

Instructions for Application Form

Application Information

Proposal Category: Select the category that best suits the nature of your project.

Amount Requested: Level of funding desired.

Proposal Start Date: Date of program start

Proposal End Date: Date of program completion

Name and Contact Information: Name, phone number, fax number and email address, for the person most knowledgeable about the proposal. Provide a mailing address for the contact person where you want all correspondence to be sent.

Funding History: Please state if this is the first time your organization has applied to the Community Arts Grants Program. List any previous awards received from the Community Arts Grants Program.

Program/Project Participants:

Number of Individuals to Benefit: State the estimated number of people who will participate in and/or attend your project.

Number of Artists Participating: State the estimated number of artists involved in the program or event.

Number of Staff: State the number of staff involved in the project who are being paid.

Number of Volunteers Participating: State the estimated number of volunteers expected to assist with the program.

Program Information

- I. Description of Project: Provide details of the proposed project. Include the dates, location, individuals/group involved.
- II. List Community Resources: List any community groups, organizations or individuals that are assisting you with the project.
- III. Explain How the Project Enhances the Quality of Life: Describe how the proposed project will benefit your neighborhood or community.
- IV. Explain Outreach Methods: Describe how your organization will inform the community and/or invite participation in your project.
- V. Evaluation: Describe the how you will determine the strengths and weaknesses of your project.
- VI. Budget – If an item does not apply, please use N/A (not applicable) in the appropriate space.

Expenses

Should be listed in two separate columns- one (Column A Projected Cash Cost) for the goods and services you expect to pay cash for and a second column (Column B Donated Goods and Services) which shows the value of goods and services donated to the project.

WAGES:

1. Artistic: Payments for artist wages. Includes musicians, dancers, visual artists, curators, filmmakers, painters, poets, actors, authors and video artists.
2. Technical: Payments for production. Includes lighting and sound crew, stage managers, stage-hands, and exhibition installers.

ADMINISTRATIVE COSTS:

3. Printing/Copies/Paper/Office Supplies: Costs related to the purchase of office supplies, paper and printing services.
4. Graphic Design: Costs related to graphic design services.

5. Postage: Cost of mailing(s).

PRODUCTION AND TECHNICAL COSTS:

6. Space Rental: Payments for rental of classroom, office, rehearsal, theater, gallery, hall and others spaces directly related to the activity.
7. Equipment: Costs of equipment rental, fabrication or purchase. Includes computers, printers, and copiers.
8. Costumes: Cost of costume creation, rental, purchase or maintenance.
9. Supplies: Costs of art supplies, paper, photographic supplies, set and props.

MARKETING:

10. Printed Materials: Cost of printing and distribution of posters, flyers, program booklets, brochures or postcards promoting project.
11. Banners/Signage: Costs of printing, distribution and mounting of banners or signage.
12. Advertising: Cost of print, radio, television or online advertising of project.
13. Other: Any additional expenses not categorized above such as insurance fees, interest charges, fundraising expenses.
- 14 (a). Total Projected Cash Expenses: the sum of lines 1-13 of Column A.
- 14 (b). Total Projected Donated Goods and Services: the sum of lines 1-13 of Column B

Income

- 15 Anticipated Admissions/Ticket Sales: The amount of revenue raised from ticket admissions.
16. Private Donations: The amount of revenue raised from individual donations or sources other than corporate or foundation sources.
17. State Government: Grant support from agencies of the State Government for your organization's projects.
18. Federal Government: Grant support from agencies of the Federal Government for your organization's projects.
19. Corporate Sponsors: Contributions from businesses, corporations and corporate foundations for your organization's projects.
20. Other: Amount of revenue raised from concessions, advertising space sales in programs, etc.
21. Applicant Cash: Funds from the organization.
22. Subtotal Income: The sum of lines 16-21.
23. **Amount Requested: The amount of funds requested from the Mayor's Community Arts Grants Program.**
24. Total Projected Income: The sum of lines 22 and 23 (the total should equal the total projected expenses).

ADDITIONAL PROGRAM INFORMATION

- a. Explain how the project will be revised if all requested funds are not awarded.
- b. Explain how your project achieves the Mayor's Community Arts Grants Program goals.
- c. List three additional people associated with the project: Provide the names, addresses and phone numbers of additional individuals involved in your proposed project.
- d. List collaborating/partnering organizations: Provide the names, addresses and phone numbers of any organization(s) with whom you have or plan to form a collaboration or partnership for this project.
- e. Certification: Signature of Contact Person or Board President.

Mayor's Community Arts Grant Program

City of New Haven Office of Cultural Affairs | 165 Church Street, Floor 4R | New Haven, CT 06510



2008 Application Form Application must be typed

Name and Contact Information _____		
Proposal Category (please check one): _____		
The Arts Cultural Heritage Youth/ ArtistDevelopment	Amount Requested (max. \$2,000): Proposal Start Date: Proposal End Date:	
_____ Name of Community, Youth Group or Artist		
_____ Name of Adult Adviser (<i>For Youth Groups Only</i>)		
_____ Name of Contact Person		
_____ Address		
_____ Daytime/Evening Telephone Number	_____ Fax	_____ Email

Funding History (*Individuals/Organizations who have previously received an award or submitted a proposal to Mayor's Community Arts Grant Program are welcome to apply*)

Are you a First Time Applicant? yes no

List Amount Awarded (if any): 2005 _____ 2007 _____

Does your organization/group have 501(c)3 status? (Not required, however, if applicable, please attach a copy of the IRS letter or a letter from an officer of your organization). yes no

Program/Project Participants

Number of Individuals to Benefit _____

Number of Staff _____

Number of Artists Participating _____

Number of Volunteers Participating _____

The following questions are designed to provide the Grants Jury information about your organization and the details of your proposed project for the review process. Please refer to the Application Instructions for guidance.

I. Briefly provide the details of your neighborhood/community project including location:

II. List any neighborhood/community resources that you will use when producing the project:

III. Explain briefly how your project will make the quality of life in your neighborhood or community better or more interesting place to live:

IV. Explain how you will promote the project (publicity, posters, advertising, flyers, public service announcements, etc.) in order to get as many people you'd like for it to be successful.

V. After your project has been completed, how will you judge its strengths and weaknesses of your ?

VI. Outline program, project or event budget. Please include all other sources of funding (It is important to research your projected expenses to provide accurate expense figures):

EXPENSES	Projected Cash Cost (a)	Donated Goods & Services (b)
Wages:		
1. Artists		
2. Technicians		
Administrative Costs:		
3. Printing/Copies/Paper/Office Supplies		
4. Graphic Design		
5. Postage		
Production/Technical Costs:		
6. Space Rental		
7. Equipment Rental		
8. Costumes		
9. Supplies/Materials		
Marketing		
10. Printed Materials		
11. Banners/Signage		
12. Advertising		
13. Other (please specify)		
14 a. Total Projected Expenses [lines 1(a) thru 14(a) only]	(a)	
14 b. Total Donated Goods & Services [lines 1(b) thru 14(b) only]		(b)

INCOME	Projected Income
15. Anticipated Admissions/Ticket Sales	
16. Private Donations	
17. State Government	
18. Federal Government	
19. Corporate Sponsors (please list separately)	
20. Other (please list separately)	
21. Applicant Cash	
22. Subtotal Income (lines 16-22)	
23. AMOUNT REQUESTED (\$500-\$2,000)	
24. Total Projected Income (lines 23+24) [should equal line 15(a) above]	

VII. If you are awarded a portion of the total amount requested, would the event, project or program as stated in this application be adjusted or would additional funds from other sources be sought?

VIII. Explain (if necessary, attach a separate sheet) how your project meets the Grants Program goals based on the following components: a) children, youth and/or family activities; b) use of existing resources in the community; c) a collaboration or partnership.

IX. Use the space below to list three (3) additional people associated with your program, project or event:

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

X. Use the space below to list event, project or program collaborators (if applicable):

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

XI. CERTIFICATION

I certify that the information contained in this application is true and correct to the best of my knowledge and belief.

Signature of Contact Person or Board President

Date

Helpful Hints for Completing Your Application

- ❑ Type Application Answers. Help the jury learn more about you and your project, Hand written applications are often difficult to read.
- ❑ Be Clear, Concise, Factual and Specific. Have someone who is less familiar with your project read the application to see if they understand what you have written.
- ❑ Draft a Realistic and Balanced Budget. Conduct the necessary research for costs of services, products, etc.
- ❑ Have a “Plan B”. Many projects receive partial funding so it is important to plan accordingly.
- ❑ Keep application criteria close by as you fill out the application.
- ❑ Attend a Workshop. Familiarize yourself with the application and gain knowledge about other aspects of proposal writing.
- ❑ Have Questions? Call the Community Outreach Coordinator at (203) 946-7172.