



Lackawanna
County

Commissioners
Jerry Notarianni • Debi Domenick, Esq. • Chris Chermak

Maureen McGuigan
Deputy Director
Department Arts and Culture
300 Cliff Street
Scranton, PA 18503
Office 570.963.6590, ext. 3172
mcguiganm@lackawannacounty.org
www.LackawannaCounty.org

Lackawanna County Arts and Culture Department

Instructional Guide — APPLICANT

2022 Community Project Grant

Individuals, Non-profit organizations, and Municipalities

Application are to be completed on-line at

lackawanna.smapply.org

Grant program funding projects providing
positive arts experiences including

- ◇ Virtual Projects
- ◇ Real-World Projects that follow CDC, state and county health guidelines
- ◇ Beautification / Public Art Projects,
- ◇ projects that promote resources health and safety in a creative way (signage, barriers, stickers, etc.).

Additional information: Lackawannacounty.org

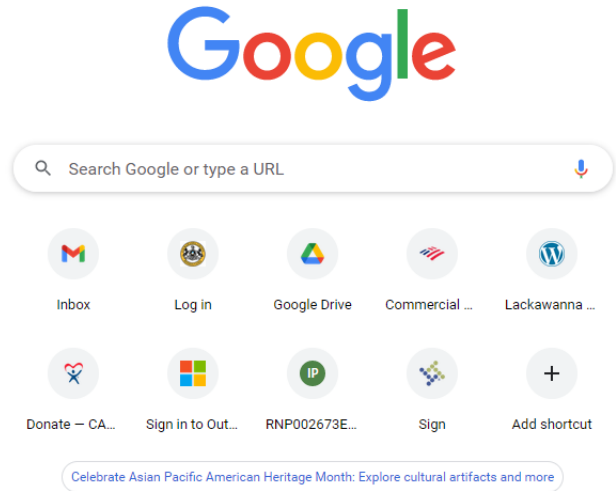
Instructional Guides available at : [Arts and Culture](#)

Additional information
arts-culture@lackawannacounty.com
or
570.963.6590 x3176

Step 1

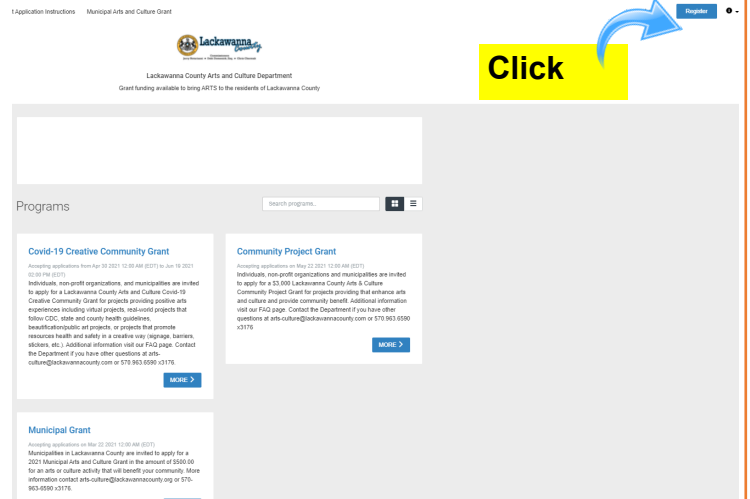
Google
Survey Monkey Apply
Lackawanna County Link

lackawanna.smapply.org



Step 2 Survey Monkey

Lackawanna County
Online Application
Management System
Upper right hand corner Click



Step 3 Registration

Complete registration form
Save your password

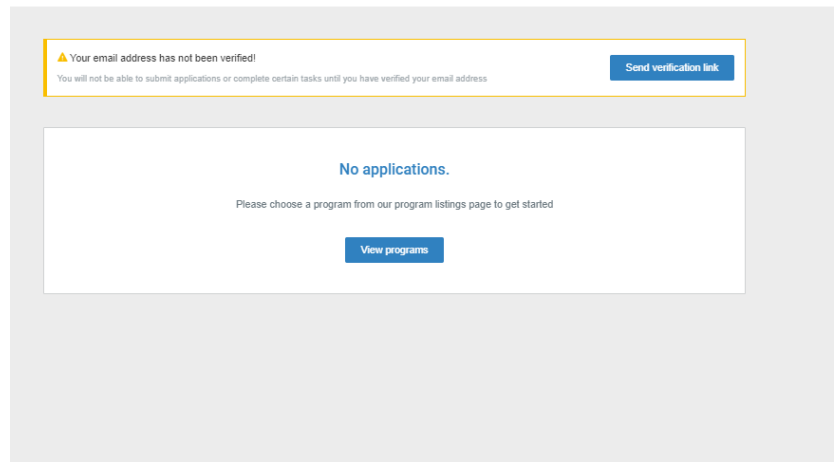


Step 4 Verify your email

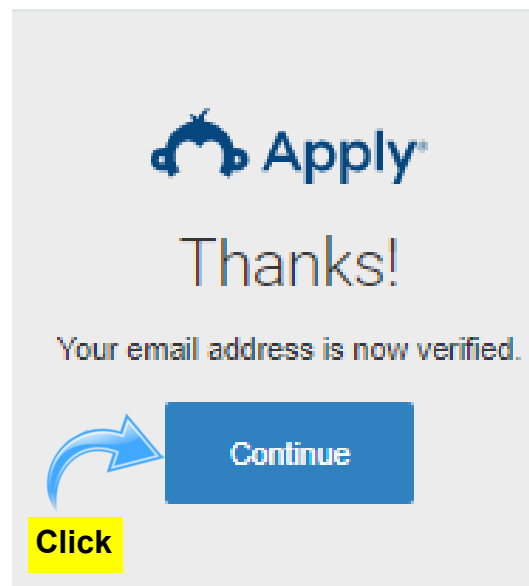
Click



Send Verification



Step 5 Receive Notice of email verification

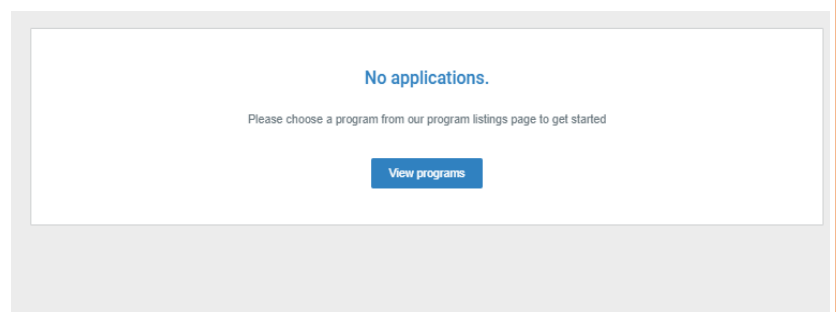


Step 6 after signing in you will be directed to a page **NO APPLICATIONS**

Click



View Programs



Step 7 Select the Program and click MORE

[Lackawanna County Arts and Culture Covid-19 Creative Community Grant FAQ](#)

[Lackawanna County Arts & Culture Community Project Grant FAQ](#)

Note FAQ for additional information
Common question with answers
regarding the grant application

Programs

Select

Search programs..



Note select table or list view

Community Project Grant

Accepting applications from Aug 25 2021 12:00 AM (EDT) to Oct 8 2021 02:00 PM (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

MORE >

Municipal Grant

Accepting applications from May 25 2021 12:00 AM (EDT) to Nov 1 2021 02:00 PM (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.

MORE >

Step 8 Open Program - Click APPLY

Click

Click

Community Project Grant

About the Lackawanna County Arts & Culture Community Project Grant

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. Churches may apply for public and non-religious activities only. Fundraisers are not eligible for funding.

The goal of the Lackawanna County Arts & Culture Community Project Grant is to provide high-quality arts & culture experiences that show significant benefit to the community and enhance the cultural landscape. Project must take place in Lackawanna County but applicants may reside outside the state.

Mural projects are not eligible for this funding stream. If you are applying for a mural project contact the Lackawanna County Arts & Culture Department to request a mural application.

One letter of support is required but applicants may submit up to 3. To streamline this process in the application you will be asked for an email(s) and a form will be emailed to your contact to fill out.

The funding allows for artist fees, project manager or staff fees, supplies, marketing, purchase of technology for programming, rental fees.

Depending on CDC and Pennsylvania Covid-19 applications must show a strong safety plan if not a virtual event.

The following are not eligible for funding from this grant: awards, hospitality (food, alcohol) support of staff time not related to the project and religious activities with inherent religious purposes such as worship, instruction, etc.

Projects will be reviewed by a panel and selected using the following criteria.

APPLY

Opens
Aug 25 2021 12:00 AM (EDT)

Deadline
Oct 8 2021 02:00 PM (EDT)

Step 9


Confirm Application is UNDERLINED

0 of 1 tasks complete

Last edited: Aug 25 2021 10:40 AM (EDT)



REVIEW **SUBMIT**

Deadline: Oct 8 2021 02:00 PM (EDT)

Community Project Grant 

2021-0000000002

APPLICATION ACTIVITY

 Preview 

Your tasks

 Eligibility Questions 

Click 



Step 10

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

Confirm a line is along Eligibility Questions

[Back to application](#)

Community Project Grant
2021-0000000002
ID: 2021-0000000002



 Eligibility Questions 


0 of 1 tasks complete

Last edited: Aug 25 2021 10:40 AM (EDT)

REVIEW **SUBMIT**

Deadline: Oct 8 2021 02:00 PM (EDT)


 Eligibility Questions 

Eligibility Questions ✓ Draft saved 

Are you an artist or non-profit organization located in Lackawanna County?

Is your project a fundraiser?

Are you applying for a mural project?

 **Click**

SAVE & CONTINUE EDITING **MARK AS COMPLETE**

Step 11

Click
I.- Application Questions

Community Project Grant
2021-0000000002
ID: 2021-0000000002

- Eligibility Questions
- I - Application Questions
- II - Application Long Answer Questions
- III - Budget Sheet
- IV - Letter(s) of Support
- V - Supplementary Materials (optional) (optional)

1 of 5 required tasks complete

Last edited: Aug 25 2021 10:59 AM (EDT)

REVIEW SUBMIT

Deadline: Oct 8 2021 02:00 PM (EDT)

Eligibility Questions
Completed Aug 25 2021 10:59 AM (EDT)

Eligibility Questions

Are you an artist or non-profit organization located in Lackawanna County?
Yes

Is your project a fundraiser?
No

Are you applying for a mural project?
No

Step 12 Application Questions

Confirm Line along Application Questions

When completed with section Click next section

Task completed a recorded with a Bar Graph

Click

Community Project Grant
2021-0000000002
ID: 2021-0000000002

- Eligibility Questions
- I - Application Questions
- II - Application Long Answer Questions
- III - Budget Sheet
- IV - Letter(s) of Support
- V - Supplementary Materials (optional) (optional)

2 of 5 required tasks complete

Last edited: Aug 25 2021 11:09 AM (EDT)

REVIEW SUBMIT

I - Application Questions
Completed Aug 25 2021 11:09 AM (EDT)

Application Questions

Contact Information:

Are you applying as an artist or a non-profit?	Artist
Name of Applicant/Organization:	Arts Engage
Address 1:	111 Main Street
Address 2 (if applicable):	(No response)
City:	Scranton
State:	PA
Zip:	11111
Phone:	570-963-6590
Email:	artsendage300@gmail.com
Website (if applicable, https:// format):	(No response)
Which municipality will this event take place in? (Option for N/A-Virtual)	Scranton
Are you a new or a returning applicant?	New Applicant

Amount you're applying for:
(up to \$3000 - no commas, no spaces)
\$ 3000

Step 13 Long Answer

Answer question in space provided.

Upon completion Click

MARK AS COMPLETE

Community Project Grant
2021-0000000002
ID: 2021-0000000002

- Eligibility Questions
- I - Application Questions
- II - Application Long Answer Questions
- III - Budget Sheet
- IV - Letter(s) of Support
- V - Supplementary Materials (optional) (optional)

2 of 5 required tasks complete

Last edited: Aug 25 2021 11:09 AM (EDT)

REVIEW SUBMIT

Deadline: Oct 8 2021 02:00 PM (EDT)

II - Application Long Answer Questions

Describe your project. (100 words or less)
6/100

ARTS Engage! ARTS Engage! ARTS Engage!

What is your public health and safety plan? (100 words or less)
6/100

ARTS Engage! ARTS Engage! ARTS Engage!

How will this project enhance arts and culture in Lackawanna County and benefit the community? (250 words or less)
6/100

ARTS Engage! ARTS Engage! ARTS Engage!

How does your program account for persons with disabilities? (100 words or less)
6/100

ARTS Engage! ARTS Engage! ARTS Engage!

What are your goals? How will you determine if you have met your goals? (250 words or less)
6/100

ARTS Engage! ARTS Engage! ARTS Engage!

SAVE & CONTINUE EDITING MARK AS COMPLETE

Click

Step 14 Section III Budget Sheet

Community Project Grant
2021-0000000002
ID: 2021-0000000002

Eligibility Questions
I - Application Questions
II - Application Long Answer Questions
III - Budget Sheet
IV - Letter(s) of Support
V - Supplementary Materials (optional)

3 of 5 required tasks complete

Last edited: Aug 25 2021 01:04 PM (EDT)

REVIEW SUBMIT

Deadline: Oct 8 2021 02:00 PM (EDT)

III - Budget Sheet

Budget Form

Instructions:

- In expense column write what the expense is (artist fees, art supplies, etc.)
- Under Lackawanna Grant Amount list what funds will be used from grant
- If other funds are used, fill in the next column (Other Funds)
- You may use both grant and other funds for an expense
- Type in 0 in the column if no funds are being used toward the expense
- Select add another line if you require more lines (note: you have a total of 15 lines)

Amount Requested: \$3000

Line 1

Program Expense	Lackawanna Grant Amount	Other Funds (If applicable)	Total	Add Another Line
Artist Fee	\$ 1000	\$ 0.00	\$ 1000.00	<input checked="" type="checkbox"/>

Line 2

Program Expense	Lackawanna Grant Amount	Other Funds (If applicable)	Total	Add Another Line
Musicians	\$ 1000	\$ 0.00	\$ 1000.00	<input checked="" type="checkbox"/>

Line 3

Program Expense	Lackawanna Grant Amount	Other Funds (If applicable)	Total	Add Another Line
Venue	\$ 500.00	\$ 0.00	\$ 500.00	<input checked="" type="checkbox"/>

Line 4

Program Expense	Lackawanna Grant Amount	Other Funds (If applicable)	Total	Add Another Line
Refreshments	\$ 00	\$ 275.00	\$ 0.00	<input type="checkbox"/>

Direct Program Cost Totals: 2500.00

SAVE & CONTINUE EDITING MARK AS COMPLETE

1. In expense column write what the expense is (artist fees, art supplies, etc.)

2. Under Lackawanna Grant Amount list what funds will be used from the grant.

3. If other funds are used, fill in the next column (Other Funds)

4. Select add another line if you require more lines (note: you have a total of 15 lines)

All fields in the budget must contain something. Don't leave field blank type a zero "0" .

You may use both grant and other funds for an expense

Click

Step 15 Request a recommendation

Community Project Grant
2021-0000000002
ID: 2021-0000000002

Eligibility Questions
I - Application Questions
II - Application Long Answer Questions
III - Budget Sheet
IV - Letter(s) of Support
V - Supplementary Materials (optional)

4 of 5 required tasks complete

Last edited: Aug 25 2021 01:05 PM (EDT)

REVIEW SUBMIT

Deadline: Oct 8 2021 02:00 PM (EDT)

IV - Letter(s) of Support

Task instructions **Hide**

Once your Letter of Support(s) has been completed, you will receive a notification via email. You will need to log back into your applicant portal to select the "Mark as Complete" in order to submit your application for consideration.

REQUEST A RECOMMENDATION

Recommendations

0 recommendations
Minimum: 1 | Maximum: 3

MARK AS COMPLETE

To request a letter of support **CLICK**

Note ALL letters of support are to be completed on line in this software.

A Guide is available upon **Lackawannacounty.com** or by request

An update as to what was completed and the other requirements for completion of the application

Step 16 IV Letter(s) of Support (a letter of recommendation)

Complete the required information. Type a brief message as to your request.

Click Send Request

Send recommendation

Task instructions [Hide](#)

Once your Letter of Support(s) has been completed, you will receive a notification via email. You will need to log back into your applicant portal to select the "Mark as Complete" in order to submit your application for consideration.

First name
Chris

Last name
Calvey

Email
chriscalvey111@gmail.com

Message
Chris,
I am applying for a Lackawanna County grant and I am seek letters of recommendations. You have known me over five years and have participated in my art exhibits. I am asking you write a letter of recommendation on my behalf.

Click

CANCEL SEND REQUEST

Step 17 Recommender will receive This notice in their email that was provide by you.

Lackawanna County Arts and Culture Department

Dear Chris,

Arts Engage is applying for a Community Project Grant and has listed you as a supporter of the project. Please take a moment to support Arts Engage with their application.

Message from Arts:

Dear Mr. Santa, I am contacting you to request a letter of recommendation. I am Appling to Lackawanna County for a 2021 Community Project Grant for an art enrichment community make and decorate a Santa sleigh in the community . We will be working with Boy Scout and Girl Scouts, local; fire Companies and area artist and musician. There is a guide avaialbe as how to submit your letter of support. Chris Calvey

Please click the button below to accept this request and begin working on your recommendation.

Give recommendation

Step 18 Recommendation received

Recommendation received for:

AE Arts Engage
artsengage300@gmail.com

Thank you for providing a recommendation.

Download this recommendation

Return to my recommendations

Logout

< Back to application

IV - Letter(s) of Support
Completed Aug 25 2021 02:23 PM (EDT)

Task instructions [Hide](#)

Once your Letter of Support(s) has been completed, you will receive a notification via email. You will need to log back into your applicant portal to select the "Mark as Complete" in order to submit your application for consideration.

Recommendations

Chris Calvey
chriscalvey111@gmail.com Received: Aug 25 2021

Minimum: 1 | Maximum: 3

5 of 5 required tasks complete

Last edited: Aug 25 2021 02:23 PM (EDT)

REVIEW **SUBMIT**

Deadline: Oct 8 2021 02:00 PM (EDT)

Click

REQUIRED TO MARK COMPLETE

Once your Letter of Support(s) has been completed, you will receive a notification via email. You will need to log back into your applicant portal to select the "Mark as Complete" in order to submit your application for consideration.

Step 19 Status of application



This is an update as to what was

completed and the other requirements for completion of the



Community Project Grant



2021-0000000002

ID: 2021-0000000002



  Eligibility Questions

  I - Application Questions

  II - Application Long Answer Questions

  III - Budget Sheet

  IV - Letter(s) of Support >

  V - Supplementary Materials (optional) (optional)

5 of 5 required tasks complete

Last edited: Aug 25 2021 02:23 PM (EDT)



REVIEW


SUBMIT

Step 20 Supplementary Materials (optional)

Attach Material
File formats

PDF
AVI
MP3 or MP4
MOV
WAV
PNG
JPG
JPEG

  V - Supplementary Materials (optional) ...

 Task instructions [Hide](#)

Upload any photos, videos, articles, etc.



ATTACH FILE

[Show accepted formats](#)



LINK TO VIDEO



Bridge Flowers

Filename: Added: Aug 25 2021 ...

Maximum: 3

MARK AS COMPLETE

Click 

Step 21 Submit

Community Project Grant

2021-0000000002

ID: 2021-0000000002

- ✓ Eligibility Questions
- ✓ I - Application Questions
- ✓ II - Application Long Answer Questions
- ✓ III - Budget Sheet
- ✓ IV - Letter(s) of Support

V - Supplementary Materials (optional) [>](#)

5 of 5 required tasks complete

Last edited: Aug 25 2021 02:23 PM (EDT)

REVIEW

SUBMIT

Deadline: Oct 8 2021 02:00 PM (EDT)

Step 22 Submit Application

Submit application

Please confirm submission of your application.

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

Click

Click

Step 23 Confirmation



Application Submitted!

Thank you for submitting your application.

[Go to My Applications](#)

OR

[View more Programs](#)