



PA PARTNERS IN THE ARTS 2007 GRANT APPLICATION

For projects occurring between September 1, 2007 to August 31, 2008



Submission Deadline: Must be postmarked by June 30, 2007 or hand-delivered by 5:00 p.m. on July 2, 2007
Mail to: Arts Council of Erie, 3 East 4th St., Suite 10, Erie, PA 16507

Please type or print in ink and submit 2 copies. Do not staple!

Organization or Individual Name: _____

Project Name: _____

Contact Person: _____

Contact's Title: _____

Mailing Address: _____

City: _____ Zip Code + 4: _____ County: _____

*You can go to www.usps.com/zip4/ to look up your zip+4 code

Phone: Day _____ Evening _____

Fax #: _____ Email: _____

Alternate Contact Name & Phone: _____

Federal ID# (organization) _____ SS# (individual) _____

PA House District #: _____ PA Senate District #: _____ Federal District #: _____

*Go to www.legis.state.pa.us and www.house.gov to determine your legislative districts.

Have you received funding from the PA Partners in the Arts program in the past?

Check One:

NO ___ YES ___

If yes, list all the years that funding was received: ____/____/____/____

Project Start Date: _____ Project Completion Date: _____

Location: _____

Expected attendance: _____ Previous attendance (if applicable): _____

Organization or Individual Name: _____

Project Narrative See p. 4 for directions.

Organization or Individual Name: _____

Project Budget Only list income and expenses associated with the project described in this application.

All second-year applicants must show a match, in cash, of 50% of the amount requested. Third-year & prior transition applicants must provide a 100% cash match of the amount requested.

INCOME – Do not include the amount requested from this grant in your budget.

<u>Admissions / Ticket Sales</u>	\$ _____
<u>Concessions / Merchandise Sales</u>	_____
<u>Workshop / Tuition Fees</u>	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL INCOME	\$ _____

EXPENSE

<u>Artistic Fees</u>	\$ _____
<u>Marketing / Promotions</u>	_____
<u>Space / Facility Rental</u>	_____
<u>Equipment Rental</u>	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL EXPENSE	\$ _____

INCOME Minus EXPENSE: \$ _____

AMOUNT REQUESTED:
\$ _____
(Not to exceed \$2,000)

Donated Service: Please list any donated or in-kind services and their determined values. (Do not include in above budget)

I hereby certify that all eligibility criteria have been met, that above information is correct; that the funds, if granted, will be used for the purpose described; and that the applicant/organization will comply with all terms and guidelines, including the Additional Terms and Conditions, for this grant.

This document is to be signed by the person authorized to submit the application and report on behalf of the applicant.

Signature: _____ Title: _____

Name: _____ Date: _____

(Type or Print)

Project Narrative Directions

In the indicated space on page 2, please provide a brief but complete description of the project for which this grant is requested. The narrative must be typed in a 10pt font or larger and must not exceed the space provided. Answer all of the following questions below using the evaluation criteria (see guidelines) as your guide; be as specific as possible.

Description List:

- A. What is your organization's mission or your artistic purpose?
- B. Describe the project in detail, including key artists and their qualifications.
- C. What do you hope to accomplish with this project?
- D. Explain how your target audience is representative of underserved, diverse populations or people with disabilities.
- E. How will the project be advertised to effectively reach your target audience?
- F. Who is managing the project, and what are their qualifications?
- G. How will your organization evaluate the success of this project in reaching its goals?

Application Enclosures

Work samples are encouraged to reflect the project's artistic quality. **Please note:** Work samples will not be returned unless a self-addressed stamped envelope is included. Applicants may submit 1 copy of:

- | | |
|---|---|
| ➤ Video/CD/DVD | Queued to selection, track numbered
Maximum of 2 minutes |
| ➤ Brochure/Press clippings | Maximum of 4 |
| ➤ Photographs | Maximum of 8 photos |
| ➤ Slides | Maximum of 8 slides
Numbered & labeled with a slide list |
| ➤ Artist Resume or curriculum vitae,
(Required for individual artist applications) | |

Application Checklist

Once you have completed the application, submit 2 copies (unstapled) of each of the following:

- Cover sheet (Page 1)
- Project narrative (Page 2)
- Project budget with signature of authorization (Page 3)

Submit 1 copy of:

- Application enclosures (optional, but highly recommended.)

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