

SUSSEX COUNTY ARTS & HERITAGE COUNCIL ARTS REGRA NT APPLICATION FY2018

Section 1 GENERAL INFORMATION

Type of Grant _____ General Operating Support (GOS)
(check one)
_____ Special Project (SP) - Governing Organization _____

Name of Organization _____

Fed. Employer's Id. # _____ U.S. Cong. Dist.# _____ NJ Leg. Dist.# _____

Contact Person _____

Mailing Address _____

Email Address _____

Daytime Telephone () _____ Evening Telephone () _____

Web Address _____ Facebook Address _____

Publicity Person Contact Information _____

Section 2 AUTHORIZATION (read carefully)

We, the undersigned, representing the above-named organization, understand that the pages and attachments included in this grant application constitute an agreement between the applicant and the Sussex County Arts & Heritage Council. We certify that all statements included herein are true. We hereby release the Council, its employees and agents from any liability and/or responsibility concerning the submission of materials.

We further certify that any funds received under the Sussex County Arts & Heritage Council Regrant Program will be used for the purposes set forth in this application. Should any aspect of our grant need to be altered, we will contact the Council and file an amended written application and/or other documentation for funding approval.

We understand and agree that submission of any application signifies intention to comply with Title VI of the Civil Rights Acts of 1964, Labor Standards under Section 5(1) of the National Foundation on the Arts and Humanities Act of 1965, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act.

We also understand that, in an effort to promote and encourage the arts in Sussex County, the Sussex County Arts & Heritage Council may promote the programs and services of our organization or project. We will therefore keep the Council informed of dates, times and places of all of our events and on-going services. For monitoring purposes, we will furnish the Council with two (2) complimentary tickets and/or admission information at least one month in advance of our organization's events. This will allow the Council to evaluate our organization or project.

Chief Administrative Officer (type) _____ Title _____

Signature _____ Date _____

Chief Fiscal Officer (type) _____ Title _____

Signature _____ Date _____

SCA&HC REGRANT APPLICATION FY2018

Applicant Organization _____

page 2

Section 3 APPLICATION SUMMARY

Artistic Discipline (check one)

- DANCE (circle those that apply) ballet ethnic jazz modern
- MUSIC (circle those that apply) band solo recital choral jazz ethnic
folk inspired popular opera orchestral/symphonic
chamber experimental
- VISUAL ARTS THEATER DESIGN ARTS
 LITERATURE (WRITING) MEDIA ARTS ART EDUCATION
 PHOTOGRAPHY CRAFTS MULTIDISCIPLINARY
 FOLK ARTS POETRY
- OTHER (specify) _____

Section 4 BUDGET SUMMARY (Check and complete GOS or SP.)

GOS * NOTE - Amount requested from SCA&HC cannot exceed 20% of applicant's annual budgeted expenses. Transfer totals from budget charts in Section 13 & 14 Year 2018 to corresponding lines below.

Total Cash Income (include SCA&HC request)	\$ _____	(a)
Total Cash Expense	—	\$ _____ (b)
Total (deficit) or surplus	=	\$ _____
Total Requested From SCA&HC		\$ _____ (c)

SP * NOTE - Amount requested from SCA&HC cannot exceed 50% of project's budgeted expenses. If you are requesting funding for a project which has previously been funded by a SCA&HC grant, you may request only 20% of the project cost. Transfer totals from budget charts Section 13 & 14 Year 2018 to corresponding lines below.

Total Cash Income (include SCA&HC request)	\$ _____	(a)
Total Cash Expense	—	\$ _____ (b)
Total (deficit) or surplus	=	\$ _____
Total Requested From SCA&HC		\$ _____ (c)

Indicate your organization's fiscal year end date. FYE _____

SCA&HC REGRANT APPLICATION FY2018

Applicant Organization

page 3

ANSWER EITHER SECTION 5a OR 5b BELOW. Draw a diagonal line through the section you are NOT answering and write NA along the line. Use the item headings and make sure that they are sequenced and numbered in the order below. Answers to these questions should follow this page.

Section 5a ORGANIZATION INFORMATION (GOS - Arts Organizations ONLY)

1. **Mission Statement** (one paragraph suitable to reprint for promotional purposes)
2. **Paid Staff and Board Members** (board - list name, office, address, telephone number and term of office
staff - list name, position, brief job description and qualifications)
3. **History of Organization** (one to three paragraphs suitable to reprint for promotional purposes)
4. **Current Membership** (# of paid members, # of non-paid members or “this organization does not have members”)
5. **Short -Term Objectives** (Describe specific objectives for the coming year.)
6. **Long - Range Goals** (Describe long range goals.)
7. **Funding Use** (Describe the use of requested funds.)
8. **General Operations of Organization** (Describe how your organization operates i.e.; board meetings,
board responsibilities, volunteers, member benefits, planning procedures, etc.)
9. **Number and Demographics of Individuals Benefiting** (List total annual audience, minority audience
and special constituency audiences. Include demographics.)
10. **Number and Demographics of Participating Artists** (List total annual participation of artists, minority
artists and special constituency artists. Include demographics.)
11. **Evaluation Plan** (Describe how the organization and its programs are evaluated.)
12. **Standards** (Describe how artistic standards are set and evaluated.)
13. **Services** (Describe any on-going services your organization provides to the community and/or members.)
- *14. Accessibility** *All programs must be held in accessible venues. You must provide a complete ADA plan following the Americans with Disabilities Act regulations. The SCA&HC will provide you with an ADA self-assessment survey and planning tool.*

SCA&HC REGRANT APPLICATION FY2018

Applicant Organization

page 4

Section 5b PROJECT INFORMATION (SP - Non-Arts Organizations ONLY)

1. **Project Description** (one paragraph suitable to reprint for promotional purposes)
2. **Project Administrators** (List name, position, brief job description and qualifications of all project administrators. Indicate whether they are paid or volunteer.)
3. **History of Project** (one to three paragraphs suitable to reprint for promotional purposes)
4. **Project Relevance to Governing Organization** (Describe how the project relates to the purpose of the governing organization and how it will benefit that organization.)
5. **Project Short -Term Objectives** (Describe specific objectives for the coming year.)
6. **Project Long - Range Goals** (Describe plans, if any, for the future of the project.)
7. **Funding Use** (Describe the use of requested funds from this grant)
8. **Project Facilitation** (Describe timelines, planning, volunteer and paid participant recruitment, etc.)
9. **Number and Demographics of Individuals Benefiting** (List total annual audience, minority audience and special constituency audiences. Include demographics. *State how this information is determined*)
10. **Number and Demographics of Participating Artists** (List total annual participation of artists, minority artists and special constituency artists. Include demographics.)
11. **Evaluation Plan** (Describe how the project will be evaluated. *Provide sample evaluation form that will be given to the public to fill out*)
12. **Standards** (Describe how artistic standards are set and evaluated.)
13. **Services** (Describe any on-going services the project provides to the community and/or members.)
14. **Future Funding** (How will you fund the project in the future?)
15. **Accessibility** (*Submit full ADA plan as stated on previous page.*)

SCA&HC REGRANT APPLICATION FY2018

Applicant Organization _____

page 6

Section 8 FINANCIAL DATA - EXPENSES - Finance Chart #1 (check one) _____ GOS _____ SP

Please Note: For this cycle only, financial data must cover the 12-month period from January 1, 2017- December 31, 2017.

	<i>SCA&HC Funds</i>	+	<i>Cash Expense</i>	=	<i>Total</i>	<i>In-Kind (Not included in total)</i>
<i>Personnel (paid staff)</i>						
Administrative	_____	+	_____	=	_____	_____
Artistic	_____	+	_____	=	_____	_____
Technical Production	_____	+	_____	=	_____	_____
<i>Outside Fees and Services</i>						
Artistic	_____	+	_____	=	_____	_____
Other	_____	+	_____	=	_____	_____
<i>Capital Expenditures</i>						
Acquisitions			_____		_____	_____
Other			_____		_____	_____
<i>Other Operating Expenses</i>						
Space Rental/Mortgage	_____	+	_____	=	_____	_____
Marketing	_____	+	_____	=	_____	_____
Travel/Transportation	_____	+	_____	=	_____	_____
Phone/Postage	_____	+	_____	=	_____	_____
Facility Maintenance	_____	+	_____	=	_____	_____
Rentals	_____	+	_____	=	_____	_____
Supplies/Materials	_____	+	_____	=	_____	_____
Insurance	_____	+	_____	=	_____	_____
Technical Production (other than personnel)	_____	+	_____	=	_____	_____
Other (itemize on separate sheet if greater than 5% of total)	_____	+	_____	=	_____	_____
TOTALS	_____	+	_____	=	_____	_____

SCA&HC REGRANT APPLICATION FY2018

Applicant Organization

page 7

Section 9 FINANCIAL DATA - INCOME - Finance Chart #2 (check one) ___ GOS ___ SP

**Please Note: For this cycle only, financial data must cover the 12-month period from
January 1, 2017- December 31, 2017.**

	<i>Cash Income</i>	<i>In- Kind (Not included in total)</i>
<i>Earned Income</i>		
Admissions (tickets, memberships, etc.)	_____	
Contracted Services Revenue (fees, contracts, services, workshops)	_____	
Other (sales, ad space, concessions, investments, etc.)	_____	
<i>Contributed Income</i>		
Corporations	_____	_____
Foundations	_____	_____
Individuals and Private Sources	_____	_____
Government (Federal, State or Local - other than SCA&HC)	_____	_____
SCA&HC (granted)	_____	_____
<i>TOTAL CASH INCOME</i>	_____	_____

SCA&HC REGRANT APPLICATION FY2018

Applicant Organization _____

page **11**

Section 13 **PROJECTED FINANCIAL DATA - EXPENSES - Finance Chart #1** (check one) ___ GOS ___ SP
January 1, 2018– December 31, 2018

	<i>SCA&HC Funds</i>	+	<i>Cash Expense</i>	=	<i>Total</i>	<i>In-Kind (Not included in total)</i>
<i>Personnel</i>						
Administrative	_____	+	_____	=	_____	_____
Artistic	_____	+	_____	=	_____	_____
Technical Production	_____	+	_____	=	_____	_____
<i>Outside Fees and Services</i>						
Artistic	_____	+	_____	=	_____	_____
Other	_____	+	_____	=	_____	_____
<i>Capital Expenditures</i>						
Acquisitions			_____		_____	_____
Other			_____		_____	_____
<i>Other Operating Expenses</i>						
Space Rental/Mortgage	_____	+	_____	=	_____	_____
Marketing	_____	+	_____	=	_____	_____
Travel/Transportation	_____	+	_____	=	_____	_____
Phone/Postage	_____	+	_____	=	_____	_____
Facility Maintenance	_____	+	_____	=	_____	_____
Rentals	_____	+	_____	=	_____	_____
Supplies/Materials	_____	+	_____	=	_____	_____
Insurance	_____	+	_____	=	_____	_____
Technical Production (other than personnel)	_____	+	_____	=	_____	_____
Other (itemize on separate sheet if greater than 5% of total)	_____	+	_____	=	_____	_____
TOTALS	c _____		+ a _____	=	b _____	_____
(Transfer totals to corresponding lines on Budget Summary, section 4, p.2.)						

SCA&HC REGRANT APPLICATION FY2018

Applicant Organization _____

page 12

Section 14 FINANCIAL DATA -PROJECTED INCOME - Finance Chart #2 (check one) ___ GOS ___ SP
 January 1, 2018– December 31, 2018

	<i>Cash Income</i>	<i>In- Kind (Not included in total)</i>
<i>Earned Income</i>		
Admissions (tickets, memberships, etc.)	_____	
Contracted Services Revenue (fees, contracts, services, workshops)	_____	
Other (sales, ad space, concessions, investments, etc.)	_____	
<i>Contributed Income</i>		
Corporations	_____	_____
Foundations	_____	_____
Individuals and Private Sources	_____	_____
Government (Federal, State or Local - other than SCA&HC)	_____	_____
SCA&HC (requested)	c _____	_____
<i>TOTAL CASH INCOME</i>	a _____	_____

(Transfer totals to corresponding lines on Budget Summary, Section 4, p.2.)

BUDGET SUMMARY

Total Cash Income		\$ _____	(a)
Total Cash Expense	-	\$ _____	(b)
Total (deficit) or surplus	=	\$ _____	