



Council on
the Arts

Informational Preview
2017 Arts Link Re-Grant Program
Community Arts Program Questions
for Decentralization & Putnam Arts Fund Programs

On-Line Application Due Date: Friday, November 17, 2016

APPLICANT ORGANIZATION INFORMATION:

Note: If you are using a sponsor, please contact us before you proceed.

1. Organization Name:
2. Organization Mailing Address (city, zip):
3. Organizational Focus /Mission:
4. Organization year incorporated:
5. Has organization provided active services to Putnam County since 2008? _____
(If not, explain)
6. Organization not-for-profit type (501(c)(3) etc.):
7. Organization non-profit status was provided through (select one):
NY Dept. of Education
NY Dept. of State
Unit of Government/Indian Tribe
Other
8. Organization FEIN # (Federal Employer Identification Number):
9. Organization NY State Senate District #:
10. Organization NY State Assembly District #:
11. Name of Exec. Director or President of organization:
12. Organization Website:

13. Exec. Dir. or President of organization daytime phone:
14. Exec. Dir. or President of organization E-mail:
15. Contact Person(s) Name AND Title
Applicant:
Project Manager (if different):
16. Contact Person(s) Address
Applicant:
Project Manager (if different):
17. Contact Phone
Applicant:
Project Manager (if different):
18. Contact E-mail
Applicant:
Project Manager (if different):
19. If the Organization is acting as a sponsor for another local arts organization, what is the name of the sponsored group and what is your connection to the project.
(Note: sponsors must complete additional paperwork which needs to accompany this application. Please contact us for the form.
20. Sponsored Group's web address, if applicable:

PROJECT INFORMATION:

1. Name of Project:
2. Artistic Discipline of Project:
3. Brief (2 line) summary of Project:
4. Composition of Audience:
5. How is your project serving your community and your local artists?
6. How will you measure the success/response to your project:
7. Total projected number of artists participating in project:
8. Total projected number of youth benefitting (participating or attending):
9. Total projected overall number of people benefitting (including artists, youth, and adults, participating or attending):

10. Project start and end dates:

11. Grant Request \$_____

GENERAL INFORMATION

1. DETAIL STATEMENT:

Describe your project and its primary goals and objectives. Address all points listed below. You do not need to write a separate paragraph for each bullet. Just make sure that every point below is covered somewhere in your narrative.

- *Please write a detailed description of the project.*
- *Describe the art, i.e. the performance, exhibit or activity.*
- *Name artistic personnel. Speak about the qualifications or experience of your proposed artistic personnel. List the websites of the artists involved. (Note: You can upload resumes as either a JPG, PDF, or DOC file of up to 25MBs in the Supplemental Materials section of this application) The caliber of the artistic personnel is a major consideration for the panel.*
- *Speak about the need for these funds.*

2. EVENT INFO:

Use the following format to list dates, times and locations of your requested event(s). If information is not confirmed, write what you can, i.e. "mid-June".

List Activity	Date	Time	Location	Ticket Fee

3. IN-KIND CONTRIBUTIONS:

Tell us about services that are being donated to your project such as reduced artist fees, space rental, printing, utilities, volunteers, food, etc.:

4. IF YOU RECEIVE REDUCED FUNDING:

A) If your project receives funding at a reduced level, describe how your project could

be adjusted:

B) List the expenses most crucial for the success of your project:

5. PROMOTIONAL EFFORTS:

Describe your planned publicity/promotional efforts for your project. If applicable, describe your efforts to target under-served or under-represented audiences. Be specific.

4. GAP FUNDING

If your organization received GAP funding in 2015 or 2016, please contact PAC.

5. RESPONSE TO PRIOR INPUT (if applicable)

If you were funded in 2016, and received panel comments and/or recommendations, what revisions did you make to your project in response to these concerns?

Required Materials

Applicants must up-load documents with their application as either JPG, PDF, or DOC files of up to 25MBs. Documents can be multiple pages as long as they do not exceed 25MGs. 10 or less documents can be uploaded per application. If you experience insurmountable technical difficulties, you must submit 9 copies of all required materials to PAC's office at 521 Kennicut Hill Rd in Mahopac by 3:00 on Nov, 17th, 2016.

A. Organizational

1. Non-Profit Status

Demonstrate non-profit status by up-loading one of the following:

- 501(c)(3) letter
- have official authorization as an arm of local government
- registered as a Charitable organization with the Bureau of Charities
- N.Y. State Board of Regents Charter (Section 216 of the Education Law)

2. Applicant Organization's most recently completed 990 or year-end treasurer's financial summary (please include Balance Sheet and Profit & Loss)

3. Board of Director List with Names and E-mails

This is a requirement for organizations that are the applicant organization or the sponsored organization. (If applicant is not an arts organization, no board list needed.)

B. Artistic

The caliber of the artistic personnel is a major consideration for the panel. It is essential for the panel to address the qualifications and caliber of the artist(s) you wish to pay with DEC/PAC funds.

1. Please up-load artist resumes

- In lieu of a resume, it is permissible up-load your own document including relevant information from the artists' website, perhaps the home page and bio page
- If multiple artists are being hired, it is permissible to up-load a relevant summation of each artist's artistic accomplishments and careers (not an artist statement, but a resume-like bio)

2. Work samples are not required. Any supplemental materials will not be returned.

CERTIFICATION AND RELEASE - To Be Signed by the President or Executive Director of the Applicant Organization AND the individual filling out the application (if different).

The undersigned certifies that she or he:

- 1) has read and understands the 2017 PAC guidelines and agrees that this request complies with and is made subject to said guidelines,
- 2) understands that any award checks are made out to the applicant organization,
- 3) agrees that the applicant organization is responsible for the occurrence of funded project,
- 4) understands that the applicant organization will hold responsibility for ensuring that a final report is submitted even if that report is written by another,
- 5) understands that support in past years in no way guarantees continued support.

President or Executive Director of Applicant Organization:

_____ Date: _____

Print name: _____ Title: _____

Individual filling out Application (if different):

_____ Date: _____

Print name: _____

Arts Link Grant Application – Budget Page

Note: Do not include in-kind income in this budget summary

PROJECT INCOME	Provide Breakdown Below	INCOME
Admissions		
Membership, Dues		
Workshops, Sales		
Contributions Individual		
Contributions Corporate		
Other Grants (not GAP)		
Other (explain)		
TOTAL INCOME A		

PROJECT EXPENSES	Provide Breakdown Below	EXPENSES	Grant request allocations
Artistic Personnel			
Technical Personnel			
Space Rental			
Equip. Rental, Supplies			
Travel			

Advertising Promotion			
Remaining Operating Expenses			
TOTAL EXPENSES B			

The project request should equal the difference/deficit between income total A and expense total B.

Project funding Request _____

Reminder: A 3 application maximum per organization applies towards a \$5,000 maximum grant request each year and the organization grant request cannot exceed 70% of the total project cost.