

## Instructions to Complete FY11 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.

Application forms are also available online at the Arkansas Arts Council website [www.arkansasarts.org](http://www.arkansasarts.org).

Applicants should make copies of each file for Sections 1-8 and submit them on a computer CD as part of their complete application package. Supplementary materials should be provided by the applicant.

### ***Disc Information:***

#### **Section 1: Applicant Information**

- a.-g. Self-explanatory. We are required to have your full 9-digit Zip Code.
- h. Web site: The <http://> address of the applicant's Internet web page.
- i. Employer ID Number: The organization's tax ID number (EIN).
- j. 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 (schools etc.) 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>
- k. Executive Director: The name of the person directly responsible for administrative management of the organization.
- l. Board President/Chair: The name of the person chairing the organization's Board of Directors.
- m. State Senator: The name of the person elected from your Arkansas Senatorial district.
- n. State Representative: The name of the person elected from your district for the Arkansas House of Representatives.
- o. 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. Amount of Request: The dollar amount requested in this application. Round to nearest whole dollar.
- b. Collaborative Project Dates: The months, specific dates 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 Phone: The phone number of the contact person.
- e. Contact E-Mail: The e-mail address of the contact person.
- f. Estimated Audience for this Collaborative Project: The number of people expected to attend or participate in all programs and services included in the proposal.
- g. Total FY11 Projected Operating Budget: The total amount of all operating expenses budgeted by the applicant organization for FY11.

#### 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.o.) and in all the other categories listed. Demographic information is available from the U.S. Census Bureau.

The **Projected FY11 Audience** is the total number of audience members expected to be participating in the collaborative activities described in your proposal.

The **Total FY09 Audience** is the total number of all audience members served by the collaborating organization during the last completed fiscal year.

The **Current Area Population** is the total number of inhabitants living in the geographic area served by the collaborators.

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

The **Current Board** is the total number of Board members overseeing the applicant 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

Complete each column in Section 7 as noted. **The dollars should indicate only unrestricted operating monies.**

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

### ***Support materials:***

#### **Audio/visual/published materials**

Enclose **examples** of the most representative audio/visual/published artistic materials of the collaborators.

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

Write 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 for with grant funds. This description should not include the applicant's artistic staff that will be coordinating the Collaborative Project.

### **Current Staff List**

Enclose a staff list that includes the name of each employee, position title and area of responsibility.

### **Board of Directors**

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**

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 letter from the applicant organization stating that nonprofit certification is not necessary by law.

### **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.

Click on the files listed below to find forms and read application specifics for the Collaborative Project Support Program:

[FY11 CPS Checklist and Authorization Signatures](#)

[FY11 CPS Application Form](#)

[FY11 CPS Excel Budget Page](#)

[FY11 CPS Narrative Outline](#)