



PROJECT SUPPORT GRANTS APPLICATION 2008-09

Individual Artists/Art Groups & Non-Profit Organizations

Completed applications must be received by 5:00 pm on March 3, 2008

(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: | | | |
| Mailing Address : | | | |
| City: | State: | Zip: | Website: |
| Phone: | | E-mail: | |
| Contact's Name/Title: | | | |
| Home Phone: | | E-mail: | |

| | |
|---|---|
| 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: | <small>More than one discipline</small> |
| Have you ever received a grant from the Cultural Council before? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, please indicate year and amount of most recent grant award. Year _____ Award _____ | |
| Project Title: | |
| Project Summary (35 words maximum) | |
| | |
| | |
| Venue(s) : | Expected Audience: |
| Date(s): | Grant Amt Requested (\$1,000 - \$2,500): |

Using no more than a two-page narrative, please provide the following information:

All boxes must be checked in order for your application to be complete. Your application must be divided into four paragraphs. Each paragraph must address one of the review criteria below. Insert the underlined title at the top of each paragraph. Number your two-page narrative and place the pages after the signature application page. Your two-page narrative should bear the numbers 5 and 6. The budget page (page 7) must be at the back of the application.

Introduction: Describe your current/most recent art activities and accomplishments to help panelists become acquainted with your proposed project.

Artistic Quality (50 pts)

Describe the project you are proposing, your process and goal(s) as an artist/group/organization.

Community Impact (30 points)

How will the proposed project benefit the community? How are you reaching out to the community?

Management (20 points)

How will the grant be used? Do you have additional sources of funding? What are your marketing plans? Explain the main budget line items.

IMPORTANT: Refer to page 8 of the guidelines "Helpful Hints" for more information on review criteria

Bonus Points: (10 points)

10 additional points may be earned based on quality of the application and compliance with previous grants requirements, i.e. logo and support statement on printed materials.

The Cultural Council is developing a series of workshops. Your answer to the question below will help us identify the needs of the field. This section does not influence your score. Thank you!

What kind of workshops/technical assistance would be helpful to you/your arts group/your organization?

SUBMISSION CHECKLIST:

Review this checklist to ensure your application package is complete.

I have read the assembly instructions on page 6 and 7 of the guidelines

A. Application:

Fill out page 1; answer the two-page narrative questions on page 2; check the appropriate boxes on page 3 and 4; and fill out the budget page.

Assemble as follows: four pages of the application (1 through 4), 2-page narrative (5 & 6) and budget page (7).

B. Supplemental materials must be assembled as follows and placed after the budget page:

For non-profit organizations only: Financial Statement: Balance Sheet (Statement of Financial Position) and Profit & Loss Statement (Statement of Activities) of most recently completed fiscal year

Resumes: two one-page resumes maximum. Biographies of artists and/or key personnel: up to four bios on one double-sided page maximum.

Postcards, flyers, brochures and programs: one of each. Reviews: up to two submitted on a double-sided page.

List of paid staff: include position, status and summary of responsibilities. One page maximum.

Summary of in-kind contributions. One page maximum.

For non-profit organizations only: list of your organization's Board of Directors: names, addresses, affiliation(s), and contact information. One page maximum

C. Work Sample: Submit only ONE work sample. DO NOT SUBMIT ORIGINAL MATERIALS

Audio CD, DVD, VHS Tape (cued and ready). Book: one copy

Photos and Slides: ten maximum.

Literary Arts: two samples of five double-sided pages maximum: six copies. Must be placed at the end of your supplemental materials.

All materials must be hole-punched and submitted on 8 1/2" x 11" paper.

For additional assistance, contact (831) 475-9600 x 16 or grants@ccscc.org

FINAL INSTRUCTIONS

Sign your application, add the supplemental materials, make six copies and write "Original" on top first page of the application which bears your original signature.

3-hole punch all documents on the left side. Submit original and five copies. Keep one copy for your records. Fasten each packet separately using a large paper clip and place the six packets in a large envelope or a box with your name and "Project Support Grant"

- **DO NOT STAPLE – DO NOT SUBMIT COVER LETTERS**
- **DO NOT SUBMIT DOCUMENTS/MATERIALS IN FOLDERS/ENVELOPPES**
- **DO NOT SUBMIT ORIGINAL RECORDED OR PRINTED SUPPORT MATERIALS**

Each Application Packet MUST contain: Application (pages 1 through 4, 2-page narrative and budget) + Supplemental Materials

Your Grant Packet MUST contain SIX Application Packets + Sample of your Work
The application is not valid without a signature.

By signing this application, the applicant certifies that:

- S/he is 18 years or older and read and understood the Project Support Grant guidelines.
- S/he is not a full-time student. (Part-time students may be considered depending on number of applications received and funds available).
- S/he lives in Santa Cruz County. The project will take place in Santa Cruz County between **July 1, 2008 and June 30, 2009.**
- If first-time applicant, s/he has attended one of the free Grant Orientation Workshops.
- S/he has satisfied all the requirements of any previously awarded grants from CCSCC.
- S/he has complied with all applicable federal, state and local laws and ordinance including, but not limited to, those which bar discrimination on the basis of race, color, national, origin, sex, age or disability.

Non-profit organization must also check the boxes below:

- It has its own 501 (c) (3) tax ID number, and an active Board of Directors.
- It has headquarters and produces the majority of its work in Santa Cruz County.

All applicants

- S/he understands that if this application is incomplete and/or not presented in the proper format, it will be deemed ineligible and will not be forwarded to the review panel or returned.

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

Applicant's Signature: _____ Date: _____

Print Name: _____ Title: _____

Application Deadline: March 3, 2008 at 5:00 pm

Deliver or mail application to: Cultural Council of Santa Cruz County
Grants Program, 2400 Chanticleer Avenue, Suite G, Santa Cruz CA 95062

Free Grants Writing Workshops: see guidelines for dates and location
New applicants are **required** to attend. Previous applicants are **encouraged** to attend
Confirm your attendance at grants@ccscc.org or (831) 475-9600 x 16

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

Cultural Council of Santa Cruz County

PROJECT SUPPORT GRANTS BUDGET

You must present a balanced budget: Total Income must be EQUAL to Total Expenses

| <u>I. INCOME:</u> | <u>Amounts</u> | <u>Comments</u> |
|--|-----------------------|------------------------|
| <u>A. Contributed income</u> | | |
| 1. State Government (CAC) | \$ _____ | _____ |
| 2. Local/Municipal Government | \$ _____ | _____ |
| 3. Individual Cash Contributions | \$ _____ | _____ |
| 4. Business/Corporate Cash Contributions | \$ _____ | _____ |
| 5. Foundations (Specify below) | \$ _____ | _____ |
| _____ | \$ _____ | _____ |
| _____ | \$ _____ | _____ |
| 6. Other (Specify below) | \$ _____ | _____ |
| _____ | \$ _____ | _____ |
| _____ | \$ _____ | _____ |
| 7. Subtotal Contributed Income | \$ _____ | |
| <u>B. Earned income</u> | | |
| 8. Admissions/Ticket sales* | \$ _____ | _____ |
| 9. Sales/Concessions | \$ _____ | _____ |
| 10. Contract Services | \$ _____ | _____ |
| 11. Others (Specify below) | | |
| 12. _____ | \$ _____ | _____ |
| 13. _____ | \$ _____ | _____ |
| 14. Subtotal Earned Income | \$ _____ | |
| <u>TOTAL INCOME (lines 7 + 14)</u> | \$ _____ | |
| <u>II. EXPENSES:</u> | | |
| <u>A. Personnel</u> | | |
| 15. Artistic(in-house) | \$ _____ | _____ |
| 16. Technical | \$ _____ | _____ |
| 17. Administrative | \$ _____ | _____ |
| 18. Others (Specify below) | | |
| _____ | \$ _____ | _____ |
| _____ | \$ _____ | _____ |
| 19. Subtotal Personnel | \$ _____ | |
| <u>B. Production expenses</u> | | |
| 20. Artists Fees | \$ _____ | _____ |
| 21. Facility/Venue Rental | \$ _____ | _____ |
| 22. Equipment Costs | \$ _____ | _____ |
| 23. Promotion/Publicity | \$ _____ | _____ |
| 24. Others (Specify below) | | |
| _____ | \$ _____ | _____ |
| _____ | \$ _____ | _____ |
| 25. Subtotal Production | \$ _____ | |
| <u>TOTAL EXPENSES (lines 19 + 25)</u> | \$ _____ | |

* Indicate \$0 if no charge. Non-profit organizations must also submit their financial statements