

Instructions to Complete FY13 General Operating Support Grant Application

The links for General Operating Support Application Forms follow these instructions. Sections 1-6 have online boxes to fill in; Section 7 is an Excel budget page that calculates. A list of Narrative Outline suggestions is included for Section 8. These suggestions will require a separate Word file for the responses. Only Year 1 applicants should include Section 8.

Applicants should make computer file copies of each form for Sections 1-8, as well as create additional computer files for each of the other supplementary materials listed in the specific Checklist for Year 2. Submit all computer file copies on a single computer CD or USB flash drive, along with printed copies of the organization's marketing materials, a copy of the financial statement or audit and the application checklist signed by the executive director and the board president or chair.

CD/Flash Drive Information:

Section 1: Applicant information

- a.-g. Provide information requested. We are required to have your full 9-digit Zip Code.
- h. Phone: The telephone number where the organization can be reached.
- i. FAX: The FAX number where the organization can be reached.
- J. E-mail: The e-mail address of the organization.
- k. Website: The <http://> address of the applicant's Internet web page, if available.
- l. Employer ID Number: The organization's tax ID number (EIN).
- m. DUNS Number: The organization's nine-digit data universal numbering system (DUNS) number. The executive director, business manager, board treasurer, or accountant is likely to know and be able to provide the DUNS number if you already have one. Any organization already receiving Federal funds will have one. Additional information on obtaining a DUNS number can be found at <http://fedgov.dnb.com/webform/displayHomePage.do>
- n. Executive Director: The name of the person directly responsible for administrative management of the organization.
- o. Board President/Chair: The name of the person chairing the organization's Board of Directors.
- p. State Senate District: The number given to the organization's Arkansas Senatorial district.
- q. State House District: The number given to the organization's district for the Arkansas House of Representatives. Assistance in obtaining the numbers of both Senate and House Districts for the organization's area of the state is available online at <http://argis.ualr.edu/website/districtfinder/help.htm>
- r. Description of area served (include radius in miles): In the space provided, give a socio-economic and geographical description of the area to be served by the proposal. Include a specific listing of locations, communities, cities, towns, etc. where programs indicated in the proposal will occur.

Section 2: Organization Description

Use the space provided to write a brief statement describing the applicant organization.

Section 3: Uses For GOS Request Amount in Section 4, a.

Use the space provided to list the administrative uses for the GOS grant request shown in Section 7, budget line 8(c) in Column C. Provide a break down of separate costs if the request is intended to be used for more than one administrative expense. The total amount shown in Section 3 must also equal Section 4(a) (Amount of Request).

Section 4: Proposal Information

- a. Request Amount: The dollar amount requested in this GOS application. Round to nearest whole dollar. The request amount here must equal Section 7, line 8(c) in Column C.

- b. Applicant Fiscal Year Start and End Dates: Applicant should indicate the dates of its own operating calendar. This may be for calendar year 2013 rather than the state fiscal cycle for 2013 (July 1, 2012 to June 30, 2013).
- c. Contact Person: The name of the person most familiar with the GOS application information who can answer questions about the application.
- d. Contact Title: The position the contact occupies within the applicant organization's structure.
- e. Contact Phone: The phone number of the contact person.
- f. Contact E-Mail: The e-mail address of the contact person.
- g. Estimated FY13 Total Participants (artists, staff, and audience): The total number of people estimated to attend or be involved in all programs and services included in the GOS proposal for FY13.
- h. Total FY13 Projected Operating Budget: The total amount of all operational expenses budgeted by the applicant organization for FY13. This amount must equal Section 7, line item 28 in Column C in the submitted GOS Budget form.

Section 5: Organization Mission Statement

Use the space provided to write the mission statement approved by the applicant organization's Board of Directors.

Section 6: Demographic Analysis

List the numbers, **not percentages**, of each ethnic group to be served in the applicant's proposal area (as defined in Section 1, r.) and in all the other categories listed.

The **Estimated FY13 Participants** should be a demographic breakdown of the total number of artists, staff, and audience members expected to be involved in all programs and services included in the GOS proposal for FY13.

The **Total FY11 Served** should be a demographic breakdown of the total number of artists, staff, and audience members served by the organization during its last completed fiscal year.

The **Current Area Population** is a demographic breakdown of the total number of inhabitants living in the geographic area served by your organization. One source of demographic information is the U.S. Census Bureau website at <http://quickfacts.census.gov/qfd/index.html>. Follow the instructions to find your city.

The **Current Staff** is the total number of full and part-time paid employees working for your organization.

The **Current Board** is the total number of Board members overseeing your organization.

The **Current Volunteers** are the total number of non-paid individuals working for your organization in any capacity.

For each group total, list the number of people younger than eighteen years of age participating, the number of people over sixty-five years of age participating, and the number of people with disabilities who are participating.

Section 7: FY13 GOS Operating Budget

The linked Section 7 Excel GOS budget form is available only through the Microsoft Excel program. The GOS budget submitted should reflect the applicant organization's fiscal year, whether it be a calendar year or follows the state fiscal cycle of July 1 through June 30. Complete each column in Section 7 for the fiscal year noted based on the organization's budget figures. The applicant should round all budget figures to the nearest dollar. **The dollars should indicate only unrestricted operating monies. The figure should not include capital expenditures (plant, property or equipment) or restricted funds.**

Column A should indicate the actual total income and total expenses calculated at the end of FY11 and should match operational figures filed in an IRS form 990.

Column B should indicate the total income and total expenses projected in the applicant's current FY12 operating budget.

Column C should indicate the total income and total expenses projected for FY13. **The Total Income in Section 7 on line 11 should equal the Total Expenses in Section 7 on line 28. Any projected surplus will be subtracted from the GOS request amount.**

Since the Arkansas Arts Council awards GOS grants within a state fiscal year cycle, its division of payments will fall within two years for organizations operating on a calendar year. To reflect this situation more accurately in the submitted budget, a calendar year applicant should divide its GOS request amounts and split them between two columns of the budget page. Column A should have the second half of the grant for FY11 and the first half of grant for FY12 indicated as the GOS amount for the organization's calendar year 2011 in Section 7, line 8 (c). This needs to be as accurate as possible, since the eligible GOS request for FY13 is based on a percentage of actual income figures from the applicants' completed fiscal year indicated in Column A. The second half of the FY12 GOS amount should be indicated in Column B, along with half of the GOS request amount for FY13. The other half of the FY13 GOS request amount should then be indicated in Section 7, line 8(c) in Column C, rather than entering the whole amount.

The other Budget line items in Section 7 should be self-explanatory. If any items are unclear, applicants should refer to [Standard Definitions](#) to determine what amounts should be included in a specific line item, or should consult with the Grant Programs Manager.

Any budget amounts from the applicant's own accounting system that do not fit into the application line items indicated on the budget form should be combined in one of the "Other" items provided in each budget subsection. Any "Other" line items should be listed in a separate file by fiscal year and broken out by type and amount.

The totals for In-Kind Contributions in Section 7, line 12 can be calculated using the standard scale of \$22 per hour for volunteers and \$100 per hour for board members.

FY13 GOS Budget Ratio Analysis

This portion of Section 7 will automatically calculate ratios from the dollar amounts the applicant entered in the Section 7 Operating Budget. The percentages shown in the ratios will come from a programmed analysis derived from comparisons of various budget line item figures submitted for FY11, FY12, and FY13.

Section 8: Narrative Outline (Year 1 Only)

Provide a full but concise discussion for each of the four operational areas in the order presented below. Follow the topic suggestions as indicated to focus your remarks. Repeat the bolded individual questions before you write your responses, and use a font that is no smaller than Times New Roman 12 point.

List of Upcoming Year's Arts Programming/Guest Artists

In a separate file, enclose a list of anticipated programming activities/guest artists for the FY13 season.

Current Staff List

In a separate file, enclose a staff list with the name of each employee, position title and area of responsibility.

Board of Directors

In a separate file, enclose a list of all Board members of the applicant organization. Include each member's name, address, city and occupation, along with their assigned committee roles on the Board. Indicate officers with a cross (+). Indicate any Board members who are Asian, Black/African American, Hispanic/Latino, American Indian/Alaska Native, or Native Hawaiian/Pacific Islander with an asterisk (*).

IRS Letter of Determination

Enclose a file copy of the **first page only** of the applicant organization's 501(c)(3) Letter of Determination from the Internal Revenue Service.

Board Approved Long-Range Plan (Year 1 Only)

Enclose a file copy of a Board approved long-range plan that outlines operation goals for the next three to five years.

Examples of Past Season's Marketing Material (Year 1 Only)

Enclose a file with representative examples of last season's promotional material. This can include scanned brochures, posters, reviews or articles or digital copies. If possible, add an additional page in the file with hyperlinks to online examples on your Website, Facebook page, or YouTube posts.

Printed Single Copies:

Financial Statement/ Audit

Based on budget size:

- If the income of the applicant organization was equal to or greater than \$500,000 for the last fiscal year, enclose a copy of the organization's most recent independent audit.
- If the applicant organization's income was \$50,000 or greater but less than \$500,000 for the last fiscal year, enclose a copy of the organization's IRS form 990.

Signed Checklist

Both the Executive Director and the Board President/Chair of the applicant organization must sign and date the submitted copy of the application checklist after reading the [Legal Requirements](#) and approving all application materials included. Request amounts indicated in Section 4 line items should match the dollar amounts itemized in the submitted Budget in Section 7.