



Lackawanna
County

Commissioners

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Lackawanna County Arts and Culture Department

Instructional Guide—MUNICIPAL GRANT

Application are to be completed on-line

2021 Municipal Grant

Municipalities in Lackawanna County are invited to apply for a 2021 Municipal Arts and Culture Grant in the amount of \$500.00 for an arts or culture activity that will benefit your community.

Funding requests must be received no later than November 1, 2021 to ensure approval at a Lackawanna County Commissioners meeting. Projects must be community oriented and either arts, culture, or history based. Examples of arts & culture programs are events are: exhibitions, film screenings, lectures, concerts, performances, poetry readings, festivals, arts activity for children's or seniors. most anything that is Funds cannot be used for fundraising activities (except volunteer fire fighter events and program), religious activities, or to purchase equipment or food. Technology for virtual programming is allowed within reason. Projects must be completed by December 31 of the current year. A municipality may choose to re-grant funds towards a project in their community. Murals are not funded through this application. Contact the Department to request a separate mural application.

Partnerships with area non-profits, businesses and artists and/or other cultural producers are encouraged, although the request must come from the municipality directly. Collaboration between municipalities is encouraged and allows for the pooling of resources and the request of larger amounts. For example, three townships could work together and apply for a \$1,500 grant to fund a concert series. When collaborating, one municipality must be the lead agency who will submit the request, accept the check, and complete the final report. Final reports are due no later than 30-days after the event(s) is held.

Additional information

arts-culture@lackawannacounty.com

or

570.963.6590 x3176

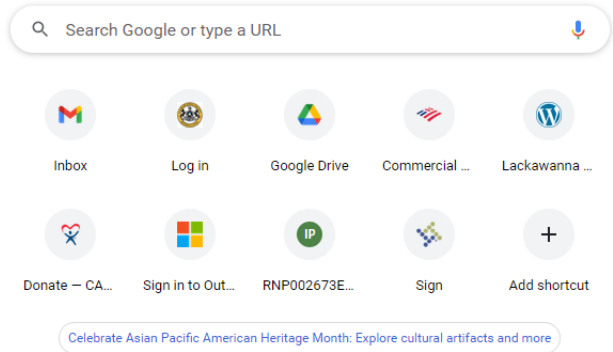
Step 1

Google
Survey Monkey Apply
Lackawanna County Link

<https://lackawanna.smapply.org/>

or at

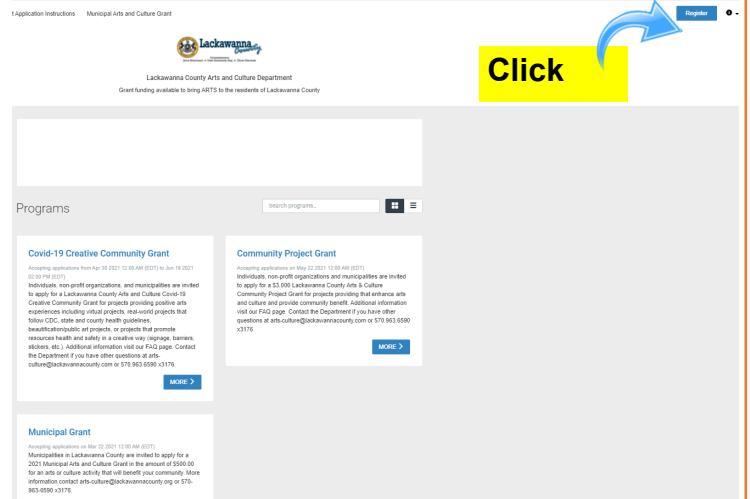
lackawannacounty.org
under Arts and Culture tab



Step 2 Survey Monkey

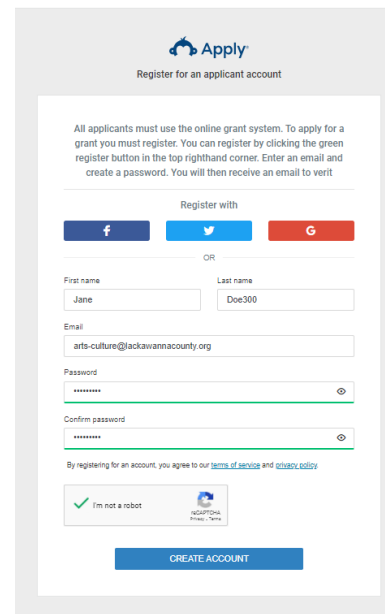
Lackawanna County
Online Application
Management System

Upper right hand corner Click



Step 3 Registration

Complete registration form
Save your password

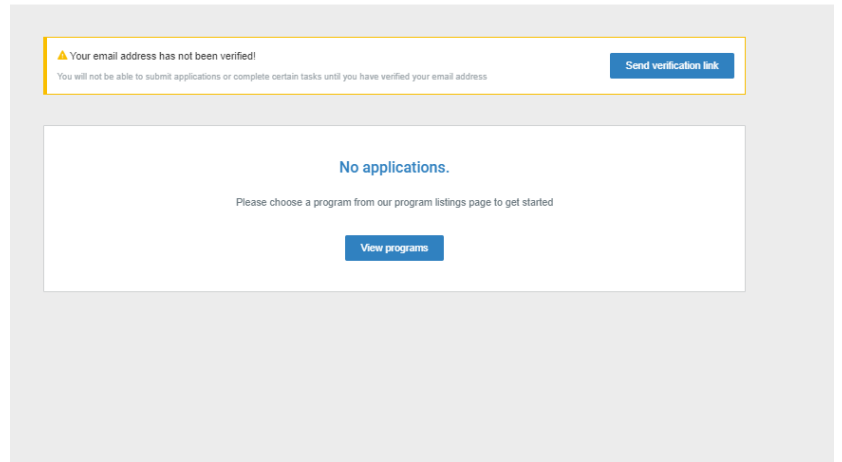


Step 4 Verify your email

Click



Send Verification



Step 5 Receive SurveyMonkey Apply Account Email Verification

SurveyMonkey Apply Account Email Verification Inbox x

Lackawanna County Arts and Culture Department <noreply@mail.smapply.net> Unsubscribe
to artsengage300+petesmith

Dear Pete Smith,

In order to validate your SurveyMonkey Apply account we require you to verify your email address. Please click the link below to help us validate that it's really you and your account should be ready to go.

Thanks,
The SurveyMonkey Apply Team

Click



Confirm email address

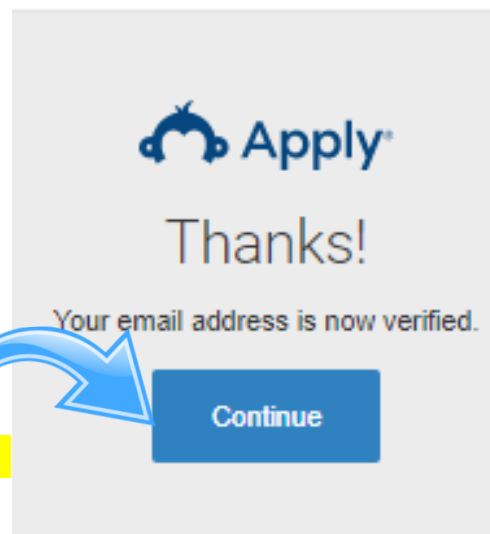
If the button is not clickable, please copy and paste this URL into your browser's address bar:

<https://lackawanna-smapply.com/acc/a/d933c0d2-3bde-4f70-9b07-10f6949b0e62/>

Step 6 Receive Notice of email Verification

Click Continue

Click

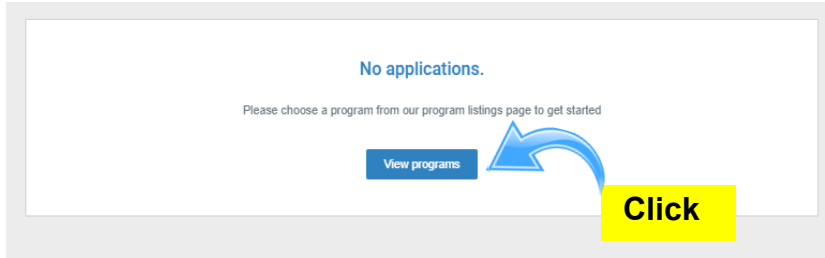


Step 7 after signing in you will be directed to a page **NO APPLICATIONS**

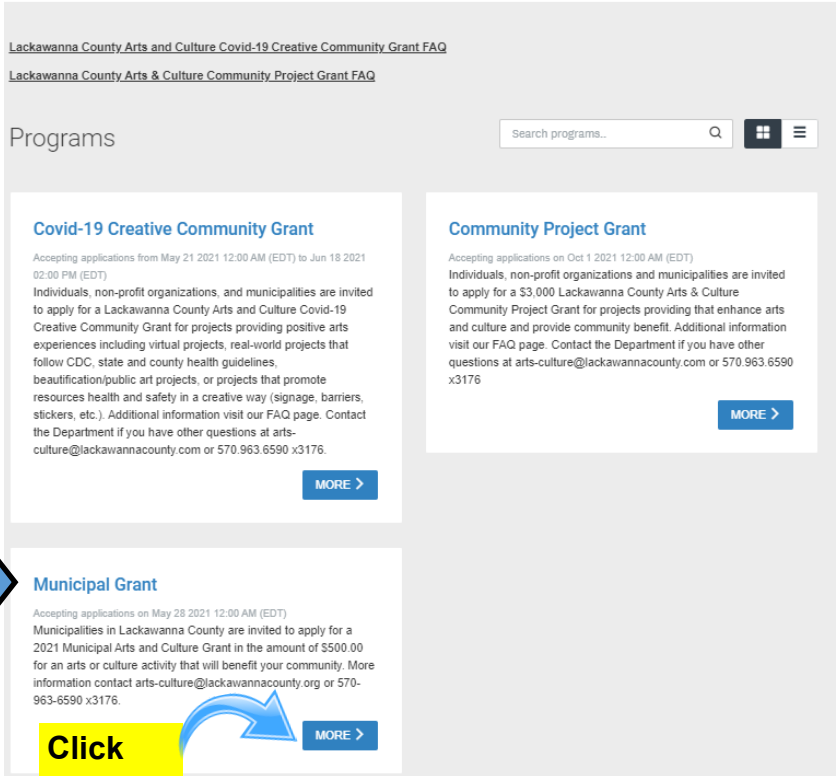
Click



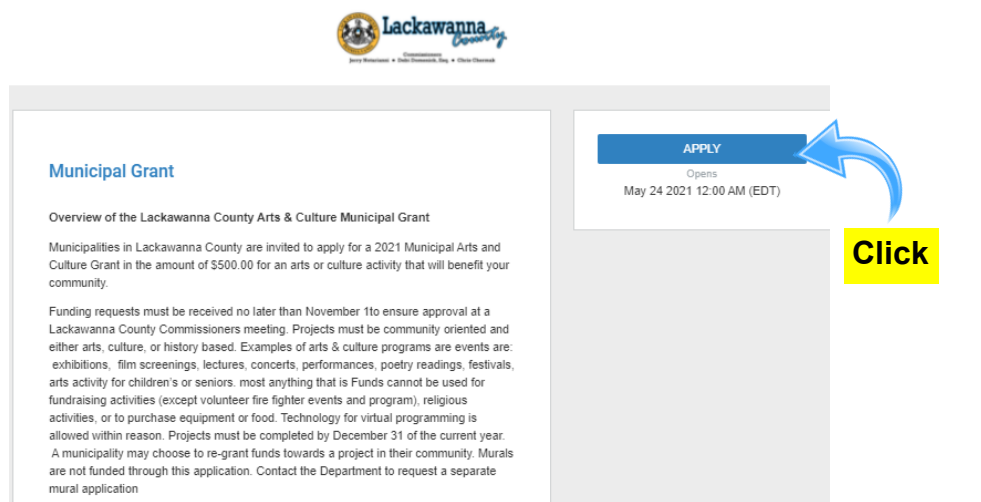
View Programs



Step 8 Select the Program **Municipal Grant** click **MORE**



Step 9 Open Program - Click **APPLY**



Step 10 Select the Program Municipal Grant and click MORE

Note select table or list view

Programs

Search programs..

Covid-19 Creative Community Grant
Accepting applications from May 21 2021 12:00 AM (EDT) to Jun 18 2021 02:00 PM (EDT)
Individuals, 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 way (signage, barriers, stickers, etc.). Additional information visit our FAQ page. Contact the Department if you have other questions at arts-culture@lackawannacounty.com or 570.963.6590 x3176.

Community Project Grant
Accepting applications on Oct 1 2021 12:00 AM (EDT)
Individuals, non-profit organizations and municipalities are invited to apply for a \$3,000 Lackawanna County Arts & Culture Community Project Grant for projects providing that enhance arts and culture and provide community benefit. Additional information visit our FAQ page. Contact the Department if you have other questions at arts-culture@lackawannacounty.com or 570.963.6590 x3176

Municipal Grant
Accepting applications on May 28 2021 12:00 AM (EDT)
Municipalities in Lackawanna County are invited to apply for a 2021 Municipal Arts and Culture Grant in the amount of \$500.00 for an arts or culture activity that will benefit your community. More information contact arts-culture@lackawannacounty.org or 570-963-6590 x3176.

Click

Step 11 Open Program - Click APPLY

Click

Municipal Grant

Overview of the Lackawanna County Arts & Culture Municipal Grant

Municipalities in Lackawanna County are invited to apply for a 2021 Municipal Arts and Culture Grant in the amount of \$500.00 for an arts or culture activity that will benefit your community.

Funding requests must be received no later than November 1 to ensure approval at a Lackawanna County Commissioners meeting. Projects must be community oriented and either arts, culture, or history based. Examples of arts & culture programs are events are: exhibitions, film screenings, lectures, concerts, performances, poetry readings, festivals, arts activity for children's or seniors. most anything that is Funds cannot be used for fundraising activities (except volunteer fire fighter events and program), religious activities, or to purchase equipment or food. Technology for virtual programming is allowed within reason. Projects must be completed by December 31 of the current year.

A municipality may choose to re-grant funds towards a project in their community. Murals are not funded through this application. Contact the Department to request a separate mural application

APPLY

Opens

May 25 2021 12:00 AM (EDT)

Deadline

Nov 1 2021 02:00 PM (EDT)

Step 12 Eligibility Qualifications

Click 2nd

Click 1st

Confirm Application is UNDERLINED

Step 13 Eligibility Questions

Note—answers are for demonstration purposes, you are required to answer according to your application

Click

Confirm a line is along Eligibility Questions

Click

Step 14 Begin Application

Click Application

Click

Step 15 Application Questions

Upload work samples is optional
Only click if uploading

Phone Numbers MUST BE FORMATED

000-000-0000

Provide the information requested

After completing the question Click
MARK AS COMPLETE

The screenshot shows a form titled "Upload Work Sample (Optional)" with a progress bar indicating "1 of 2 required tasks complete". Below the progress bar are "REVIEW" and "SUBMIT" buttons. To the right, there are input fields for "Address 2 (If applicable)", "City", "State" (pre-filled with "Pennsylvania"), "Zip", "Phone", "Alternate Phone", "Email" (pre-filled with "artsengage300+pelesmith@gmail.com"), "Website (If applicable, https:// format)", and "Municipality" (a dropdown menu). Below these fields are seven numbered questions:

1. I am applying for a collaborative grant with other municipalities. (Yes/No radio buttons)
2. Project Location. (Text input field)
3. Project Description. (100 words or less. Text area)
4. Project Start Date. (Text input field)
5. Project End Date. (Text input field)
6. List any partners and their role. (100 words or less. Text area)
7. Depending on CDC and state guidelines concerning Covid-19 what is your safety plan? (Text area)

At the bottom of the form are two buttons: "SAVE & CONTINUE EDITING" and "MARK AS COMPLETE". A yellow box with the word "Click" and a blue arrow points to the "MARK AS COMPLETE" button.

Step 16 Upload Work Samples (Optional) Upload any photos, videos, articles, etc

Attach Material
File formats; PDF

AVI

P3 or MP4

MOV

WAV

PNG

JPG

JPEG

The screenshot shows the "Upload Work Sample (Optional)" form. On the left, there is a sidebar menu with a "Back to application" link and a list of application sections: "Municipal Grant" (with ID: 2021-0809349205), "Eligibility Questions", "Application Questions", "Upload Work Sample (Optional)", and "2 of 2 required tasks complete". Below the sidebar are "REVIEW" and "SUBMIT" buttons. A yellow box with the word "Click" and a blue arrow points to the "SUBMIT" button.

The main form area has a title "Upload Work Sample (Optional)" and a "Task instructions Hide" link. Below the title is the instruction "Upload any photos, videos, articles, etc." and a large upload icon. There are two buttons: "ATTACH FILE" (with a link to "Show accepted formats") and "LINK TO VIDEO". At the bottom, there is a "Maximum: 3" label and a "MARK AS COMPLETE" button. A yellow box with the word "Click" and a blue arrow points to the "MARK AS COMPLETE" button.

Step 17 Review– Submit application


Please confirm submission of your application.

If you wish to take a look at the application before submitting, please **Review** it.

Submit application ×

Please confirm submission of your application.

If you wish to take a look at the application before submitting, please **Review** it.

Click 

Step 18 Submitted Conformation



Application Submitted!

Thank you for submitting your application.

[Go to My Applications](#)

OR

[View more Programs](#)

Step 19 receive email Conformation

Lackawanna County Arts and Culture Department

Dear Pete,

Thank you for applying for a Municipal Grant. We have received your application.

If you have any questions about your submission contact us at arts-culture@lackawannacounty.org or 570.963.6590 x3176.

Sincerely

Maureen McGuigan

Director of Arts & Culture

Lackawanna County