



GENERAL SUPPORT LEVEL I (GSI)
2008 – 2009 GRANT APPLICATION
DEADLINE: SEPTEMBER 10, 2007 at 5:00 pm
 (Postmarks do not count)

Applications must be typed using a **font size no smaller than 12 points** and submitted on the forms provided. Applications may be e-mailed to you upon request. Downloadable applications are available on the Cultural Council web site at www.ccsc.org. **Do not alter the application's layout.**

Applicant's Name:							
Address :							
Phone:		Email:			Website:		
Contact's Name/Title:				Contact's Phone:			
Discipline Category: Please check the discipline that best describes your project.							
<input type="checkbox"/> Dance		<input type="checkbox"/> Music		<input type="checkbox"/> Theatre		<input type="checkbox"/> Literary	
<input type="checkbox"/> Film/Video		<input type="checkbox"/> Multi-Discipline*		<input type="checkbox"/> Traditional		<input type="checkbox"/> Visual Arts	
				<input type="checkbox"/> Other (please specify):			
*Involving more than one category							
Program: List your main events, shows, exhibitions, performances for the 2008 season/calendar year.							
Date:		Title:		Venue:		City:	
Date:		Title:		Venue:		City:	
Date:		Title:		Venue:		City:	
Date:		Title:		Venue:		City:	
Date:		Title:		Venue:		City:	
Date:		Title:		Venue:		City:	
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Date:		Title:		Venue:		City:	
Date:		Title:		Venue:		City:	
Date:		Title:		Venue:		City:	
Grant Request: (\$5,000 - \$12,000): _____							

NARRATIVE: Provide a brief organizational history and major accomplishments. Help panelists become acquainted with your organization and programs. How does your organization advance the objectives of the Cultural Council Grants Program? Please include your mission statement. **Limit your response to one page.**

ARTISTIC QUALITY: 50 points

<input type="checkbox"/> 1. Program description: quality of arts and cultural services, innovation, creativity and originality.	<input type="checkbox"/> 2. What are your artistic challenges and how are you addressing them?	<input type="checkbox"/> 3. Evaluation: what methods are you using to evaluate your artistic efforts? What did you learn from your evaluation?
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Please help the panel by answering the questions in order and by titling your answers with the question # and corresponding text. Limit your response to one page.

COMMUNITY IMPACT (30 points)

<input type="checkbox"/> 1. Describe your community outreach efforts and collaborative programs. How do they impact the community?	<input type="checkbox"/> 2. What are your community outreach challenges and what are your plans to address them?	<input type="checkbox"/> 3. Evaluation: what methods are you using to evaluate your community outreach efforts? What did you learn from your evaluation?
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Please help the panel by answering the questions in order and by titling your answers with the question # and corresponding text. Limit your response to one page.

MANAGEMENT AND ADMINISTRATION (20 points)

<input type="checkbox"/> 1. Describe your organization's managerial and administrative efforts.	<input type="checkbox"/> 2. What are your managerial and administrative challenges and how are you addressing them?	<input type="checkbox"/> 3. Evaluation: what methods are you using to evaluate your fiscal and management efforts? What did you learn from your evaluation?
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You are expected to comment on Board involvement, confirmed and prospective funding, reasons for deficit (if any) and plans to reduce the deficit. You may use one additional page to expand on your answers and to explain budget figures. **Please help the panel by answering the questions in order and by titling your answers with the question # and corresponding text.**

BUDGET FORM

Use one-sided additional page to explain variances of 20% or more between years and to provide any additional information that may clarify your financial situation to the review panel.

Start date / End date:	____/____ (Prior Year)	____/____ (Current Year)	____/____ (Projected Year)
Income			
Earned ¹			
Contributed ²			
In-kind contributions			
Others (Specify below)			

I. Total Income			
Expenses			
Artistic salaries ³			
Production ⁴			
Administrative ⁵			
Others (Specify below)			

II. Total Expenses			
III. Changes in Net Assets (I – II) (also referred to as Net Income)			
IV. Beginning of year Total Net Assets (also referred to as Equity, Retained Earnings)			
V. End of Year Total Net Assets (III + IV) (also referred to as Equity, Retained Earnings)			

The Cultural Council is developing a series of workshops. Your answer to the question below will help us identify the needs of the field and in planning future programs. This section does not influence your score. Thank you! What kind of workshops/technical assistance would be helpful to you/your organization?

¹ Earned income: Revenues from sales of tickets, concessions, contractual fees, goods, investments, dues/memberships and services performed.

² Contributed income: funds received through government and foundation grants, business/corporate contributions, individual cash donations and fundraising.

³ Artistic salaries: costs directly related to the creation, presentation, and production of artwork. Artists may be on permanent staff or hired on a contractual or fee basis.

⁴ Production expenses: costs directly related to program execution and service delivery including sets and lighting, equipment, publications and technical services.

⁵ Administrative expenses: administration, fundraising and marketing.

Review this checklist to ensure your application package is complete.

- **Original application: with original signature.** Write "Original" on top first page.
- **Supplemental materials**
 - Financial statements: Balance Sheet (Statement of Financial Position) and Profit & Loss Statement (Statement of Activities) of the most recently completed fiscal year. **New applicants must submit last two year's financial statements.**
 - List of paid staff: position, status, and summary of responsibilities. One page maximum
 - Summary of in-kind contributions. One page maximum.
 - Resumes: submit two one-page resumes maximum. Biographies of artists and/or significant personnel: one double-sided page maximum.
 - List of Board of Directors: include names, addresses, affiliation(s) and contact information.
 - Brochures, programs, flyers: limited to ONE OF EACH. Reviews: two one-page reviews maximum.
- **Submit six application packets (1 original and 5 copies). Each application packet MUST be accompanied by its set of supplemental materials assembled as listed above.**
- **3-hole punch all documents on the left side.**

Work Sample: only one type of work sample is accepted. Do not submit original materials

- Audio CD, DVD VHS Tape Book Photos and Slides
(Ten maximum)
- Writing excerpts: one sample of five double-sided pages. Submit six copies.

By signing this application, the applicant organization certifies that it has:

Satisfies all the eligibility requirements listed in page 3 of the General Support Level I guidelines.

An understanding that if this application is incomplete, incorrect and/or not presented in the proper format guidelines, it will be deemed ineligible and will not be forwarded to the review panel nor returned.

Should the above assurances prove to be false, any claim to a grant from the Cultural Council will be forfeited.

Print Name _____ Title _____

Signature _____ Date _____

Questions? Contact Grants Program Coordinator at grants@ccscc.org or (831) 475-9600 x 16

Deadline: September 10, 2007 (Postmarks do not count) Deliver or mail to:
Cultural Council of Santa Cruz County Grants Program
2400 Chanticleer Avenue, Suite G Santa Cruz, CA 95062