



GRANT APPLICATION

Thank you for your interest in participating in the City of Kokomo Community Arts Commission Grant Program. The below checklist details the necessary attachments and the required number of copies to be submitted with your completed grant application. For complete instructions, please refer to the most recent version of the City of Kokomo Community Arts Commission Guidelines.

For additional assistance with completing the grant application, please call the City of Kokomo Department of Development at 456-7375 or email development@cityofkokomo.org.

15 copies of the following should be submitted:

- _____ The application and completed checklist.
- _____ A list of your current Board of Directors
- _____ Individual artist application or resume and support materials, if applicable
- _____ A one or two-page resume or curriculum vitae for all significant project participants. This may include the project director, artists, or jurors for contests or competitions.
- _____ Your organization's budget for the current operating year
- _____ A complete list of your organization's planned exhibitions/programs planned during the next twelve (12) months
- _____ A description of your organization's marketing and publicity plans (can be overall and/or project specific).
- _____ A detailed project budget: This detailed budget should more clearly show the projected expenses of the project; i.e., salaries and other expenses should be explained with such details as number of hours worked per person, exact travel figures, rentals, supplies, etc. Cash and in-kind contributions must be clearly shown and described. (Refer to Section (VIII)(B) of the Grant Guidelines for in-kind income verification requirements.)

NOTE: Organizational Development Division Applicants need not complete the "Project Budget" form on the application but all applicants must submit a detailed project budget.

All applicants should submit one copy of:

- _____ A financial statement or qualified audit for the most recently completed fiscal year

First-time applicants should submit:

- _____ One copy of the Internal Revenue Service not-for-profit status certification
- _____ One copy of your organization's Articles of Incorporation

Please Type or Print

Organization: _____

Address: _____

Telephone: () _____ Email: _____

Federal Employer Identification (FEI) Number _____ If no FEI #, have you applied for one? _____

Authorizing Official: _____ Title: _____

Address: _____

Telephone: () _____ Email: _____

Contact Person: _____ Title: _____

Address: _____

Telephone: () _____ Email: _____

Project/Program Title: _____

Date(s) of Project: _____

Grant Amount Requested: \$ _____ Total Project Expenses (Item D on Budget): \$ _____

Has your organization previously received a City of Kokomo Community Arts Commission (KCAC) grant? _____

Please Check which General Division best describes this Grant Project:

- Organizational Development Arts Projects Support (Including Visiting Artists)

Please Check which Funding Category best describes this Grant Project:

- | | |
|---|---|
| <input type="checkbox"/> Cooperative Arts Organizational Projects | <input type="checkbox"/> Ethnic and Folk Arts |
| <input type="checkbox"/> Crafts | <input type="checkbox"/> Literature |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Media Arts |
| <input type="checkbox"/> Design Arts | <input type="checkbox"/> Music |
| <input type="checkbox"/> Education | <input type="checkbox"/> Theatre |
| | <input type="checkbox"/> Visual Arts |

All applicants please complete Items 1, 2, 3 and 4.

1. Project Description

- a. Describe in detail the project/purpose for which you are seeking grant funds. Include a proposed timetable.

- b. Explain how this project is important to your organization and to the community.

2. Community Support

- a. Describe your organization's involvement in cooperative programs that reflect the needs and interests of the arts in the community.

- b. Explain any cooperative efforts planned for this project.

- c. Outline in general terms the private, nongovernmental financial support you have developed for your organization and/or for this project. (Remember to include in your attached detailed project budget the specific dollar amounts and in-kind services and/or goods you expect to receive for this project.)

3. Planning and Successful Completion

- a. Briefly describe the planning process used by your organization in developing this project.

- b. How do you plan to evaluate the success of this project?

4. Organization Overview

Describe the major programs and/or activities of your organization. Using factors such as type of programs and services, hours of operation and length of season, express your commitment to quality arts programming and support of individual artists. (Remember to attach a list of planned exhibitions/programs for the upcoming twelve months.)

PLEASE NOTE:

Organizational Development Division Applicants, COMPLETE ITEM 5, and SKIP ITEMS 6 & 7.

Arts Projects Support Applicants, SKIP ITEM 5, and COMPLETE ITEMS 6, 7, and the PROJECT BUDGET FORM.

5. Organizational Development Division Applicants:

a. Please check the activity(ies) which will be funded through this grant:

- | | |
|---|---|
| <input type="checkbox"/> Technical Assistance | <input type="checkbox"/> Training |
| <input type="checkbox"/> Promotional Activities | <input type="checkbox"/> Audience Development |
| <input type="checkbox"/> Capital Improvements | <input type="checkbox"/> Operating Expenses |
| <input type="checkbox"/> Permanent Equipment Purchase | |

b. Will this funding encourage long-term sustainability of your organization? If so, please describe.

c. Will this funding encourage greater local leadership in the arts? If so, please describe.

d. How will this funding increase the long-term effectiveness of your organization?

e. How will this funding strengthen the arts infrastructure of our community?

6. Arts Projects Support (Including Visiting Artists) Division Applicants:
- a. How many will participate in producing this project (e.g., persons behind the scenes, performers, etc)? _____
 - b. How many people do you expect to attend this event? _____
 - c. Describe what efforts, if any, you will take to broaden audience diversity.

 - d. Describe what efforts, if any, you will take to reach new audiences with this project.

 - e. What admission or fee will you charge for this event? If there is no admission charge, please explain.

 - f. What facility(ies) will be used for this project?

 - g. What provisions are incorporated in your project plans to insure nondiscrimination and necessary accommodations for persons with handicaps?
7. If this project includes an individual artist component, please remember to attach a copy of the artist's résumé and answer the following:
- a. Give the name(s) of artist(s) to be sponsored and their disciplines.

 - b. Describe your artist selection process.

Assurances:

The undersigned certifies that he/she (1) is a principal officer of the applicant with authority to obligate it, and (2) has read the guidelines of the Kokomo Community Arts Commission, incorporated herein by reference, and complies with all those guidelines, including federal and state statutes prohibiting discrimination against any person on the basis of race, color, creed, national origin, sex, age, or physical or mental disability.

| | | | |
|--|--------------|-------|------|
| Signature Chief Executive/Administrative Officer | Printed Name | Title | Date |
|--|--------------|-------|------|

| | | | |
|--|--------------|-------|------|
| Signature Chair/Presiding Officer of Governing Board | Printed Name | Title | Date |
|--|--------------|-------|------|

Arts Projects Support/Visiting Artists Division Applicants, PLEASE CONTINUE TO NEXT PAGE AND COMPLETE THE PROJECT BUDGET

| Arts Projects/Visiting Artists Division PROJECT BUDGET | | | | |
|---|----------------------------|-------------------------------|----------------------------------|--------------------|
| | "A" | + "B" | + "C" | = "D" |
| Expected Expenses for Project | Expected Cash Disbursement | Expected In-Kind Contribution | Expected Arts Grant Disbursement | Total "D" |
| Personnel-Administrative | | | | |
| Personnel-Artistic | | | | |
| Personnel-Technical/Production | | | | |
| Personnel-Other | | | | |
| Outside Artistic Fees/Services | | | | |
| Outside Other Fees/Services | | | | |
| Space Rental | | | | |
| Travel | | | | |
| Marketing (incl. publicity, printing, etc.) | | | | |
| Other Operating Expenses | | | | |
| Equipment Rental | | | | |
| Supplies and Materials | | | | |
| Other: | | | | |
| Total Expenses (A+B+C must = D) | | | | |
| Expected Cash Income for Project | Cash | | | |
| Admissions/Memberships | | | | |
| Contracted Services Revenue | | | | |
| Corporate Support | | | | |
| Foundation Support | | | | |
| Other Private Support | | | | |
| Fundraising Revenue | | | | |
| Individual Contributions | | | | |
| Government Support - Federal | | | | |
| Government Support - State | | | | |
| Government Support - Local | | | | |
| Other Revenue | | | | |
| Concessions | | | | |
| Program Advertising | | | | |
| United Arts Funding | | | | |
| Other (Specify): | | | | |
| Applicant Cash for this Project | | | | |
| LESS any Retained Cash / "Profit" | | | | |
| Total Cash (Must equal "A" above): | | | | |
| Sources of Expected In-Kind Contributions (specify) | | In-Kind | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total In-Kind Contributions (Must equal "B" above): | | | | |
| Requested Arts Commission Grant Support | | | Grant Amount | |
| Total Arts Commission Grant Amount (Must equal "C" above): | | | | |
| | | | | Grand Total |
| Grand Total Cash, In-Kind and Arts Commission Grant Amount (Must equal "D" above): | | | | |