



# Programming Support Grant Guidelines

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## **Introduction**

The Arts Council nurtures the arts and enriches the lives of everyone in Northwest Pennsylvania through leadership, financial support, education and advocacy.

Arts Council grants provide funding to support arts programming, performances, projects and exhibits in Erie County. Applications are accepted annually and funds are distributed on a competitive grant basis. Applicants may apply for Programming Support and/or Project grants, depending on eligibility. The review of grant applications and the allocation of funds are conducted by an independent allocations panel with ratification by the Arts Council Board of Trustees.

## **Eligibility**

Any organization requesting an Arts Council Programming Support Grant must first be approved by the Arts Council. New applicants must submit a **Verification of Eligibility** form by July 1, and will be notified of their eligibility status by August 1. Returning applicants must submit a Verification of Eligibility form with the application by September 30\*. All applicants must meet ALL of the criteria listed on the Verification of Eligibility form.

## **Application Guidelines**

1. Applications must be postmarked or hand-delivered to the Arts Council of Erie by September 30\*. No applications will be accepted after the deadline.
2. Organizations wishing to apply for Programming Support Grants for the first time must submit a Verification of Eligibility form by July 1, and must be approved by the Arts Council. Notification of approval will be given by August 1.
3. Previous applicants must continue to meet all eligibility guidelines and submit a Verification of Eligibility form with the application on September 30\*. If the applicant feels the organization may no longer meet all eligibility guidelines, the applicant must notify the Arts Council by July 1.
4. Applicants who apply for Arts Council Programming Support Grants may not apply for Arts Council Project Grants from the Unrestricted/McCain funds during the same cycle, but may apply for Arts Council Project Grants from the Clarence E. Beyers Music Performance Fund and/or Virginia Vieser Arts Education Fund.
5. Applicants who received previous funding from any grant programs administered by the Arts Council of Erie will not receive any award payment until final reports are completed and filed.
6. All applications must be submitted using official Arts Council of Erie application forms.

## **Evaluation Criteria**

Applications will be evaluated in the following areas, with a **maximum of 100 points**

### **1. Artistic Considerations**

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#### **Artistic Mission**

- Evidence of programming and/or services that relate to mission

#### **Level of Quality**

- Evidence of quality of artistic product, process and/or services
- Effort to improve the level of artistic quality

### **2. Community Involvement**

**30**

#### **Community Programming and Engagement**

- Impact of programs and services in the community
- Evidence of community interest and support
- Non-duplication of existing services or programs

#### **Partnerships and Organizational Collaboration**

- Ability to use partnerships and collaborations to expand community impact

#### **Community Relations**

- Defined traditional audience
- Ability to market and promote activities to traditional audience
- Appropriate marketing budget and use of free and paid media
- Evidence of attempts to market to and effectively reach non-traditional audiences

### **3. Governance & Leadership**

**20**

#### **Long-Range Plan**

- Ability to plan and to implement plan

#### **Board of Directors**

- Evidence of an active board
- Evidence of board member participation in committees

#### **Professional staff**

- Evidence of appropriate review of leadership
- Proof of adequate, qualified staff

### **4. Financial Planning & Management**

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#### **Financial history and planning**

- Evidence of sufficient resources to fund operations and programs
- Ability to address and correct financial issues

#### **Fundraising / Development**

- Percentage of budget raised through contributed income
- Ability to successfully fundraise and develop new sources of contributed income

#### **Earned Income**

- Percentage of budget raised through earned income
- Ability to increase earned income (e.g.; admissions, subscriptions, etc.)

## **Recognition**

Organizations awarded funds are required to provide appropriate recognition of the grant support in all programs, news releases or other publicity related to the sponsored project. The appropriate recognition format will be provided with the grant award notification and agreement.

## **How to Apply**

All applications must be submitted using the current Arts Council application forms. Applications may be obtained by contacting the Arts Council at the following address:



Zachary Flock, Program Associate  
Arts Council of Erie, Inc.  
3 East 4th St., Suite 10  
Erie, PA 16507

(814) 452-3427  
(814) 452-3128 (fax)  
zachf@artscounciloferie.org  
www.artscounciloferie.org

## **Submission Deadline**

**New Applicants** must submit a Verification of Eligibility form by July 1.

**Returning Applicants** must submit a Verification of Eligibility form by September 30.\*

**ALL APPLICANTS** must postmark or hand-deliver grant applications by **September 30.\***

**\*PLEASE NOTE: In 2008, the submission deadline will change to August 31.**