



Lackawanna
County

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Lackawanna County Arts and Culture
COVID-19 CREATIVE COMMUNITY GRANT APPLICATION

Applications must be received by 2 p.m., September 15, 2020 via email.

Individual artists, non-profit organizations and municipalities are invited to apply for a Lackawanna County Arts and Culture COVID-19 Creative Community Grant for projects providing positive arts experiences including virtual projects, real world projects that follow CDC, state and county health guidelines, beautification/public art projects or projects that promote resources health and safety in a creative ways (signage, barriers, stickers, etc.) Non-profits or municipalities may apply for a collaborative grant with a minimum of three partners. Churches may apply for public and non-religious activities only. Applicant may apply for funds up to the grant amounts as follows;

- Apply for funding up to \$ 5,000 An individual artist or other cultural producer.
- Apply for funding up to \$ 10,000 Partnership Grant two partners one a non-profit or municipality.
- Apply for funding up to \$ 20,000 Collaborative grants are required to have a minimum of three partners. Applicant must be a non-profit or municipality. Artists or other individual cultural producers may not be a partner.

The online application will open on August 20th, 2020 and grant applications will be due on September 15th, 2020. The funding allows for artist fees, project manager or staff fees, supplies, purchase of technology for programming, rental fees and utilities up to 10% of request.

- ◆ Not funded: awards, hospitality (food, alcohol, utilities outside of project), funding for staff's time not related project applying for funding.
- ◆ Awards will only be granted to residents of Lackawanna County and organizations located in the County, however for Partner and Collaborative Grants it is permitted to work with organizations and artists living outside the county if the applicant feels they bring expertise and value to the project. Covid-19 Creative Community Grants will not affect eligibility for future Lackawanna County's 2021 Program Stream or Community Project Grants.
- ◆ Letters of support are required from all collaborative partners for \$ 10,000 and \$ 20,000 requests.
- ◆ Individuals artists proposing a project on public or private property must provide that permission by the owner is granted. Any of the following is permitted: A letter of support, a copy of a contract or contact name phone numbers of property owner.

Applications will be reviewed using the following criteria.

- ❖ Creativity and innovation.
- ❖ Benefit to the community and involvement
- ❖ Cost-effectiveness and demonstration of a well-planned project.
- ❖ Location of projects will also be considered as to ensure equity throughout Lackawanna County.

Questions

- Which municipality will your project will take place?
- Briefly describe your project.
- How will this project benefit the community during COVID-19?
- What do you think is special or unique about your project?
- List any individuals or organizations you are collaborating with and describe how they were included in the planning of this project? Note if any community outreach was conducted.
- If your project is taking place in a public space for the purpose of a performance what is your plan for ensuring public health and safety?

For more information on this grant opportunity please contact Maureen McGuigan, deputy Director of Arts and Culture at 570.963-6590 x102. If you are not currently on our mailing list email arts-culture@lackawannacounty.org



Lackawanna County Arts and Culture COVID-19 CREATIVE COMMUNITY

- Q.** Is the COVID-19 Creative Community Grant in lieu of the Lackawanna County Program and Project grants?
- A.** No, due to the current pandemic the 2021 Program and Project grant applications will be released at a later date and are subject to change depending on circumstances during the pandemic.
- Q.** I am an individual outside of Lackawanna County. Can I apply?
- A.** No. These grants are funded through a Lackawanna County Arts and Culture tax. The mission is to assist individual artists (or other cultural /heritage producers) living in Lackawanna County.
- Q.** How much can I apply for?
- A.** Individuals living in Lackawanna County can apply for up to \$5,000. Lackawanna County based organizations or municipalities located in Lackawanna County with two partnerships can apply for a Partnership Grant of \$10,000 and Lackawanna County based non-profit organizations and municipalities with three or more partners can apply for a Collaborative Grant up to \$20,000.
- Q.** What is the timeline for the projects to occur?
- A.** Projects need to be completed by December 31, 2021. Projects funded by this grant are not eligible to be funded by the 2021 Lackawanna County Program or Project grants.
- Q.** Can I apply for more than one grant?
- A.** No, only one grant can be submitted per applicant.
- Q.** Can an artist or other cultural producer be considered a partner?
- A.** No. Only organizations or municipalities may be considered a partner.
- Q.** Can an artist or organization outside of Lackawanna County be considered as a partner or collaborator on a Partnership or Collaborative Grant?
- A.** Yes. If an applicant feels an artist or organization outside the county brings value, creativity or expertise to the project, this is allowed.
- Q.** Are on-going projects such as live stream programs or podcasts eligible?
- A.** Yes. Applicants should address how this funding will help enhance the project or why funds are needed to sustain it. The grant cannot fund projects that are already complete.
- Q.** What is the process for applicants to apply for a Partnership Grant or a Collaborative Grant?
- A.** There should be one lead non-profit organization or municipality who completes the application. Partnering/Collaborative organizations or municipalities need to supply letters of support.
- Q.** Do individual artists require letters or support?
- A.** No. However, if the project will take place on public or private property proof of permission from the owner of the property must be submitted. This can be a letter, copy of a contract, or contact phone and email for the property owner.

Applicant Information

Applicant Name _____

Are you a 501 (c)? Yes No

Address: _____

Contact Name: _____ Contact Title: _____

Phone Number(s): _____ Mobil Phone: _____

E-mail Address: _____

Municipality where project is taking place? _____

Lackawanna County Covid-19 Creative Grant request amount: \$ _____

1. **Are you applying for a Partnership grant up to \$10,000?** Yes No
Partnership application must have at least two partners. A non-profit or municipalities must include as one partner.

Lead Partner _____

Partner # 2 _____

2. **Are you applying for a Collaborative grant up to \$20,000?** Yes No
Collaborative projects must have at least three partners. A non-profits or municipalities must include as one partner. If answered yes, list partners;

Lead Partner _____

Partner # 2 _____

Partner # 3 _____

3. **Briefly describe your project;** *(be brief no more than 100 words)*

4. How will this project benefit the community during COVID-19? *(be brief no more than 300 words)*

5. What do you think is special or unique about your project? *(be brief no more than 300 words)*

6. List any individuals or organizations you are collaborating with and describe how they were included in the planning of this project. Note if the community as a whole was involved in the planning. *(be brief no more than 250 words)*

7. If your project is taking place in a public space for the purpose of a performance what is your plan for ensuring public health and safety? *(be brief no more than 150) words)*

8. If funded partially, would your program be able to adapt with less funds **Yes** **No**
If yes, briefly describe the necessary program changes to adapt to less funds granted.
(be brief no more than 150 words)

List below your partners submitting letters of support, if applicable.

Instructions

- 1. Download application and save it on your computer.**
- 2. As you completed the application, it is recommended you continuously save your work.**
- 3. Check your complete application and prepare to email it to:**

arts-culture@lackawannacounty.org

- 4. Email application along with a supporting document(s)**
- 5. A confirmation email will be sent upon receiving your application. If you do not receive a confirmation email by September 25th, 2020, Please contact us at:**

arts-culture@lackawannacounty.org

BUDGET

Your project budget must be submitted with your application. Please list all income and expenses. When listing income include the amount applying for Covid -19 Creative Community 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.

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

Project: XYZ Virtual Entertainment & Performance	Amount
Organizing Partner; Penn Organization for the Arts	
Partner Keystone Symbol Crafts & paint	
Partner Center Twp. municipality	
Project Income:	
Covid 19 Creative Community Grant (amount requesting)	\$ 5,000
Civic Organization	\$1,000
Individual Donation	\$100
Total Project Income:	\$ 6,100
Project Expenses	
Fee to use Park \$ 1,000.00	
Senior Vocal Choir (10 @ \$ 75.00 each)	\$ 700.00
Musicians	\$ 750.00
Tent	
Personal Protective Equipment, hand sanitizer,	\$ 250.00
Porta Lav and staff to continually disinfect	1,000.00
Security monitoring Social Distending and Personal Protective equipment	\$ 500.00
Sound Production (3 concerts x \$250)	\$ 750
Project Director Stipend	\$ 200
Brochure Design	\$ 200
Printing posters, postcards, programs	\$ 500
Total Project Expenses:	\$ 6,100
Hospitality Expenses (not covered by grant)	\$ 250

