



Organizational Grant Application

Deadline: Cycle 1 - June 20, 2008 or Cycle 2 - November 14, 2008

Application must either be postmarked or hand delivered by 5 p.m. to: Prince George's Arts Council
6525 Belcrest Road, Suite 132
Hyattsville, MD 20782

I. Organizational & Project Information

Notes: Please check grant category requested. PGAC does NOT fund projects slated for summer 2008. PGAC does NOT fund more than 50% of project costs unless total requested is \$1,000 or less. All categories require a 1:1 match in actual dollars. In-kind contributions do not count toward the match.

- | | |
|--|--|
| <input type="checkbox"/> Organizational Development
<input type="checkbox"/> Community Arts Education | <input type="checkbox"/> Production/Presentation
<input type="checkbox"/> Arts in the Community |
|--|--|

Artistic Discipline (Select 1)

- | | |
|--|--|
| <input type="checkbox"/> Choreography/Dance
<input type="checkbox"/> Literature
<input type="checkbox"/> Theater
<input type="checkbox"/> Film/Media
<input type="checkbox"/> Music: specify genre | <input type="checkbox"/> Design Arts: specify discipline

<input type="checkbox"/> Visual Arts: specify medium |
|--|--|

Project Title:

Organization _____
 Address _____
 City _____ State _____ Zip Code _____
 Organization Phone _____ Fax _____
 Contact Person _____ Contact Person's Title _____
 Alternate Contact Person _____ Alternate Contact Person's Title _____
 Federal Identification Number _____
 County Council District _____ School Board District _____
 MD Legislative District _____ US Congressional District _____

Organizational Information

Annual Attendance/Participation FY 2008 _____ FY 2007 _____ FY 2006 _____
 Total Operating Budget FY2008 _____ FY 2007 _____ FY 2006 _____
 Number of Board Members _____
 Date of Founding _____ Date of Non-Profit Status _____
 Source(s) of funding (check all that apply) Private Municipal County State Other

Organizational Staff

Paid _____ Full-time _____ Part-time _____ Volunteer _____

Organizational Grant Application, cont.

Project Information

Amount of Request _____

Total Cost of Project _____

Duration of Project Start Date _____

End Date _____

Has the organization received funding from PGAC? Yes__No__. If Yes, Indicate years:
2004__2005__2006__2007__2008__. Please Note: Previous funding does not guarantee future funding.

Project Summary

II. Project Narrative (not to exceed 5 pages)

Please check grant request category and discuss applicable information as outlined below.

□ Organizational Development-CYCLE 2- November 14 2008

- a. Please provide a profile of your organization that includes information on its history, audience, past programs and plans for the future.
- b. Provide a detailed description of the project or proposed activity to meet an organizational management or production need. How did you become aware of this need?
- c. Please provide a detailed description of project goals and plans including a timeline.
- d. Describe your overall objectives including management and/or production objectives.
- e. How does this product relate to your strategic plan?
- f. How will success be defined?
- g. What methods of evaluation will be used?
- h. Please provide information on proposed consultants, subject and service specialists. A signed letter of commitment, including rates and length of service must be attached to the proposal for consideration.
- i. If your proposal includes the purchase of software, please attach detailed information.
- j. Explain how the project enhances your organization in Prince George’s County.

□ Community Arts Education-CYCLE 1-June 20 2008

- a. Please provide a profile of your non-school arts education program/organization that includes information on its history, audience/participants, number of people served, demographic factors, community setting, past programs and plans for the future.
- b. Provide a detailed description of your arts and learning activities. If your program includes more than one discipline, describe each of the activities for which you are seeking funding.
- c. Describe the project goals and plans including a timetable and schedule of events.
- d. Describe your learning objectives.
- e. How will success be defined?
- f. What methods of evaluation will be used?
- g. Provide biographical information on artistic personnel involved in the project(s) (if applicable).
- h. How does the project promote artistic achievement?
- i. How does the project serve to bridge the gaps between generations, races, cultures, and communities?
- j. How are your activities unique or innovative?
- k. What is the community impact of your activities?

Organizational Grant Application, *cont.*

□ **Production/Presentation-CYCLE 1-June 20 2008**

- a. Describe your producing/presenting organization, including its history, audience demographics, community setting, past programs and plans for the future.
- b. Describe the performance(s), programs(s), or exhibitions for which you are requesting funding.
- c. Describe the project goals and plans including a timetable and schedule of events
- d. Describe your programming objectives, including a discussion of production values.
- e. How will success be defined?
- f. What methods of evaluation will be used?
- g. Provide biographical information on artistic personnel involved in the project(s).
- h. How does the project serve to bridge the gaps between generations, races, cultures, or communities?
- i. What is the expected community impact of your production or presentation?
- j. Discuss the ways in which your project is innovative or unique.
- k. How does your project enhance artistic achievement of your organization?

□ **Arts in the Community-CYCLE 2-November 14 2008**

- a. Describe your organization, including its history, description of audiences, audience demographics, community setting, past programs and plans for the future.
- b. Describe the proposed community arts program or activity for which you are requesting funding.
- c. Describe the project goals and plans including a timetable and schedule of events.
- d. Describe your programming objectives.
- e. How will success be defined?
- f. What methods of evaluation will be used?
- g. Provide biographical information on artistic personnel involved in the project(s).
- h. How does the project serve to bridge the gaps between generations, races, cultures, and communities?
- i. What is the expected community impact of your production or presentation?
- j. Discuss the ways in which your project is innovative or unique.
- k. How does the proposed project contribute to the artistic growth and development of your organization and the community?

Organizational Grant Application, cont.

III. Project Budget

Organization _____
Federal ID Number _____

Personnel

Itemize honoraria and fees for all project personnel.

PGAC Request : \$ _____

Personnel Sub-Total: \$ _____

Supplies and Materials

Please specify and itemize.

PGAC Request: \$ _____

Supplies & Materials Sub-Total: \$ _____

Fees/Services

Please specify and itemize.

PGAC Request: \$ _____

Fees/Services Sub-Total: \$ _____

Organizational Grant Application, cont

Travel

<i>Name of Traveler</i>	<i>From</i>	<i>To</i>	<i>Amount</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PGAC Request: \$ _____

Travel Sub-Total: \$ _____

Production Costs

Please specify and itemize

PGAC Request: \$ _____

Production Costs Sub-Total: \$ _____

Marketing and Public Relations

Please specify and itemize

PGAC Request: \$ _____

Marketing & Public Relations Sub-Total: \$ _____

Other Project Costs

Please specify and itemize

PGAC Request: \$ _____

Other Costs Sub-Total: \$ _____

Total PGAC Request: \$ _____

Project Total: \$ _____

Organizational Grant Application, cont.

Matching Funds & Other Project Income

A. Total Matching Funds Required \$_____. *List sources and status (secured or pending) of matching and other funds for project.*

<i>Source</i>	<i>Status</i>	<i>Amount</i>

<i>B. Project Income</i>	<i>Amount</i>

C. In-Kind Contributions/Income

<i>Source</i>	<i>Amount</i>

Total

Organizational Grant Application, cont.

IV. Financial Information

Provide your organization's total annual operating budget for the most recent fiscal year.

Organization	FY	
Income	Total Income	Percent of Total Budget
Earned <i>(include memberships)</i>	_____	_____
Grants Received	_____	_____
Contributed	_____	_____
Rental	_____	_____
All Other Income	_____	_____
Total Income	_____	_____
Expenses	Total Expenses	Percent of Total Budget
Salaries/Taxes/Benefits	_____	_____
Programs/Exhibitions	_____	_____
Fundraising	_____	_____
Marketing	_____	_____
Occupancy <i>(rent, utilities, security, maintenance, insurance)</i>	_____	_____
All other expenses	_____	_____
Total Expenses	_____	_____

Capital Campaign

If you are currently conducting a capital or endowment campaign, provide the following details.

Goal	_____	Amount Raised	_____
Start Date	_____	End Date	_____

Organizational Grant Application, cont.

V. Verifications

The undersigned request the support of the Prince George’s County Arts Council and verify the accuracy and completeness of this application.

Signature of Board Chairperson

Date

Name of Board Chairperson

Telephone _____

Email _____

Signature of person preparing application

Date

Name of person preparing application

Telephone _____

Email _____

Non-Discrimination Policy Statement

The Prince George’s Arts Council is committed to ensuring that all employees, grantees, and program participants receive fair and equal treatment. The Council shall be in full compliance with the principles of equal employment opportunity and in accordance with applicable federal, state and local laws shall not discriminate against individuals because of race, national origin, ancestry, religion, gender, sexual orientation, gender identity, political affiliation, disability, marital status, or artistic philosophy. The Council shall not conduct business or contract with grantees or programmatic partners who are not in accordance with this policy.

The undersigned agree to comply with the above statement. We understand that failure to do so will jeopardize any future funding requests.

Signature of Board Chairperson

Date

Name of Board Chairperson

Signature of person preparing application

Date

Name of person preparing application