

## Instructions to Complete FY13 Collaborative Project Support Grant Application

The links for the Collaborative Project 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 questions is included for Section 8. This will require a separate Word file for the responses.

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 Checklist. Submit all computer file copies on a single computer CD or USB flash drive, along with printed copies of the organization's 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: Collaborative Organizations**

Use the space provided to write a brief description of the collaborating organizations involved in the project.

### Section 3: Proposal Summary and Budget Specifics

Use the space provided to write a brief summary of the Collaborative Project Support proposal detailed in the application Narrative Outline (Section 8). The summary should include a statement indicating how the applicant plans to spend the specific grant dollars requested.

### Section 4: Proposal Information

- a. Request Amount: The dollar amount requested in this application. Round to nearest whole dollar. The request amount here must equal line 13 in Column C of the budget page in Section 7.
- b. Collaborative Project Dates: The months, specific days, and years of the beginning and ending of the Collaborative Project.
- c. Contact Person: The name of the person most familiar with the 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 Project Participants: The number of people expected to attend or participate in all programs and services included in the proposal.
- h. Number of Artists: The total number of artists involved in the proposal.
- i. Total Project Budget: The total amount of operating expenses projected for the FY13 application proposal. This amount must equal line item 16 in Column C in the submitted Section 7 CPS 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** is 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: Excel Budget Page**

The linked Section 7 Excel CPS budget form is available only through the Microsoft Excel program. **The dollars should indicate only unrestricted operating monies involved in the project.**

**Column A** should indicate the amount of Collaborative Project Support requested from the Arkansas Arts Council in the application. The request amount should be entered on line 13 in the Income portion of the budget and distributed as operating cash in the blank line items in the **Column A** Expenses portion of the budget.

**Column B** should indicate the applicant's cash match for the amount requested from the Arts Council in **Column A**. The amount of the Applicant Match must at least equal the amount of the Collaborative Project Request in **Column A**. The Income provided by the applicant match should be similarly distributed as operating cash in the blank line items in the **Column B** Expenses portion of the budget.

**Column C** should indicate the combined budget total for the proposal. **Column A** added to **Column B** should equal **Column C**. **The Total Income on line 16 of Column C should equal the Total Expenses on line 33. Any projected surplus will be subtracted from the request amount.**

The 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 grouped by line item type. "Other" income sources cannot include grants anticipated from the Arkansas Arts Council in addition to the Collaborative Project support request, including Mini-grants, Arts on Tour reimbursements, grants anticipated from the Mid-America Arts Alliance, or from the National Endowment for the Arts.

### **Section 8: Narrative Outline**

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 individual requests before you write your responses, and use a font that is no smaller than Times New Roman 12 point.

### **Bios of Artists Involved In Project**

In a separate file, enclose a short description of the principal artist(s) or groups that will be hired to provide the proposed activities discussed in Section 8: Narrative Outline, and indicate which artists will be paid with grant funds. This description should not include the applicant's artistic staff that will be coordinating the Collaborative Project.

### **Current Staff List**

In a separate file, enclose a staff list that includes 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 director'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 (\*).

### **Nonprofit Determination**

In a separate file, enclose a copy of the first page of the applicant organization's nonprofit charter from the State of Arkansas if its gross receipts are less than \$5,000

**OR**

Enclose a copy of the first page of the applicant organization's 501(c)(3) Letter of Determination from the Internal Revenue Service if its gross receipts are more than \$5,000

**OR**

Enclose a copy of a letter from the applicant organization stating that nonprofit certification is not necessary by law.

### **Examples of Past Season's Marketing Materials**

Enclose a file with representative examples of last season's promotional material used by you and/or your collaborators. 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 or your collaborator(s)' Website, Facebook page, or YouTube posts.

### ***Printed Single Copy:* Signed Checklist**

The Executive Director and the Board President of the applicant organization must sign and date the submitted copy of the application checklist after reading the [Legal Requirements](#) and approving all the application materials required in the submitted package.