

APPLICATION FORM

GRANTS  
— for —  
CULTURAL PROGRAMS

DECENTRALIZATION PROGRAM FOR SULLIVAN COUNTY 2009

DEADLINE 4 P.M. FRIDAY, OCTOBER 24, 2008

Please type or print in ink. Do not staple or tape this form.

Applicant Organization's Legal Name AKA (Also Known As)

Organization's Mailing Address City State NY Zip Code

Contact Person Name Title or Position

Contact Phone (Day) Contact Phone (Eve) Fax

E-mail Year Incorporated Day Month Fiscal Year Ends

Sullivan County 98 NYS Assembly Dist. 40 NYS Senate Dist. 22 US Congressional Dist.

2009 Project is (check one): Organization initiated Artist initiated (org. serving as sponsor)

Collaborating artist or organization, if applicable

Cultural/artistic discipline of 2009 project : Check one most appropriate.

Music Visual Arts Theatre Dance Literature Humanities Other

2008 Project Expense \$ Requested Amount \$ (Office: Funded Amount \$)

List names and addresses of Board of Directors (if incorporated) or associates of applying organization. Please identify the officers.

For assistance in completing this application call DVAA's Decentralization Coordinator at

845-252-7576

----- HISTORY -----

Has your organization ever applied to New York State Council on the Arts directly (without DVAA as a conduit)? No  Yes  If yes, continue:

Year \_\_\_\_\_ Amount of Funding \$ \_\_\_\_\_

Year of latest application for Decentralization funding through DVAA: \_\_\_\_\_

Amount received: \_\_\_\_\_

Title or brief description of project funded \_\_\_\_\_

\_\_\_\_\_

**CHECKLIST**

***Applications will be considered ineligible  
without all of the following :***

1. Application form with signature of the principal officer; both Parts A ( Description) and B ( Budget) completed.
2. Organizational Nonprofit Status: *Check one box and include a copy of the appropriate form.*
  - Determination letter from the U.S. Internal Revenue Service as a 501(c)(3) organization
  - Letter from the New York State Board of Regents Charter, Section 216 of the Education Law
  - Letter of acceptance of incorporation under Section 402 of the NYS Not-for-Profit Law
  - Bureau of Charities filing receipt
  - Official authorization as an arm of a local government (a formal letter on official stationery signed by the appropriate county, town or village executive)
3. Financial statement from organization's last completed fiscal year

**CERTIFICATION**

The undersigned states that (s)he has knowledge of the information herein and is a principal officer of the applicant organization with the authority to obligate it:

Signature \_\_\_\_\_

Title \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_





## (A) PROJECT DESCRIPTION

4. Explain marketing plan. How will you advertise this project?

5. Briefly state the purpose or mission of your organization. How does this project further your organization's mission?

6. Anticipate your project's benefit to the community.

What is the total number of artists participating? \_\_\_\_\_

What is the anticipated number of individuals served in each category?

Numbers do not necessarily have to add up to the total audience.

\_\_\_\_\_ Youth \_\_\_\_\_ Elderly \_\_\_\_\_ Racial minorities \_\_\_\_\_ People with disabilities

How many total individuals will you serve? Total audience + total artists = \_\_\_\_\_

What provisions have you made for your project to be universally accessible?

*If necessary, you may enclose a maximum of one (1) additional sheet to answer the above and/or to inform about this project in any way that the questions on this form do not address.*

*An additional maximum of 4 pages of support materials may be attached. Support materials reinforce the application and may include brochures, programs, press clippings, contracts, artists' résumés, etc.)*



**(B) PROJECT BUDGET**

**LIST INCOME AND EXPENSES RELATED ONLY TO THIS PROJECT REQUEST.  
WHEN NEEDED, USE SEPARATE SHEET FOR BREAKDOWN OF INCOME AND EXPENSES.**

**PROJECT INCOME:** *(You must show income; this grant will not fund 100% of the project expense.)*

**Earned Income**

Admission ..... \_\_\_\_\_  
Concessions, sales, publications ..... \_\_\_\_\_  
Tuition, workshop fees ..... \_\_\_\_\_  
Fund raising ..... \_\_\_\_\_  
Other \_\_\_\_\_ .....

**Unearned Income** *(List in-kind service and its dollar value on back; do not translate to income here.)*

Contributions and donations ..... \_\_\_\_\_  
Grants (other than Decentralization) .. \_\_\_\_\_  
County, state or municipal funds ..... \_\_\_\_\_  
Other \_\_\_\_\_ .....

**Total Project Income** ..... \_\_\_\_\_

**PROJECT EXPENSES:**

**Personnel**

Artistic salaries or honoraria ..... \_\_\_\_\_  
Technical salaries or fees ..... \_\_\_\_\_  
Administrative salaries or fees ..... \_\_\_\_\_

**Project supplies and materials** ..... \_\_\_\_\_

**Project space rentals** ..... \_\_\_\_\_

**Travel and transportation** ..... \_\_\_\_\_

**Advertising and promotion** ..... \_\_\_\_\_

**Other** \_\_\_\_\_ .....

\_\_\_\_\_ .....

**Total Project Expenses** ..... \_\_\_\_\_

**Minus: Total Project Income (from above)** . \_\_\_\_\_

**Equals: PROJECT GRANT REQUEST** .... \_\_\_\_\_