



## 2018 Lackawanna County Arts and Culture COMMUNITY PROJECT GRANT APPLICATION

Please mail, email or hand-deliver all application materials to:  
 Maureen McGuigan, Deputy Director of Arts & Culture  
 300 Cliff Street  
 Scranton, PA 18503

email: [arts-culture@lackawannacounty.org](mailto:arts-culture@lackawannacounty.org) ph: 570.963.6590 x 102

- Complete applications must be received by October 13, 2017 at 2:00 pm.
- Please type, use paper clips and do not use staples.
- Must include work sample.

### A. Applicant Information

Applicant Name:

Are you a 501 (c)?

Yes  No

Address:

City, State, Zip:

Contact Name:

Contact Title:

Phone Number (day and evening):

Mobil Phone:

Fax Number:

E-mail Address:

Municipality where project (s) is taking place?

Have you received a Lackawanna County Community Project Grant previous year(s)?  Yes  No

*Applicant may apply for any amount of funding up to and including Three Thousand Dollars \$ 3,000.00.*

Lackawanna County Community Arts and Culture Grant Request Amount: \$

**This page must be completed and submitted with each application**



## B. Brief Project Description (20-40 words)

Brief descriptions to best describe your project to be used in county publications and possible press releases if your project is awarded a grant.

## C. BUDGET

Your project budget must be submitted with your application. Please list all income and expenses. When listing income include the amount applying for - Lackawanna County Arts and Culture Community Project Grant. If other income or revenue source is being budgeted please note if other revenue sources are secured. Other revenue sources may include other grants, sponsorships, donations, individual support, estimated, ticket sales, etc.

It is acceptable for 1<sup>st</sup> first and 2<sup>nd</sup> second year applicants to fund project with only - Lackawanna County Arts and Culture Community Project Grant. Third year applicants must provide cash match.

Under Expenses include all project expenses including stipends, supplies, space rental, etc. A sample budget is provided for your review.

### SAMPLE BUDGET

<b>Project: Free Concert Series at a Community Center-second year applicant</b>	
	<u>Amount</u>
<b>Project Income:</b>	
Lackawanna County Community Arts and Culture Grant Request	\$ 2,500
Local Bank	\$ 500
Individual Donation	\$100
<b>Total Project Income:</b>	<b>\$ 3,100</b>
<b>Project Expenses</b>	
Brass Band	\$ 700
Classical Guitar Duo	\$ 200
Jazz Trio	\$300
Sound Production (3 concerts x \$250)	\$ 750
Project Director Stipend	\$ 200
Brochure Design	\$ 200
Printing posters, postcards, programs	\$ 500
Hospitality Expenses (not covered by grant)	\$ 250
<b>Total Project Expenses:</b>	<b>\$ 3,100</b>



## D. Narrative

Please submit a 4-6 page narrative that answers the following questions.

1. Describe your project. Be as detailed as possible.
2. Where will the project be held? List what municipality in Lackawanna County it will take place. If venue is not owned by you a letter of support is required.
3. When does the project take place?
4. Is the venue handicap accessible?
5. Who is the project director and briefly describe background? Include bio or resume no more than one (1) page.
6. Who are the artists working in the project (Director can also be artist). Submit a one page bio or resume for each artist. NOTE: one page resume.
7. What other community organizations or agencies are working with you and what is their role?
8. What is special about your project?
9. Who is your target audience and why?
10. Do you have plans to reach underserved audiences?
11. How will you market your project to the general public?
12. Describe any in-kind support (meaning donated supplies or services) if applicable. You may also address any budget items that the panelists may have questions about.

## E. Certification Statement and IRS Determination Letter

I certify that the above information is correct. The funds, if granted, will be used only for the purpose described in this application, and the applicant will comply in all aspects with the program guidelines for this grant and acknowledges that the failure to do so may require the repayment of all grant funds.

Application Submitted By:

Artist, Arts Organization or Organization *(typed or printed)*

Date

Name of Project Coordinator *(typed or printed)*

Signature

Title *(typed or printed)*

**If you are a 501(c) you must include a copy of your IRS Determination letter.**



## F. Work Samples - Applicants MUST submit work samples.

On a separate sheet of paper list work sample and descriptions

1. Links to websites/you tube, etc. are acceptable. Additional formats also.
2. You may submit up to 10 visual art images; hard copies, DVD or CD disc, flash drive.
3. Music CD (S) –please no more than 2 CDS-or submit multiple samples on one CD.
4. Up to 10 pages of writing-can be different works.
5. Theater/Dance-prefer DVD of performance but will accept clear photos and description of performances.

*Please note all work samples must be picked up after January 6, 2017 and before February 10, 2017, at the Electric City Trolley Museum, 300 Cliff Street, Scranton, PA 18503. Phone 570.963.6590, ext 106.*

## G. SUPPLEMENTARY MATERIALS

1. Letters of support – a venue letter of support is required if venue is not owned or operated by the applicant. Applicants may submit additional letters showing community support (Total of three).
2. Up to three newspaper articles (optional)
3. Photos (optional)

## H. Previous Projects and Funding

1. Have you received a Lackawanna County Community Project Grant for two or more previous year(s)?  Yes  No
2. Third year applicants must provide cash match.
3. Did you receive funding for the same project you are proposing in previous years? If yes is there anything new or different about your project this year?

## I. PROJECT, EVENTS, PERFORMANCES SCHEDULE

All Projects, events, and performances must be scheduled and held during the calendar year of 2017, that being January 1, 2017 – December 31, 2017.

NO EXCEPTIONS

## J. APPLICANT CHECKLIST

- |                                                                                                                      |                                                                                           |
|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Applicant Information                                                                       | <input type="checkbox"/> Work Sample please ( <i>no staples</i> )                         |
| <input type="checkbox"/> Signed Certification ( <i>application</i> )                                                 | <input type="checkbox"/> Optional supplementary materials                                 |
| <input type="checkbox"/> Narrative of 4-6 pages                                                                      | <input type="checkbox"/> Resumes, one page only                                           |
| <input type="checkbox"/> Budget                                                                                      | <input type="checkbox"/> If 501 (c) IRS Determination Letter                              |
| <input type="checkbox"/> Letter of support from venue ( <i>only if venue is not owned of operated by applicant</i> ) | <input type="checkbox"/> Programming must occur from January 1, 2017 to December 31, 2017 |

An email will be sent to confirming receipt of an application by October 21, 2016. If you submitted your application by October 14, 2016 and you do not receive an email confirming receipt of your application, call 570.963.6590 ext.106.

