____

9. U.S. Congressional District #: ____ 10. MS Senate District #: ____ 11. MS House District #: ____

Visit Project Vote Smart's website to find your federal and state district numbers: www.votesmart.org

12. Year organization was founded: ____ 13. Year of Incorporation: ____ 14. Federal employee ID# _____

15. Dun & Bradstreet (DUNS) Number: _____

16. Project Director*: _____ Title: _____

17. Project Director's Phone: _____ E-mail: _____

18. Authorizing Official*: _____ Title: _____

19. Authorizing Official's Phone: _____ E-mail: _____

**Your Project Director and Authorizing Official must be different people.*

20. When will your project begin and end? (month/day/year): _____ to _____

21. When does your organization's fiscal year begin and end? (month/day/year): _____ to _____

22. Amount of grant request: _____ (maximum request is \$5,000)

23. Briefly state the mission of your organization and define its purpose.

24. Provide a brief summary of your proposed project.

Please estimate the number of people who will take part in your project. Your estimate should include everyone who will participate, including attendees, volunteers, staff, and artists.

25. Estimate the total number of people who will take part in activities supported by this grant: _____

26. Estimate the number of people under 18 years old who will take part in all activities supported by this grant: _____

27. How many people will be paid for work connected with these activities? _____
(For example: artist fees, consultant fees, project director salary, subcontractor fees)

28. How many of the people paid for their work will be artists? _____

29. **Attendance Itemization:** Please provide attendance numbers for your project. Fill out **only** the sections of the table that apply to your project. If it doesn't apply, leave it blank. For ongoing projects, include your figures from last year, as well as projected attendance for the coming year. For a one-time project, leave the "last year" column blank.

<i>Type of project(s) to be funded by the grant</i>	<i>Number of events last year</i>	<i>Number of attendees last year</i>	<i>No. events planned for this year</i>	<i>Est. number of attendees this year</i>
Performance				
Exhibition				
Reading				
Festival				
Workshop				
Publication				
Professional Development				
Other				
Other				

30. Where will the activities take place?

Name of Facility: _____ City: _____ County: _____

Name of Facility: _____ City: _____ County: _____

31. Are the facilities accessible to persons with disabilities? Yes No *

32. Briefly explain how they are accessible:

33. Are the facilities accessible to the general public? Yes No *

***Please note: Activities funded by MAC must be accessible to the general public. Activities planned for private residences will receive low priority in funding decisions.**

34. Please estimate, in percentages, the racial composition of the following groups:

	Actual Number	% White	% Native American	% African American	% Asian	% Hispanic	Total
Board							= 100 %
Staff							= 100 %
Artists Taking Part In All Activities							= 100 %
Total Taking Part In All Activities							= 100 %
Population of Your Community**							= 100 %

** Check the U.S. Census Bureau's website (www.census.gov) to find the most recent estimate of your community's population.

35. Describe your organization's geographic area of service. Please be specific. Name the city, county, or multi-county region that your organization serves with its programs and services:

Application Form: Project Budget

Please include **all** expenses and income related to your project in this form. Once completed, create an itemization for both your expenses and income on a separate page. The itemization will provide the review panel with a more detailed explanation of your budget. Review the sample itemization included after this page for suggested layout.

Cash Expenses

Cash Expenses		Cash Match	MAC Grant	Total
1. Personnel (staff):	Administrative			
	Artistic			
	Technical/production			
2. Fees to Contractors:	Artistic			
	Other			
3. Space or equipment rental:				
4. Travel:	Transportation			
	Food			
	Lodging			
5. Marketing:	Printing			
	Other			
6. Remaining expenses:	Postage			
	Supplies			
	Insurance			
	Other			
	Other			
7. Total cash expenses	(must not exceed total cash income)			

Cash Income

Cash Income		Cash	In-Kind*
1. Revenue:	Admissions		
	Earned Income		
	Other revenue		
2. Private-sector support:	Corporate contributions		
	Foundation grants		
	Other private contributions		
3. Government support:	Federal		
	State/regional (other than MAC grants)		
	County		
	Municipal		
4. Applicant cash:			
5. Subtotal**:			
6. Funds requested from MAC:			
7. Total Cash Income:	(must equal or exceed total cash expenses)		

*Defined as goods and services contributed by groups other than the applicant organization (for example, work done by volunteers or donated office space). Applicants are not required to demonstrate in-kind support. However, providing in-kind details will help the review panel get a better picture of the level of support for your project.

** Project Grants require a dollar-for-dollar cash match. Therefore, this figure must be equal to or greater than the grant amount you are requesting for your project. In-kind contributions cannot be counted towards your cash match.

Create a Budget Itemization: On a separate page, create an itemization of your proposed budget, using the figures from the Project Budget page. The itemization provides the review panel with important details on your proposed expenses and income. **Following is a sample itemization for you to use as a guide. Do not include it with your application:**

2016 Big River Bluegrass Festival - Budget Itemization

Cash Expenses

Personnel		
Administrative		4,000
<i>(25% of Exec. Director's Salary x 4 months)</i>		
Outside Fees		
Artistic:		
Davis, Mackey & Friends		5,000
Casey Jones Express		3,000
Black River Trio		2,000
Victoria Sampson		800
Other:		
Sound Engineer & crew		2,500
Stage Manager		500
Master of Ceremonies		500
Space/Equipment Rental		
Sound system		5,000
Craft vendor tents		2,500
Travel		
Hotel Rooms for production staff		500
Marketing		
Printing (10,000 brochures)		2,500
Magazine Ad (<i>Bluegrass Monthly</i>)		800
Radio Spots		500
Remaining Expenses		
Postage (mailing 1,000 fliers)		400
Supplies & materials		250
Event insurance		<u>500</u>
TOTAL CASH EXPENSES:		\$31,250

Cash Income

Revenue		
Admissions (2,000 attendees @ \$10 each)		20,000
Other: Vendor booth fees (15 x \$250)		3,750
Private Sector Support		
Speedy Tire & Auto		250
Big River Restaurant		250
Government Support		
Calvin County Board of Supervisors		1,000
Applicant Cash		1,000
Funds Requested from MAC		<u>5,000</u>
TOTAL CASH INCOME		\$31,250

In-Kind Support

Festival Volunteers (30 @ \$15/hr x 10 hrs)		4,500
Sheriff's Department (security)		1,500
City of Big River		
use of band shell		500
trash removal		<u>500</u>
TOTAL IN-KIND		\$7,000

Application Form: Project Narrative

The Project Grant narrative consists of a brief Organizational Picture, followed by a description of your project and how it meets the Review Criteria. The Organizational Picture should not exceed one paragraph and the entire narrative can be no longer than three pages total. The narrative must be formatted using a minimum 12 point font size and one inch margins on all sides of the page.

1. Organizational Picture: Briefly describe your organization in terms of its geographic area of service, its board and committee structure, staff, major sources of funding, and relationship to the community it serves. Describe your community in terms of economy, education, race, cultural amenities, and other factors that affect the work of your organization.

2. Project Description: The following questions are designed to provide the grant review panel a clear picture of your project. Please answer them in narrative form or in list format, addressing the questions in the order listed.

Goals and Outcomes (20 points)

1. What are the main goals that your organization has for the project?
2. What activities need to take place in order to achieve these goals?

Quality of the Project Activities and Their Artistic Excellence (30 points)

3. Who are the featured artists involved in the project? What are their qualifications for doing this work?
4. Describe the project's main activities.
5. When will the project occur?
6. Where will the project take place? Why is it a good location for the project?

Public Participation and Access (30 points)

7. Who will be involved in planning the project?
8. Who will participate in the project? Will others beyond the participants benefit?
9. Are the groups described in #7 and #8 reflective of the entire community your organization serves?
10. Does your organization's board reflect the entire community that it serves? If it does not, please explain the strategies you have in place to make it more representative.

Ability to Achieve Goals and Evaluate Success (20 points)

11. Who are the personnel involved in your project and why are they qualified to do the work?
12. Detail partners or collaborators on the project and describe their roles (if applicable).
13. Describe the level of community support you are receiving for the project.
14. Explain your organization's system of financial controls (i.e.; the internal and external oversight measures you have in place to make sure grant funds are spent properly).
15. Describe your plans for publicizing the project.
16. Describe how you will evaluate the project. How will you determine whether it was successful or not?

Application Form: Final Checklist for Project Grants

Incomplete applications, defined as applications missing one or more of the documents listed below, **will not be considered for funding and will be returned to the applicant**. When you have completed your application, please check it off against this list and sign at the bottom.

Submit one original and one copy of the following:

- Project Grant Application Form
- Narrative (*three-page maximum*)
- Budget Itemization
- A list of your board of directors indicating their ethnic make-up and members with disabilities
- Current biographies (*one half-page maximum for each*) of key artistic and administrative personnel, both paid and volunteer.
- Copies of the letters of agreement or signed contracts between your organization and the artists or consultants participating in the project that have been finalized as of the application deadline. If arrangements with the artist(s) have not yet been finalized, please submit a plan for securing these agreements. This should include a list of the artists you are considering and a timeline for completing this work.
- A current brochure for the artist(s) or the full resumé of the consultant (including a client list with phone numbers) whose work will be supported through the grant. If the artist is a member of an adjudicated roster run by another state or regional arts organization, send a copy of the page on which the artist is featured, along with a copy of the roster's cover page (both from current roster).
- Work samples from the artist, if you are presenting an artist not on MAC's Artist Roster
- If your project involves a partnership with another organization, please provide letters of intent from the partner organizations. The letters should clearly explain each partner's role in the project.
- If your organization is applying to MAC for the first time: a copy of your official IRS 501(c)3 determination letter. You do not need to send a copy of the letter if your organization has applied for a grant from MAC in the past three years. If you are unsure whether or not your organization has applied recently, please call and check with MAC Program Staff before submitting an application. Public schools, libraries and other agencies of local government are exempt from this requirement.
- Supplementary materials that relate to the proposed project (see the guidelines for suggestions). Please submit no more than 25 pages of material in a three-ring binder.

Please do not bind or staple the above-listed application materials.

I certify that the application form is complete and that the above-listed documents are attached.

Project Director's Signature

Date

Application Form: Project Grant Certification

The Project Director and Authorizing Official certify that the information contained in the application, including all attachments and supporting material, is true and correct to the best of our knowledge. We certify that the applicant will comply with all general and specific guidelines and restrictions of the Mississippi Arts Commission and, when applicable, of the National Endowment for the Arts (NEA), including the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Executive Order 12549, Fair Labor Standards, and the Drug Free Workplace Act of 1988. For a complete list of the federal regulations that apply to NEA funds, please see the NEA's General Terms and Conditions at www.arts.gov/manageaward/GTC.pdf.

Signature of Project Director*

Date

Name

Title

Signature of Authorizing Official*

Date

Name

Title

**Your Project Director and Authorizing Official must be different people.*

Your application must be postmarked and in the mail no later than **March 1, 2016**. Send it to:

**Mississippi Arts Commission
501 North West Street
Suite 1101A, Woolfolk Building
Jackson, MS 39201**