



Lackawanna
County

Commissioners

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www.LackawannaCounty.org

Lackawanna County Arts and Culture Department
Instructional Guide
APPLICANT- ACCEPTANCE - REPORTING

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 Acceptance - Awarded Notice

Awarded applicants will receive an email

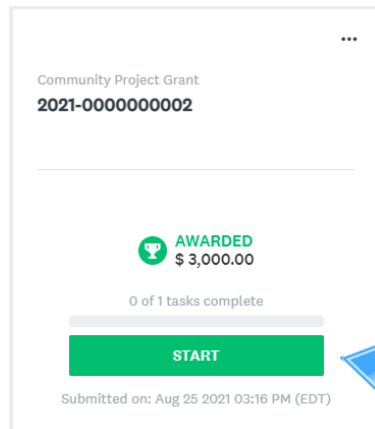
Awarded applicants are required to

Click **START** to

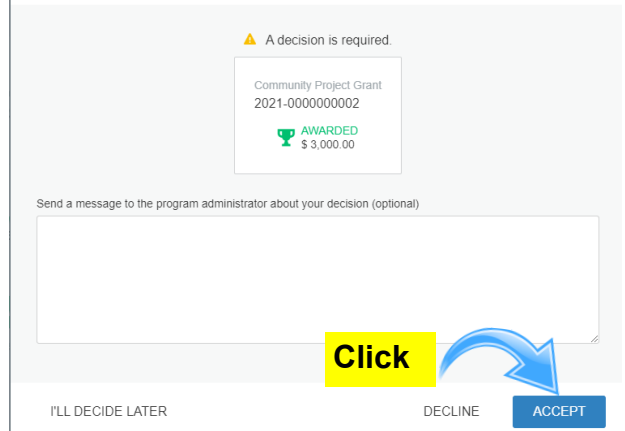
Accept Grant Funding

or

Decline Grant Funding



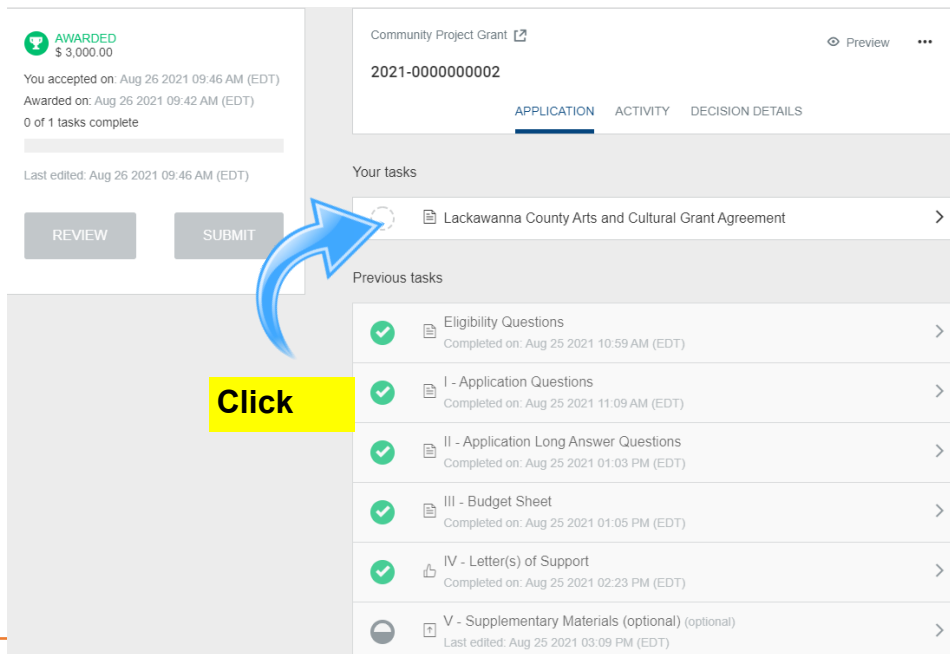
You have been awarded!



Step 2 Acceptance - Awarded

Your tasks **Click Circle** before Lackawanna County Arts and Cultural Grant Agreement

Lackawanna County Arts and Culture Grant Agreement



Step 3 Acceptance—Agreement

Click

Click

[Back to application](#)

Community Project Grant
2021-0000000002
ID: 2021-0000000002

Lackawanna County Arts and Cultural Grant Agreement

Awarded ⓘ
0 of 1 tasks complete

Last edited: Aug 26 2021 09:46 AM (EDT)

Lackawanna County Arts and Cultural Grant Agreement

Acceptance Agreement

Draft

The Lackawanna County Department of Arts and Culture (hereinafter called the County) hereby grants to you (hereinafter called "Recipient) funds to be used in accordance with your application. By accepting this award for the approved amount, the Recipient hereby accepts upon the following terms and conditions:

1. Recipient shall use the grant solely for the purpose stated in the application.
2. If the Recipient must change any aspects of the project proposed in the application, the changes must be approved by the County.
3. If for any reason the Recipient for reasons outside the Recipient's control, cannot complete the project within the year, the County must be notified.
4. If project cannot be completed at all, funds must be returned to the County.

3. A final report is required to be submitted by the Recipient. If the report is not submitted by December 31 of the year of the award, the Recipient cannot receive funds for the following year.

4. Lackawanna County must be recognized on all publicity. Recipient must recognize the County with use of the current county logo or the language below in any written descriptions (such as press releases): "This project was supported by a Lackawanna County Community Arts and Culture Grant, a program of Lackawanna County Commissioners." Failure to not recognize the County may affect future requests for funding.

Recipient hereby agrees to be legally bound hereby.

Attest.

Organizational Representative Name + Title	Date
<input type="text" value="Arts Engage"/>	<input type="text" value="Aug 26 2021"/>

Signature:
Sign with your mouse, keypad, or touch screen if applicable.

Type Date

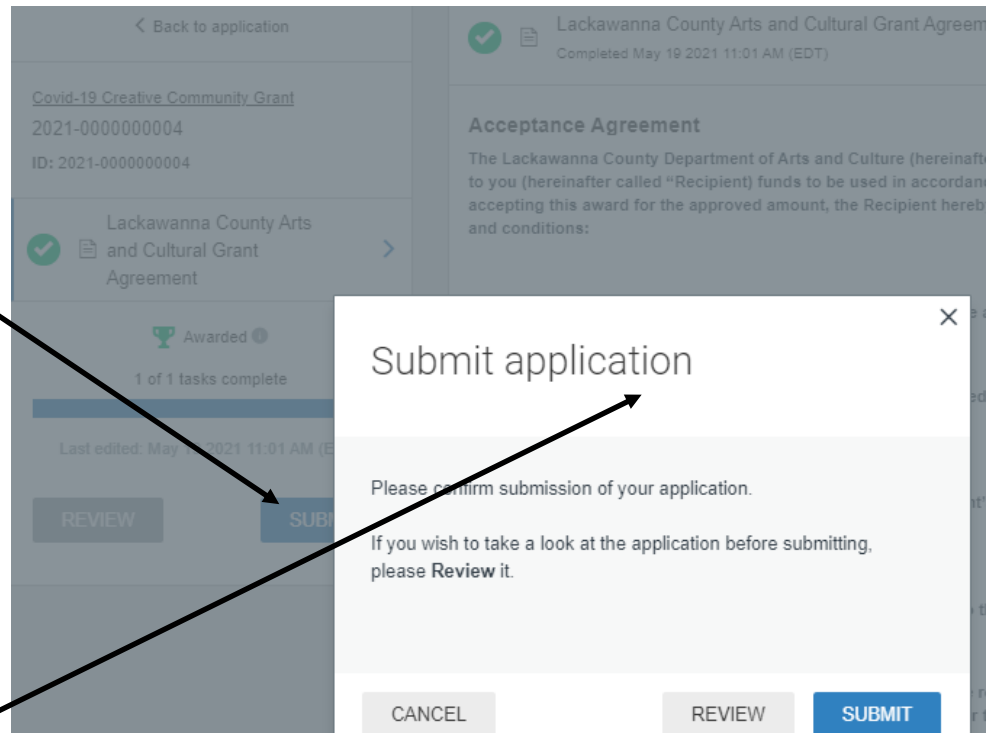
Organization Representative
Type your Name and Title

Sign with mouse

Step 4 Acceptance -SUBMITTING Agreement

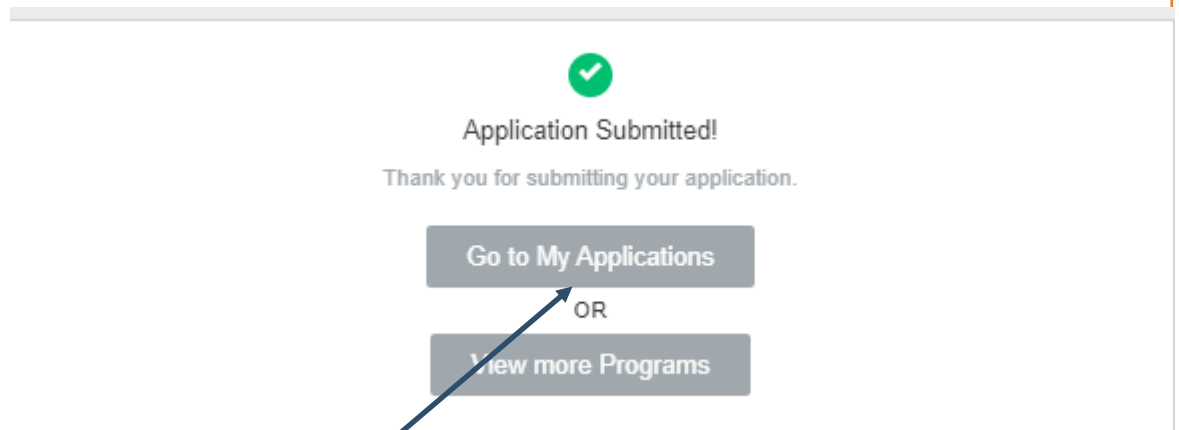
After Clicking SUBMIT

Submit Application appears



NOTE -
Application
also means
AGREEMENT
for this purpose

Step 5 Acceptance—Confirmation Agreement has been sent



NOTE -
Application
also means
AGREEMENT

Step 6 Report Grant Form

Select and click circle under

Your tasks

- Grant Report Form
- Budget Report
- Uploads of Supplementary Materials (optional)

AWARDED \$ 2,500.00

You accepted on: May 17 2021 03:33 PM (EDT)
Awarded on: May 17 2021 03:19 PM (EDT)
0 of 2 required tasks complete

Last edited: May 19 2021 11:15 AM (EDT)

REVIEW SUBMIT

Deadline: Dec 15 2021 11:59 PM (EST)

TS Ted Smith (Owner)
artsengage300+tedsmith@gmail.com

Add collaborator

Covid-19 Creative Community G... Preview

2021-0000000004
Status: Report Follow-Up Due

APPLICATION ACTIVITY DECISION DETAILS

Your tasks

- Grant Report Form
- Budget Report
- Uploads of Supplementary Materials (optional)

Previous tasks

- Eligibility Questions
Completed on: May 14 2021 10:46 AM (EDT)
- I - Application Questions
Completed on: May 14 2021 10:56 AM (EDT)

Step 7 Report Begin Report Form

Complete form by answer the questions.

Click MARK AS COMPLETE

What do you feel was most successful about your project?

How did you market your project?

Explain any challenges you encountered.

SAVE & CONTINUE EDITING MARK AS COMPLETE

Step 8 Report Complete Form

Select and click circle under

Your tasks

- Grant Report Form
- Budget Report
- Uploads of Supplementary Materials (optional)

Budget

Budget Form

Instructions:

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 grant
3. If other funds are used, fill in the next column (Other Funds)
4. You may use both grant and other funds for an expense
5. Type in 0 in the column if no funds are being used toward the expense
6. Select add another line if you require more lines (note: you have a total of 15 lines)

Amount Awarded: \$ 2,500.00

Line 1

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

Direct Program Cost Totals: 0.00

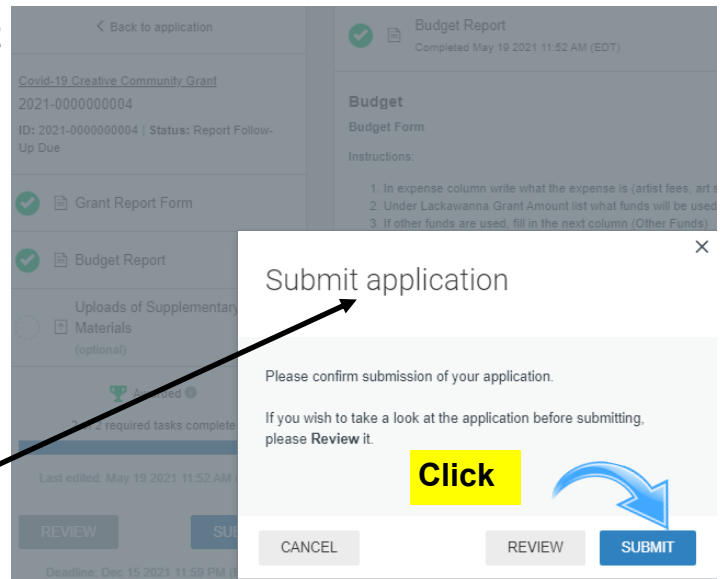
SAVE & CONTINUE EDITING MARK AS COMPLETE

Step 11 Report Submit Final Budget

Budget Final Report to be complete in the same format as the application.

If add additional lines are needed place a check mark in Add Another Line.

NOTE -
Application
also means
REPORT
for this purpose

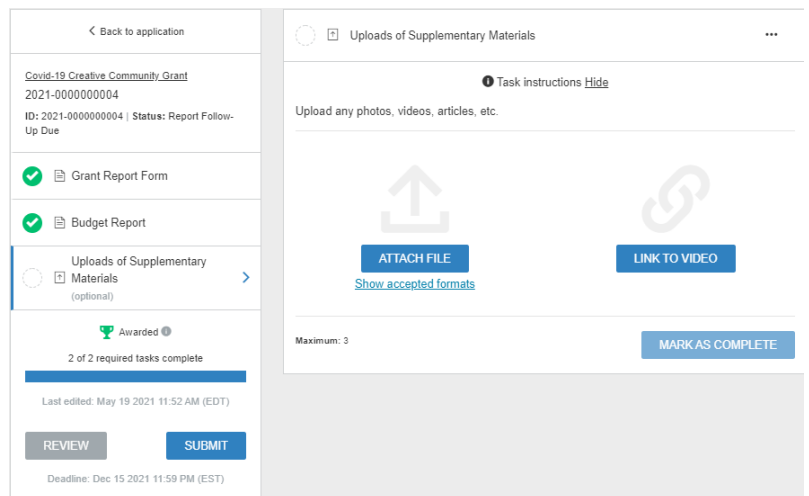


Step 10 Upload of Supplementary Materials (optional)

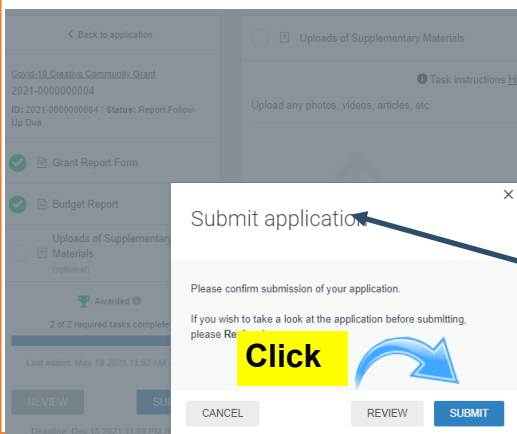
Select and click circle under

Your tasks

- Grant Report Form
- Budget Report
- Uploads of Supplementary Materials (optional)



Step 10 Report—Submit Final Report Step 11 Report Receive confirmation



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