

A. GRANT DEADLINES AND POLICY INFORMATION

Non-profit tax-exempt 501©(3) arts organizations, community groups, public organizations, or units of government that produce or sponsor arts activities within the nine county region are eligible. Applications from individuals or for-profit businesses are not eligible. These small arts grants enable a group to sponsor or produce a community arts activity that may have a smaller budget. The activity must primarily take place in the nine county area that Prairie Lakes Regional Arts Council serves.

The Prairie Lakes Regional Arts Council serves Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, and Watonwan counties. This program is made possible by funds provided by the Minnesota State Legislature, under a program designed and operated by PLRAC.

1. Small Arts Project Grants are matching grants ranging from \$200 to \$1,200. This grant must be matched with at least 50% cash or other earned revenue. The purpose of the Program is to provide funding for quality arts projects and activities in our local communities. This may include but is not limited to dance, literature, media arts, music, theater, and visual arts activities. The types of music genres that can be funded with grant money are: bluegrass, blues, country, ethnic (Czech, German, Irish, Native American, etc.), folk, old-time-traditional, jazz, etc. Artist fees for rock 'n roll or country bands typically seen in a bar are not eligible for grant money; nor are DJ's, Karaoke, etc. Arts celebrations in communities can use grant funds for music groups that are performing in a community setting, but not for marching band fees that are participating during a parade.

Small Arts Project Grants are for organizations with smaller budgets and projects. They are not intended for large organizations who find a small project to do. The applicant should choose this Small grant or the Arts and Cultural Heritage (ACH) Grant, but not both. The ACH Grant is for larger organizations with year-round programming and arts activities budget. The ACH Grant requires the applicant to do more evaluation of the project and conduct a survey of the audience members or constituents it serves.

2. The monthly deadlines are July 1, 2011 thru May 1, 2012; or until funds are exhausted. Applicants should submit an application at least 60 days in advance of the project starting date. The review and notification process takes approximately 4 weeks; payment is one month prior to the event. The arts council encourages innovative programming and growth. Repeat projects may not always be funded. Applicants may only receive one grant per fiscal year; and the grant must be used within one year.

3. Small Arts Project Grants may not exceed 50% of the Total Project Expenses. If the total expenses are \$2,400, then the grant maximum is \$1,200. If the total expenses are \$1,000, then the maximum grant is \$500. The maximum request should be the difference between the Total Project Expenses and the Total Income (Match) for the Project. Projects must be completed within one year of the awarding of the grant, unless an extension has been specifically requested and granted.

4. Applicants must submit information on the official application form and attach a typed or computer generated written response to the questions and submit required attachments. **No handwritten applications will be accepted.** Attachments include: resumes of paid staff or artists, supporting materials, non-profit information, fiscal agent agreement, etc.

5. Applicants must contact staff prior to submitting an application to review the project, budget and inquire about funds available. Early application is recommended as this is a first come, first serve program.

A different program available to organizations through Prairie Lakes is called the Arts and Cultural Heritage (ACH) Grant, two programs available are Arts Programming & Arts Access and Arts and Cultural Heritage Festivals Category, with a maximum grant of \$6,500. This grant is for larger budget organization programs. The organization should choose this Small Arts Project Grant of \$1,200 or the ACH Grant with a higher maximum, but not apply for both.

B. APPLICATION REVIEW PROCEDURE

Small Arts Project Grant applications will be reviewed on a monthly basis. Applications must be postmarked by the 1st of each month to be eligible for review that month. Those received after that date will be reviewed the following month. The board may recommend approval at the full amount requested, a partial grant, or denial of funding. On occasion the board may request clarification or modification of the grant application; prior to approval. Notification is approximately 4 weeks after the grant deadline. The arts council encourages innovative programming and growth. Repeat projects may not always be funded.

C. REVIEW CRITERIA

The following criteria are used to evaluate applications:

1. Artistic quality and merit of the project. (0-10 points)
2. Ability of the organization to carry out the proposed project. (0-10 points)
3. Artistic need for the project by the organization and/or community. (0-10 points)

D. GRANTEE RESPONSIBILITIES

The grant recipient must:

1. Not limit participation in the project on the basis of national origin, race, color, religion, age, sex, handicap, or ability to pay.
2. Use grant funds only for the expenses described in the project grant application.
3. Be responsible for completion of the project and for proper management of the grant.
4. Maintain records and receipts showing evidence of grant expenses and income.
5. Submit the Final Report form within 60 days of completion of the project. All future grants will be contingent upon completion compliance with the terms of this grant.
6. Include the following credit line in all advertising, news releases, printed programs, and promotional material: **"This activity is made possible by a grant provided by the Prairie Lakes Regional Arts Council, from funds appropriated by the Minnesota State Legislature."**

E. FISCAL AGENT

Minnesota Statutes provide that public money may be distributed to unincorporated organizations only through Fiscal Agents. If your organization is incorporated as a non-profit tax-exempt organization, Item d. under the Non-Profit Information section does not apply to your group. However, if you need a Fiscal Agent your organization should enter into a specific contractual agreement with the non-profit Fiscal Agent prior to applying for grant funds. Attach a copy of the contract to your grant application. A Fiscal Agent may be any non-profit corporation or governmental unit that agrees to handle the administration of your funds. For example: City Treasurer, Community Education, Historical Society, MN Extension Service, Public School, etc. An example of a Fiscal Agent contract is available from the PLRAC office. The Fiscal Agent will receive and dispense funds and is legally responsible for completion of the project and management of the grant funds. The PLRAC staff can also advise organizations on how to file Articles of Incorporation and apply for tax-exempt status.

F. PAYMENT PROCESS

1. Payment of Grants is contingent upon the state budget being approved.
2. A copy of the Contract, Request for Payment Form and a Final Report Form are sent to the grantee. (In cases of partial funding, the grantee must also submit a revised budget and a letter explaining how the proposal will be modified in response to the reduced budget.)
3. The grantee indicates agreement with the contract terms and completes the Contract and Request for 80% Payment Forms, returning both to the PLRAC office.
4. 80% of the grant funds will be paid to the applicant one month prior to the event.
5. Within 60 days of completion of the proposal, the Final Report and Request for Final 20% Payment must be submitted. A copy of the Thank You letter sent to legislators, acknowledging the grant, must be attached to the Final Report. After approval of this information, the remaining 20% of the grant is paid to the grantee. Failure to submit a final report will result in the applicant not being considered for funding for the next two years.
6. Include the following credit line in all advertising, news releases, printed programs, and promotional material: "This activity is made possible by a grant provided by the Prairie Lakes Regional Arts Council from funds appropriated by the Minnesota State Legislature."

NOTE: Upon request, PLRAC grant application materials will be made available in an alternate format such as large type, disk or on audiotape. Please call the PLRAC office in Waseca at 1-800-298-1254. For individuals with a disability and in need of TTY, contact the Minnesota Relay Service at 1-800-627-3529.

GENERAL INFORMATION FOR SMALL ARTS PROJECTS

A. Fundable Small Arts Project

Projects that involve the creation, performance or exhibition of art. Activities which are intended to develop and enhance artists, art resources or arts audiences within the community or region. This could include, but is not limited to, dance, literature, media arts, music, theater and visual arts.

Applicants presenting music groups must list the music genre per group and the city they are from. The types of music genres that can be funded with grant money are: bluegrass, blues, country, ethnic (Czech, German, Irish, Native American, etc.), folk, old-time-traditional, jazz, etc. Artist fees for rock 'n roll or country bands typically seen in a bar are not eligible for grant money; nor are DJ's, Karaoke, etc. Arts celebrations in communities can use grant funds for music groups that are performing in a community setting, but not for marching band fees that are participating during a parade.

Projects may also include the sponsorship of touring artists from within our region, state or nation. Only one grant per fiscal year is allowed. *The project may be excluded from PLRAC funding if other Arts and Cultural Heritage funds are available to the applicant through the Regional Library System, Statewide County Fair Board, etc.*

B. Non-Fundable Small Arts Project

Projects that will not be considered for funding are those in which:

1. Artists are required to pay excessive entry or exhibition fees in order to exhibit or perform in the project or program for which funding is sought.
2. Activities that do not have arts, arts education or cultural heritage of the arts as their primary focus.
3. Funds are requested for payment of debts incurred before the grant application is approved.
4. Funds are requested to support activities which are essentially for the religious socialization of the participants or audience (a religious service cannot be any part of a project).
5. Funds are requested to support activities in primary or secondary level parochial schools.
6. Funds are requested for activities that attempt to influence any state or federal legislation or appropriation.
7. Funds are requested for support of "routine" school activities in theater, dance, music and visual arts such

as: school plays, one-act plays, dance line, pop concerts, music competitions, visual art classes, summer marching band programs of the school, etc.

8. Funds are requested for a magic show or parade or marching bands in a parade.
9. Funds are requested to pay for capital costs such as equipment and/or improvements, construction, property acquisition or endowment funds.
- 10. Funds are requested to produce fundraising activities involving the arts such as benefits, reception or if the intent is to donate the proceeds (earnings) to another non-profit.**
11. Funds are requested to support strictly commercial activities intended for mass-market distribution.
12. The applicant has any overdue Final Report from a previous grant.
13. The applicant is not in compliance with any active grant contract with the arts council.
14. The applicant does not make all events open to the general public or whenever feasible, does not establish admission charges for the events.
15. The project budget contains combined funding from a regional arts council and the Minnesota State Arts Board that amounts to more than one-half of the project's total cash expenses.
16. Participants (youth) are required to pay a registration or participation fee and no scholarships are offered.
17. Funds are requested to pay fees for touring costs, performances, or exhibitions carried out exclusively by student organizations or schools that do not include the public.
18. Funds are requested for projects that are essentially historical, and lack a strong artistic component.
19. The application form and all required materials are not postmarked by the 1st of the month. Small Arts Project Grants received late will be reviewed the following month.
20. The proposal may not be eligible if the applicant's project could be funded through other Arts and Cultural Heritage funding sources such as the Regional Library System, Statewide County Fair Board, etc.

C. Instructions for Small Arts Application

1. Please read the entire packet to familiarize yourself with the program structure. Staff assistance is available to assist applicants in determining whether or not a project is eligible as well as helping applicants in developing a project idea and preparing the grant application. However, assistance from the PLRAC staff in no way implies that a grant request will be funded. The council members make all recommendations. The completeness and accuracy of an application are solely the responsibility of the applicant.
2. Type or submit a computer generated application form (no handwritten applications will be accepted). Submit the narrative questions (6.a.-g.) in a concise, readable format, either typed or on computer generated pages. No more than two typed pages are allowed, using 12 point characters.
3. The Applying Organization is the group that will be administering the actual project. Individuals may not apply. The Project Director should be the person responsible for the day-to-day details of the project, the person to whom correspondence and telephone calls are to be directed, and someone who is readily available during regular business hours.
4. Complete the Fiscal Agent information only if applicable.
5. Briefly describe the project and indicate project dates. Applicants must apply at least 60 days in advance of the project starting date. The project must be completed within one year of the grant award. List your organization's total annual budget for the previous fiscal year.
6. Attach Articles of Incorporation & MN Non-profit Corporation Certificate from the MN Secretary of State and the Federal Internal Revenue Service Tax-exempt notification letter, UNLESS you've previously submitted them to PLRAC's permanent file in the office. Please call to verify if we have them on file.

D. Small Arts Project Grant Budget

PROJECT EXPENSE (Round all numbers to the nearest \$10.)

Applicants should list all Cash and In-Kind expenses related to the project under this heading. If an expense is not applicable, please put N/A in the blank. Grant requests require a 50% Match, both Cash and In-Kind contributions will be allowed in this program in FY 2012; however, not more than 25% of the match can be in-kind. (See Budget on page 7.)

1. Artist(s) Fees - List personnel involved and the total each are to be paid. The Arts Council encourages the payment of fair market wages for all professional artists involved in projects seeking Council support.
2. Artist(s) Travel and Expenses - Include local mileage for the administration or production of the project, as well as transportation, and room and board for guest artist(s).
3. Publicity - List individual costs for advertising: radio, newspaper, printing of brochures, posters, etc.
4. Rental Fees - Rental of space or equipment specifically needed for the project.
5. Salaries or Wages - List may include project director, artistic director, clerical staff or other personnel assisting specifically with this project. Estimate the amount of time they will spend on the project and multiply by their hourly wage. (Do not include regular paid staff who normally performs this function as part of their job.)
6. Expendable Supplies and Materials - List may include: costumes, music, play books, audio and videotape, supplies needed for project administration, etc. Durable items or equipment cannot be included in a project grant (i.e. items that last three years or more).
7. Miscellaneous - List may include royalties, piano tuning, insurance, telephone, postage, scholarships, etc. **(costs for receptions or other food are not allowed)** Scholarships are required for youth projects that have a registration or participation fee. These should be noted in your narrative description of the project.

PROJECT INCOME (Round all numbers to the nearest \$10)

Identify and document amounts of Cash that your organization has to "match" the project expenses.

1. Cash
 - a. Organizational funds committed or budgeted for the project, which may be “profits from the previous years’ activities”, as noted in your PLRAC Final Report.
 - b. Other grants, not including the PLRAC request. Tell us whether these grants have been received or are anticipated.
 - c. Earned Income. List the details. For instance, ticket sales and fees should show the estimated number of people multiplied by the price of one ticket/fee. Other community fundraising may include city or county funding, donations from charitable gambling groups or service groups such as: the American Legion, Eagles, Fireman’s Association, Lions, Lutheran Brotherhood, Rotary, VFW, etc.
2. In-Kind is allowed in FY 2012, up to 25% of the total expenses. This is a donated product or service that has a tangible value that is being donated to your project to make it happen. (i.e. \$200 in free printed brochures.)

Total the Cash Income and In-Kind and enter the “Grant Amount Requested” from PLRAC.

Total support for the project is the two figures added together.

Income (1) + Grant Request (2) = Total Support for the Project (3).

Total Income for the Project should also equal Total Expenses.

The Total Project Expenses and Grant Amount Requested should also be listed on the front page of the grant application.

Prairie Lakes Regional Arts Council
207 N. State St., Suite A, Waseca, MN 56093-2930
(507) 833-8721 or (800) 298-1254
plrac@hickorytech.net * www.plrac.org

SMALL ARTS PROJECT GRANT

Fiscal Year 2012 Application
July 1, 2011 – May 1, 2012
Deadline: 1st of each month

-- APPLY AT LEAST 60 DAYS IN ADVANCE OF PROJECT --

No handwritten applications will be accepted.

Set margins to .5 inch on all sides for form to print out correctly.

For Office Use Only

Application # _____

Date Received ____ / ____ / ____

Date of Award ____ / ____ / ____

Amount of Grant \$ _____

1. APPLYING ORGANIZATION

Project Director _____

Organization _____ Home Phone _____

Federal ID Number (required) _____

Address _____ Daytime Phone _____

Email Address _____ Fax _____

City _____ State _____ Zip _____

County _____ Legislative District _____ U.S. Congressional Dist. _____

2. FISCAL AGENT (When applicable: see page 2 of guidelines)

Contact Person _____ Organization _____

Federal ID Number (required) _____

Address/City _____ State _____ Zip _____ Phone _____

Email Address _____

3. NON-PROFIT INFORMATION

a. Forms already on file with PLRAC (call office to verify). ____ Yes ____ No [**Don't resubmit**]

b. Internal Revenue Service Tax-exempt notification letter. ____ Yes ____ No

(Attach Articles of Incorporation & Non-profit Certificate from Secretary of State and IRS letter)

4. PROJECT DESCRIPTION

Brief one or two sentence description of your project: _____

Project starting date and completion date _____ to _____

Total Annual Expenses for your last fiscal year (Include financial statement) \$ _____

(From your BUDGET page. Round to nearest \$10.) **Total Project Expenses** \$ _____

(The GRANT may not exceed 50% of the Project Expenses.)

Grant Amount Requested \$ _____

5. CERTIFICATION We certify that the information contained in this application is true and correct to the best of our knowledge.

Project Director

Title

Date

Board President, Officer or Fiscal Agent

Title

Date

6. BUDGET (You must round all numbers to nearest \$10)

Note: The Grant Amount must be matched with 50% Cash or Income.

<u>PROJECT EXPENSE</u> (Clearly identify each item)	<u>Cash</u>	In-Kind: Must not exceed 25% of project expenses	<u>Totals</u>
1. Artist(s) fees _____	\$ _____	\$ _____	\$ _____
2. Artist(s) travel and expenses _____	\$ _____	\$ _____	\$ _____
3. Publicity expenses _____	\$ _____	\$ _____	\$ _____
4. Rental fees _____	\$ _____	\$ _____	\$ _____
5. Salaries or wages (_____ hrs. at \$ _____ per hr.) _____	\$ _____	\$ _____	\$ _____
6. Expendable supplies and materials (list) _____	\$ _____	\$ _____	\$ _____
7. Miscellaneous (non-food) (list) _____	\$ _____	\$ _____	\$ _____
Total Expenses			\$ _____ (3)

<u>PROJECT INCOME</u> (Match) (Round all numbers to nearest \$10)	<u>Totals</u>	
1. Cash		
a. Organizational funds budgeted for the project _____	\$ _____	
b. Other grants (indicate source and whether anticipated or received) _____	\$ _____	
c. Earned Income (ticket sales, fundraisers, concessions, etc.)		
Ticket sales/Registration fees _____	\$ _____	
* <u>Number of Performances</u> _____ <u>Seating Capacity</u> _____		
* <u>Number of tickets per performance</u> _____, \$ _____ per each ticket	\$ _____	
Community fundraising _____	\$ _____	
Other (list) _____	\$ _____	
Total Income		\$ _____
2. In-Kind Contributions (must equal itemization in expense section above.)	\$ _____	
Total Income & In-Kind Contributions		\$ _____ (1)
(The Grant may not exceed 50% of the Project Expenses.) Grant Amount Requested	\$ _____ (2)	
Total Support for the Project		\$ _____ (3)

[Must equal Total Expenses: Income (1) + Grant Request (2) = (3)]

FY 2012 Small Arts Project Grant

7. PROJECT & ORGANIZATIONAL DESCRIPTION

Please answer the following questions (7.a. – g.) on no more than two to three typed or computer-generated pages, using 12 point characters. No handwritten materials will be accepted. Please type the name of your organization at the top of each page. Do not use letterhead as it takes up too much space. Failure to answer each and every question may result in your application being rejected.

- a. Describe the project for which you are requesting funds. If you plan to present music groups, you must list the music genre per group and the city they are from. (Details are on page 3.)

Which cash expenses on the budget will grant funds be used for? List any in-kind donated materials, labor, etc. that are committed to the project. Remember that In-kind refers to donated products or services that have a tangible value that are being donated to your project to make it happen. (i.e. \$200 in free printed brochures.)

- b. List date(s), location, schedule of activity and project duration. Include anticipated audience, ticket prices if applicable, and seating capacity of location. What is the registration or participation fee and are scholarships available for youth projects?
- c. Briefly describe planned publicity and cost. (i.e. news release, newspaper ads, posters, brochure, etc.)
- d. List names of individuals coordinating the activity and artists/directors/salaried people for the project and their qualifications. Qualifications can be summarized in a paragraph or a resume may be included.
- e. Briefly describe the applicant group. Include names of board members, volunteer or paid staff, committee structure, mission, goals, past arts projects, etc.
- f. List any PLRAC arts grants you've received in the past three years, and the amount. Was there a profit or (loss) on the last project? (Applicants refer to previous year's Final Report to Prairie Lakes.)

Provide audience numbers for the last three years.

Number of people and/or tickets sold _____ Number of performances _____% of total capacity _____

If this application is for a repeat project, funded by PLRAC, please note how much change and growth it represents and are you working towards making this a self-sufficient activity? (i.e. are you increasing participation by participants or audience, are you seeking additional financial support through community fundraising, registration fees, ticket sales or free-will offering?)

- g. Is the facility you use for performances/exhibitions/events/etc. handicapped accessible? Explain. Are your programs, performances and/or services available to persons with a disability? How could you accommodate them?

For your records only – checklist of items to submit with application.

Please keep a copy of these documents for your records.

- | | |
|---|---|
| ___ Project Description – Questions 7. a.- g. | ___ Fiscal Agent Contract (if applicable) <input type="checkbox"/> |
| ___ Supporting Materials/Resumes/etc. | ___ Articles of Incorporation Certificate <small>(new applicants only)</small> <input type="checkbox"/> |
| ___ RAC: Grant Data Collection Form | ___ Tax-Exempt Letter of organization or fiscal agent |
| ___ Financial Statement from previous year | |

RAC GRANT DATA COLLECTION FORM

TO THE APPLICANT: This form is used to gather information about grant applicants to the Minnesota Regional Arts Councils (RACs). The data is maintained by the Minnesota State Arts Board in cooperation with the RACs, and may be distributed to others in accordance with the Minnesota Data Practices Act. Complete information is necessary to ensure the reliability of our data. *Note: If you are using a fiscal agent, please fill out this first page as it pertains to the arts organization conducting the activity, not the fiscal agent.*

1. APPLICANT INFORMATION

Date _____

Legal name of organization or individual _____
 Professional or other name _____
 Address _____
 City _____ State _____ Zipcode _____
 Day phone _____
 Email address _____
 Contact person name and title _____
 County _____ MN House district _____ U.S. Congressional district _____
 Fiscal agent name (if applicable) _____

2. SPECIAL CHARACTERISTICS:

For individuals applying (optional)
 Select any combination that applies describing your racial/ethnic characteristics. This information is not made public.

- American Indian/Alaska Native (N)
- Asian (A)
- Native Hawaiian/Pacific Islander (P)
- Black/African American (B)
- Hispanic/Latino (H)
- White (W)
- Other _____

For individuals, mark these items if they apply (optional)

- Disability (I)
- Older Adult - 60+ (S)
- Veteran (V)

For organizations applying
 Select the one code that best represents 50% or more of your staff or board or membership

3. STATUS:

Select the one code which best describe the applicant's legal status

- | | | |
|---------------------------|---|-------------------------|
| 01 Individual | 04 Government-Federal | 07 Government-County |
| 02 Organization-Nonprofit | 05 Government-State (includes public schools) | 08 Government-Municipal |
| 03 Organization-Profit | 06 Government-Regional | 09 Government-Tribal |
| | | 99 None of the Above |

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4. INSTITUTION:

Select the one code which best describe the applicant

- | | | |
|--|-------------------------------------|---------------------------------|
| 01 Individual artist | 18 Union/Professional Association | 36 Seniors Center |
| 02 Individual non-artist | 19 School-District | 37 Parks & Recreation |
| 03 Performing Group | 20 School-Parent/Teacher Assn | 38 Government-Executive |
| 04 Performing Group-College/University | 21 School-Elementary | 39 Government-Judicial |
| 05 Performing Group-Community | 22 School-Middle | 40 Government-Legis (House) |
| 06 Performing Group-Youth | 23 School-Secondary | 41 Government-Legis (Senate) |
| 07 Performance Facility | 24 School-Vocational or Technical | 42 Media-Periodical |
| 08 Museum (Art) | 25 School-Other (incl Community Ed) | 43 Media-Daily Newspaper |
| 09 Museum (Other) | 26 College/University | 44 Media-Weekly Newspaper |
| 10 Gallery/Exhibition space | 27 Library | 45 Media-Radio |
| 11 Cinema | 28 Historical Society/ Commission | 46 Media-Television |
| 12 Independent Press | 29 Humanities Council/Agency | 47 Cultural Series Organization |
| 13 Literary Magazine | 30 Foundation | 48 School of the Arts |
| 14 Fair/Festival | 31 Corporation/ Business | 49 Arts Camp/ Institute |
| 15 Arts Center | 32 Community Service Organization | 50 Social Service Organization |
| 16 Arts Council/Agency | 33 Correctional Facility | 51 Child Care Provider |
| 17 Arts Service Organization | 34 Health Care Facility | 99 None of the Above |
| | 35 Religious Organization | |

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Legal name of organization or individual _____

5. DISCIPLINE:

Select one code which best describes the applicant's primary area of interest in the art (e.g. ballet 01A)

- 01 Dance—general
 - 01A ballet
 - 01B ethnic/jazz/folk-inspired
 - 01C modern
- 02 Music—general
 - 02A band
 - 02B chamber
 - 02C choral
 - 02D new-experimental, electronic
 - 02E ethnic/folk-inspired
 - 02F jazz
 - 02G popular
 - 02H solo/recital
 - 02I orchestral
- 03 Opera/Musical Theater—general
 - 03A opera
 - 03B musical theater
- 04 Theater—general
 - 04A theater, in general
 - 04B mime
 - 04C puppetry
 - 04D theater for young people
 - 04E storytelling
 - 10C playwriting/scriptwriting
- 05 Visual Arts—general
 - 05A experimental
 - 05B graphics (include drawing, cartooning, printmaking, book arts)
 - 05D painting
 - 05F sculpture
- 06 Design Arts—general
 - 06A architecture
 - 06B fashion
 - 06D industrial
 - 06E interior
 - 06F landscape architecture
 - 06G urban/ metropolitan
- 07 Crafts—general
 - 07A clay (includes ceramics)
 - 07B fiber (includes basketry)
 - 07C glass
 - 07D leather
 - 07E metal
 - 07F paper
 - 07G plastic
 - 07H wood
 - 07I mixed media
- 08 Photography (include holography)
- 09 Media Arts—general
 - 09A film
 - 09B audio
 - 09C video
 - 09D technology/experimental
 - 09E screenwriting
- 10 Literature—general
 - 10A fiction
 - 10B non-fiction
 - 10C playwriting/ scriptwriting
 - 10D poetry
- 11 Interdisciplinary (include collaborations & performance art)
- 12 Folklife/Traditional Arts, in general
 - 12A Dance
 - 12B Music
 - 12C Crafts and visual arts
 - 12D Oral traditions
- 13 Humanities
- 14 Multi-disciplinary
- 15 Non-arts/non-humanities

PROJECT ACTIVITY

6. _____ **Adult Artists Participating** Record the number of adult artists expected to be directly involved in providing art or artistic services for these grant activities.
7. _____ **Adult Audience Benefiting** Record the number of adult audience expected to benefit directly from these grant activities (excluding employees, paid performers, artists participating, children/youth, and broadcast figures). Do not double-count repeat attendees.
8. _____ **Children/Youth Benefiting** Record the number of children and youth under the age of 18 expected to participate in and/or benefit directly from these grant activities, or were included in the audience (excluding broadcast figures). Do not double-count repeat attendees.
9. **Project Discipline** Using the same discipline coding listed above, select one category which best describes the grant activity.

10. For organizations applying, **total organization expenses** for most recently completed fiscal year: \$ _____ FY _____

TO BE COMPLETED BY REGIONAL ARTS COUNCIL STAFF ONLY

Total Project Revenue (cash only-include grant request) \$ _____ Total Project Cost (cash only) \$ _____ In-Kind Contributions \$ _____

FISCAL YEAR 2012 GRANT REQUEST \$ _____ SOURCE OF FUNDS

RAC 9 RECOMMENDED \$ _____ State General Fund \$ _____ ACHF Arts & Arts Access \$ _____

APPLICATION # _____ AWARDED \$ _____ Federal \$ _____ ACHF Arts Education \$ _____

Other \$ _____ ACHF Arts & Cultural Herit \$ _____

- GRANT PROGRAM
- Production Assistance
 - Sponsorship Activity
 - Other _____
 - General Operating Support
 - Organization Arts Project
 - Organizational Management Support
 - Arts in Education School Residency
 - Arts Scholarship
 - Individual Artist

APPLICATION WITHDRAWN APPLICATION INELIGIBLE

Reason for ineligibility or withdrawn application _____

Comments _____

Proposed Project Description _____

ALL INFORMATION ON THIS FORM HAS BEEN REVIEWED AND IS COMPLETE AND CORRECT.