



## **Erie Arts & Culture**

*The collective voice for a vibrant region*

## **2018 Grant Announcement & Guidelines**

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Erie Arts & Culture requests proposals for our 2018 project grants. Project grants are designed to provide up to \$5,000 in financial support to a variety of arts, cultural and heritage activities to help strengthen the vibrancy and vitality of the Erie Region and enrich the lives of our residents.

Proposals for Erie Arts & Culture Grants are accepted once a year. Complete proposals are evaluated by a volunteer panel based on three criteria: Project Quality, Community Engagement and Impact, and Management. The Erie Arts & Culture Board of Directors makes all final funding decisions.

Grants are made possible by contributions made to the Erie Arts Endowment, Arts and Culture Campaign and special giving events like Erie Gives Day. Projects which involve music performance and arts education have an enhanced pool of funds available thanks to donors who wished to ensure that these specific activities thrive in Erie County.

### **What types of projects can this grant funding be used to support?**

**General Projects for Organizations:** Erie Arts & Culture project grants provide flexible, accessible funding to help organizations complete short-term projects addressing a wide variety of goals and objectives. Awards may support first-time applicants, including new or emerging organizations, as well as established organizations.

**Bold, Ground-Breaking Projects:** Project grants provide funding for innovative and experimental projects. Awards may support big ideas that push boundaries, engage participants in unexpected ways, pilot new solutions to challenging problems, or improve program design with calculated risk-taking.

**Projects Building Cultural Diversity:** Erie Arts & Culture project grants may be used to support new, existing, and emerging organizations whose mission, staff, programs, and board represent culturally diverse communities. Awards may fund projects that celebrate communities' unique arts and culture or preserve culturally significant artistic traditions or practices.

**Projects Improving Accessibility:** Organizations may use Erie Arts & Culture project funding to make accommodations for patrons and artists with disabilities. Awards may support one-time accommodations such as American Sign Language interpretation, audio description, captioning, or materials in alternative formats; or the purchase of durable equipment. This funding is not intended for physical space accessibility improvements.

### **Eligibility Requirements**

- Applicants must be a registered tax exempt organization under Section 501(c) 3 of the IRS Tax Code, as demonstrated by a copy of the applicant's IRS Determination Letter.
- The applicant's principal office/activities must be located in Erie County, PA.

- Applicants must not discriminate on the basis of age, race, color, religion, national origin, handicap, sexual orientation, marital status, gender or gender identity in any program or activities receiving grant funds.
- Applicants must be in good standing in accordance with Erie Arts & Culture's grant requirements and must have provided all contract reporting required to date.
- The project must occur in Erie County, PA and be accessible by the general public.
- The project must occur between January 1, 2019 and December 31, 2019.

### **Timeline**

Deadline for proposals is Friday, October 19, 2018 by 11:30 pm. Funding announcements will be made by December 21, 2018 following approval by the Erie Arts & Culture Board of Directors.

### **Application Guidelines**

1. Applicants must identify the type of project (General Projects for Organizations, Bold, Ground-Breaking Projects, Projects Building Cultural Diversity and Projects Improving Accessibility) for which they seek funding.
2. Applicants may submit up to two applications, but each application needs to be for a separate project and may not fall within the same project type. Colleges/universities may submit multiple applications as long as they are from separate departments; no more than one application will be accepted per department.
3. Applicants can request up to \$5,000 per project. Only partial support will be provided. Applicants must have at least 10% of their (cash) budget from other sources, which may include projected or estimated earned income. In-kind support may not count towards the applicant's required cash match.
4. Full project budgets should be included using the Budget Worksheet provided in the online application.
5. Final reports from organizations who have received funding in the past may be considered in the assessment of new grant applications.
6. No awards will be made directly to individuals. Individuals are encouraged to work with an eligible organization to apply.
7. Capital expenditures over \$500 and costs associated with benefits/fundraiser are unallowable.
8. All proposals must be complete and submitted using Erie Arts & Culture's online grant application. No paper applications will be accepted.
9. Organizations that are not independently incorporated as tax-exempt nonprofit may apply through a qualified fiscal agent. Fiscal agents must provide proof of eligible tax status and submit a signed Letter of Commitment explaining the organization's role and level of involvement in the proposed project and committing to adhere to all funding requirements, project administration and reporting procedures.

## **How do I apply?**

1. Create a new application online. All applications and support materials must be uploaded and submitted via the online application at <https://erieartsculture.submittable.com>. Erie Arts & Culture will not accept any physical copies. (Applicants must create an account on the website in order to access the application form and to upload support materials.)
2. Begin the online application. Applicants may submit only one application.
3. Fill in the online application and upload support materials. Resumes for key artists/arts professionals and management staff/volunteers, as well as a copy of your IRS letter of determination, are required. Applicants applying through a fiscal agent are also required to upload a Letter of Commitment from the organization serving as the fiscal agent. Although it is optional, applicants are strongly encouraged to submit work samples representative of the level of artistic quality. You may submit one two-minute audio or video file, up to four promotional pieces and/or press clippings, and a maximum of eight photographs.
4. Submit the application. When the application is complete and all required support materials have been attached, click the Submit button on the bottom of the application form to submit an application.

For more information regarding Erie Arts & Culture Grants contact Melinda Meyer, Program Director at (814) 452-3427 or by email at [melinda@erieartsandculture.org](mailto:melinda@erieartsandculture.org).



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## **2018 Erie Arts & Culture Project Grant Application (Online Application)**

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**SUBMISSION DEADLINE:** The deadline to apply is Friday, October 19, 2018 at 11:30 pm. No applications will be accepted after the deadline, and only online applications will be accepted. Do not submit a paper copy of the application. You may apply online at <https://erieartsculture.submittable.com>

### **Applicant Data**

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Web Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

If not a 501(c) 3, Name and Address of Fiscal Agent: \_\_\_\_\_

### **Project Type**

Please identify the type of project for which you seek funding. For definitions, see page one of the guidelines.

**General Projects for Organizations**       **Bold, Ground-Breaking Projects**

**Projects Building Cultural Diversity**       **Projects Improving Accessibility**

### **Project Information**

Project Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Project Location: \_\_\_\_\_

How many people do you expect to attend? \_\_\_\_\_

Has this project been conducted before?     No     Yes    (Check one)

If yes, when? \_\_\_\_\_ How many people attended in the most recent year? \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Total Project Cost: \$ \_\_\_\_\_

## **Verification of Eligibility**

Applicants requesting a Project Grant must answer 'Yes' to ALL of the following criteria:

- Applicant's principal office/activities are located in Erie County, PA.  Yes  No
- This project occurs in Erie County, PA.  Yes  No
- The applicant is tax exempt under Section 501(c) 3 of the IRS Tax Code OR applicant is applying through a fiscal agent which is tax exempt under Section 501 (c) 3 of the IRS Tax Code.  Yes  No
- Applicant does not discriminate on the basis of age, race, color, religion, national origin, handicap, sexual orientation, marital status, gender or gender identity in any program or activities receiving public funds.  Yes  No
- Applicant is in good standing in accordance with Erie Arts & Culture grant requirements (has provided all contract reporting required to date).  Yes  No
- This project is accessible by the general public.  Yes  No
- This project occurs between January 1, 2019 and December 31, 2019.  Yes  No

## **Narrative Questions**

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Please provide narrative responses to the prompts below.

### **1. Project Quality (35 points) – 1,500 word limit**

- 1a.** Provide background on your organization. Please state your mission, summarize your organization's history, outline current programs and activities, and highlight your most recent accomplishments.
- 1b.** Identify the problem to be addressed and the needs to be met by the project. What unique service(s) would the community be deprived of if you did not undertake this project? Provide supporting data.
- 1c.** Describe your project in detail including when and where it will take place, objectives, the sequence of activities, important partners, and key staff or contracted professionals. Be sure to outline the goals of the project, too. Identify the project as a new or continuing effort.

### **2. Community Engagement and Impact (40 points) – 1,500 word limit**

- 2a.** Erie Arts & Culture's priorities for the next three years (2017-2019) are to grow access, participation and inclusion in arts and cultural activities in Erie County by a) building diversity in programs and projects, organizations, and community, b) engaging more residents in schools and in their neighborhoods through arts and cultural education programs and public art, and c) increasing the number of tourists or non-county residents visiting our area. Please explain how your project aligns with one of these three priorities.
- 2b.** Define your target audience and provide evidence of existing interest and/or support from the community for the project, or describe your plan to engage a new, non-traditional or underserved audience.
- 2c.** Describe your strategies for reaching your target audience. They may include marketing and promotional activities, and/or collaborating with other organizations.
- 2d.** Outline your plan to document progress and results. How will you measure expected outcomes and the effectiveness of your activities? What will be your criteria for success? What tools will you use to evaluate your project (surveys, interviews, pre- and post-tests, community feedback, etc.)?

**3. Management (25 points) – 1,000 word limit**

- 3a.** Provide evidence of your organization’s stability and sound administrative practices.
- 3b.** Discuss your project budget being sure to address the required 10% cash match. What are the other sources of income for the project? If the project will be benefiting from in-kind contributions, please identify them.
- 3c.** Describe the qualifications of the key staff or contracted professionals to implement this project.

**Supporting Materials**

You are required to upload to your application resumes for key staff, volunteers or contracted professionals involved in the proposed project and a copy of your IRS letter of determination. If you are using a fiscal agent, you are also required to upload a Letter of Commitment from the fiscal agent explaining their role and level of involvement in the project. All other supporting documentation is optional, but it is highly encouraged that you upload additional support materials.

## Budget Worksheet

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Please provide a complete budget for your project. Add lines as necessary.

**INCOME: Please list each source of cash income for this project and dollar amount requested/committed.**

<i>Source</i>	<i>Amount</i>
Amount Requested from Erie Arts & Culture	_____
_____	_____
_____	_____
_____	_____
<b>Total Income</b> (Including grant request)	\$ _____

**EXPENSES: Please list each major cash expense for this project and projected cost.**

<i>Expense</i>	<i>Cost</i>
_____	_____
_____	_____
_____	_____
<b>Total Expenses</b>	\$ _____

\*Total Income should be equivalent to Total Expenses

**Non-Cash / In-Kind Contributions: Please list the source of any non-cash/in-kind contributions and value.**

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