

## Instructions to Complete FY11 Expansion Arts Year 3 Grant Application

The links for the Expansion Arts Program (EA) Year 3 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 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: 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.
- b. Fiscal Year Dates: Applicant should indicate the date of its own operating calendar. This may not match the state fiscal year of June 1, 2010 to June 30, 2011.
- 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 Phone: The phone number of the contact person.
- e. Contact E-Mail: The e-mail address of the contact person.
- f. Estimated Total Audience: The total number of people expected to attend or participate in all programs and services included in EA proposal.
- h. Total FY11 Projected Operating Budget: The total amount of all operational expenses budgeted by the applicant organization for FY11. For Expansion Arts applicants, 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 **Projected FY11 Audience** should be the total number of audience members anticipated for the artistic/educational program activities described in the Expansion Arts proposal.

The **Total FY09 Audience** is the total number of all audience members served by the organization during its last fiscal year. Indicate zero if none available.

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

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

Complete each column in Section 7 with totals for the indicated Arkansas Arts Council fiscal years. The itemized budget columns should show the applicant's completed budget totals for FY09, its current operating budget for FY10, and its projected budget for FY11. The organization's own fiscal calendar may not match the Arts Council's state fiscal year July 1, 2010, to June 30, 2011.

**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.**

The request for salary reimbursement through Expansion Arts for FY11 should be entered in the box on line 11 in Column C. This amount must be cash matched 2:1 by the remaining part of the organization's total projected income in FY11.

**Column A** should indicate the actual total income and total expenses calculated at the end of FY09 and should match operational figures filed in an IRS Form 990 if submitted.

**Column B** should indicate the total income and total expenses projected in the applicant's current FY10 operating budget.

**Column C** should indicate the total income and total expenses projected for FY11. **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 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 by fiscal year on a separate 8½"x 11" page and broken out by type and amount.

#### ***Supplementary Materials:***

##### **Organization's Own Budget Sheet**

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

##### **Board Approved Strategic Plan**

Enclose a copy of a Board approved strategic plan that outlines operation goals for the period FY09 to FY11.

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

Enclose representative examples of last season's promotional material.

##### **List of Upcoming Years Arts Programming/Guest Artists**

On separate sheets enclose a list of anticipated programming/guest artists for the FY11 season.

### **Current Volunteer Staff List**

Enclose a list with the names of all current volunteer staff, along with their areas of responsibility.

### **Board of Directors**

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

### **Financial Statement**

Based on budget size

- If the applicant organization's income was greater than \$25,000 but less than \$500,000 for the last fiscal year, enclose a copy of the organization's IRS form 990.
- If the applicant organization's income was less than \$25,000, enclose a statement indicating no form was filed with the IRS in the last completed fiscal year.

### **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 application materials included.

Go to the files listed below to find forms and read application specifics for the Expansion Arts Year 3 Program:

[FY11 EA Checklist and Authorization Signatures for Year 3](#)

[FY11 EA Application Form](#)

[FY11 EA Excel Budget Page and Ratios](#)

[FY11 EA Narrative Outline](#)