



ANNUAL EVENT & SERIES GRANT APPLICATION 2016 - 2017

APPLICATION DEADLINE

Deadline is **Friday, July 15, 2015 by 5 pm**. Submit application and attachments via email to dsilver@intothearts.org.
Late applications will not be accepted

APPLICATION REQUIREMENTS

Follow all instructions on the application. Incomplete applications will not be considered for funding. Please use 11 point font when copying and pasting into the document. If you are a first time applicant or have general questions please contact Dara Silver, Grant Program Manager at dsilver@intothearts.org or 336-747-1426.

ORGANIZATION INFORMATION

Complete all information below. If your contact information changes at any point during the grant process or period it is your responsibility to contact the Grant Program Manager.

Organization

Organization Name: _____

Prior Organization Name (if applicable): _____

Organization Tax ID #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Organization website: _____ General Email: _____

Organization fiscal year: _____

Amount Request: _____

Executive Director/CEO/Manager

Name: _____

Title: _____

Email: _____ Phone: _____

Grant Contact

Name: _____

Title: _____

Email: _____ Phone: _____

Board Chair

Name: _____ Term Expires: _____

Title/Employer: _____

Email: _____ Phone: _____

ORGANIZATION INFORMATION

Mission Statement

Vision Statement (if applicable)

Organization History

I. NARRATIVE: ORGANIZATION OVERVIEW

Organization Management & Efficiency: Describe the operations of your organization including an overview of staffing, Board governance & engagement, policies and procedures, planning process, and current financial situation. Include any collaborations or innovative management tools that have resulted in organizational efficiencies and address diversity within your organization. (1 page, 11 point font)

I. NARRATIVE: ORGANIZATION OVERVIEW

Artistic Excellence: Describe your arts & cultural programming including how it serves your mission, how you are attracting and nurturing high quality creative talent, and providing leadership locally and beyond. (1/2 page, 11 point font)

Community Engagement & Impact: Describe your organization's engagement & impact in the community, ability to attract diverse audiences and collaborations. Including the community need you fill and who your audience is. (1/2 page, 11 point font)

II. NARRATIVE: ARTS COUNCIL VISION INITIATIVE

Describe how your organization's current programming and strategic vision aligns with The Arts Council's Vision that upholds our reputation as a community rooted in arts and innovation through the following priorities: *Look the Part, Establish Sustainable Support, Create an Ethos of Innovation*. You may address one or more of the priorities, please identify by using corresponding subheadings. Please use the space provided to complete this information. (1 page max, 11 point font)

III. ORGANIZATION DATA & BUDGET SUMMARY

Fill out the following organization data and budget summary for your organization.

PARTICIPANTS AND PROGRAMS DATA	Proposed 2015-2016	Projected Year End 2015-2016	Proposed 2016-2017
# of Events (performances, classes, etc.)			
# of Special Events (galas, fundraisers, etc.)			
# of Paid Artists Participating			
# of Volunteer Artists Participating			
# of Artist Memberships			
# of Memberships/Donors			
# of Volunteers			
# of Audience Members			

INCOME	Proposed 2015-2016	%	Projected Year End 2015-2016	%	Proposed 2016-2017	%
Earned Income (ticket sales, classes, exhibits)						
Grants from Federal Government						
Grants from State Government						
Grants from Municipal Government						
Contributions from Individuals						
Contributions from Private Foundations						
Business/Corporate Contributions						
Income from Special Events/Fundraising						
Grants from Community Foundations						
Grants from the Arts Council						
Other :						
Total Revenue Budgeted from all sources (sum of all sources above)						

EXPENSE	Proposed 2015-2016	%	Projected Year End 2015-2016	%	Proposed 2016-2017	%
Administrative (operational expenses)						
Staff Salaries						
Program Staff Salaries						
Programatic/Artistic Fees						
Rent/Venue Fees						
Technical/Production						
Other						
Total Expense Budget from all sources (sum of all sources above)						

V. FINANCIALS

Email audits, financial statements or budgets that reflect your organization's financial status for the current year (2015-2016), the most recent completed year (2014-2015), and your project year's budget (2016-2017). All should contain income and expenditures.

VI. BOARD AND STAFF FORM

Fill out and submit the Board/Staff Roster Form

Link to Board and Staff Roster Form:

<http://www.intothearts.org/wp-content/uploads/Board-Staff-Roster-Template.xls>

VI. CASE SUPPORTING DOCUMENTS (OPTIONAL)

Provide electronic copies of support materials that provide key evidence that supports sections I and II of this application examples include: artistic samples, articles, programs, annual reports, etc.