

Instructions to Complete FY13 Expansion Arts Year 2 Grant Application

The links for the Expansion Arts Program (EA) Year 2 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 Year 2 Narrative Outline questions is included for Section 8. These questions 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 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 or Acting 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 organization.

Section 3: Proposal Summary and Budget Specifics

Use the space provided to list the salary, benefits, and matching FICA amounts for which a grant award will be used. The total amount must equal line a. in Section 4 (Request Amount).

Section 4: Proposal Information

- a. Request Amount: The dollar amount requested in this Expansion Arts application. Round to nearest whole dollar. The request amount here is the amount granted in Year 1 for FY12 and must equal line 11 in Column C of the budget page in Section 7.
- b. Fiscal Year Dates: Applicant should indicate the date of its own operating calendar. This may or may not match the state fiscal year of July 1, 2012 to June 30, 2013.
- c. Contact Person: The name of the person most familiar with the Expansion Arts 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: The total number of people (artists, staff, and audience) expected to attend or participate in all programs and services included in EA proposal.
- h. Total FY13 Projected Operating Budget: The total amount of all operational expenses budgeted by the applicant organization for FY13. This amount must equal item 33 in Column C in Section 7.

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.k.) 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 EA 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 participating.

Section 7: Excel Budget Page

The linked Section 7 Excel Expansion Arts budget form is available only through the Microsoft Excel program. The EA budget submitted by the applicant should reflect the Arkansas Arts Council's fiscal years (July 1 to June 30), whether the organization operates on a calendar year or follows the state fiscal cycle. Complete each column in Section 7 for the state fiscal year noted on the budget page. Calculate amounts from the organization's budget figures for that period of time.

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 (July 1, 2010 to June 30, 2011) and should match operational figures filed in an IRS form 990, if filed, or the IRS reply to the email submission of form 990-N.

Column B should indicate the total income and total expenses projected in the applicant's current FY12 (July 1, 2011 to June 30, 2012) operating budget.

Column C should indicate the total income and total expenses projected for FY13 (July 1, 2012 to June 30, 2013). The request for salary reimbursement through Expansion Arts for FY13 should be entered in the box on line 11 in Column C. This amount must be cash matched 1.5:1 by the remaining part of the organization's total projected income in FY13. **The Total Income on line 15 should equal the Total Expenses on line 33. Any projected surplus will be subtracted from the EA request amount.**

The other Budget line items in Section 7 should be self-explanatory. If any items are unclear, applicants should refer to the [Standard Definitions](#) to determine what amounts should be included in a specific line item, or should consult with the Expansion Arts Program 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 and itemized by fiscal year with descriptions of the type and amount of incomes or expenses.

The totals for In-Kind Contributions in line item 16 can be calculated using the standard scale of \$22 per hour for volunteers and \$100 per hour for board members.

Section 8: Narrative Outline

Provide responses for each of the requests listed fully, but concisely, in the order presented. Follow the outline numbers given for the requests and repeat the requests on the narrative pages.

Organization's Own Budget Sheet

In a separate file, enclose a copy the organization's actual budget used for operations, with income and expenses broken into individual line items.

Board Approved Strategic Plan

In a separate file, enclose a copy of a board approved strategic plan.

List of Upcoming Years Arts Programming/Guest Artists

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

Current Volunteer Staff List

In a separate file, enclose a list with the names of all current volunteer staff, along with their areas 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 (or previous occupation if retired and indicate "retired"), 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 copy of the **first page only** of the applicant organization's 501(c)(3) Letter of Determination from the Internal Revenue Service.

Printed Single Copies:

Past Season's Marketing Materials

Enclose representative examples of last season's promotional material. These can be on a disc if that is a more workable format. A DVD or Power Point presentation on disc describing the applicant is a useful example to include, if one is available.

Financial Statement

- Enclose a copy of the organization's IRS form 990, if one was filed.
- If the applicant did not file a form 990, enclose a copy of the IRS reply to the email submission of form 990-N along with a copy of the last annual financial statement presented to the Board.

Signed Checklist

The Executive Director or Acting 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 application materials included.