

LANA JORDAN DEVELOPING ARTIST GRANTS • APPLICATION FORM

Instructions: This report must be typed. You may request an electronic version of the application form by calling the office at 309-5770. Application and Guidelines are available on-line www.salinaarts.com.

Please note: All applicants must schedule an appointment with SAH staff to review the proposed project prior to writing or submission.

Project Title _____ Grant No. _____
(for office use only)

Application Deadline: October 10, 2016 (postmarked, or hand delivered by 5 p.m.)

Grant Request: \$ _____ Total Budget: \$ _____

I. Applicant Information

Applicant Name: _____ SS#: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____ Email: _____

Website: _____

Resident of Saline County since: _____

II. Period of Support Requested

Starting: _____ Ending: _____
month day year month day year

III. Project Summary

Please provide a brief summary of the proposed project — **100 words maximum**).

IV. Application Checklist

Please collate the following (1 original and 6 copies). Clip each application – no staples, folders or other binders.

Please check off each part of the grant package listed below and include in your application:

- ___ Application Form
 - Cover Page
 - Check List
 - Grant Narrative
 - Project Timeline
 - Budget Sheet
 - Certification
- ___ Resumes or bios of the applicant and any other key project personnel
- ___ Letters of Support (3)
- ___ Promotional Materials (5 pieces maximum)

Work Samples. Please provide three (3) copies of work samples if applicable.

- ___ Work samples (up to 6 digital images or slides maximum, audio tapes, CDs, video tapes, DVDs, literary writing, musical scores) (3 copies only)

V. Grant Narrative

Answer the following questions as clearly and concisely as possible. Please review the *Grant Criteria* on page 4 of the Guidelines before completing this section of the application form, with particular attention to *Expected Program Outcomes* on page 1.

A. Briefly describe the project for which you are seeking funds. What will happen? Who will be involved? Where? When?

B. How does the proposed project contribute to and affect your growth and development as an artist? Discussion may include, but is not limited to, the impact of the project on your artistic skills, aesthetics, understanding of your discipline, and career advancement.

C. What type of public component will result from this proposal? Describe the impact of the project on the citizens of Salina? What Salina communities will benefit? Describe any educational outreach components in your work or in the public component. Describe any marketing that will be part of engaging community participation in your project.

D. Project Evaluation — what methods of documentation (portfolio, video, photos, culminating experience/performance/exhibit) and evaluation tools (surveys, comment cards, journals, participation numbers/demographics) will be used as evidence of achievable outcomes for the program? Please refer to *Expect Program Outcomes* of page 1 of the Application Guidelines.

E. If the proposal is a collaboration, explain how the artist(s) will work together or with an organization.

F. If you have received a Horizons Developing Artist grant previously, describe how this application will assist in your development beyond the previous grant activities.

G. Previous Grants or Fellowships. Please detail below.

Name of Award	Dates	Amount

VI. Project Timeline

H. Please prepare a timeline for your project listing all important dates and times (use a separate page if necessary for timeline). Include any anticipated workshops, showcases, exhibitions, publications, or other public presentations. Organize your project into an outline that explains the sequence of steps required for its completion.

VII. Budget Sheet (for this proposal only)

This budget includes detailed breakout of line items for expenses and income. Please see Budget Instructions, p. 9.

PROPOSAL CASH EXPENSES:

1. Equipment		\$ _____
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
2. Travel (mileage @ .50 p/mile)		\$ _____
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
3. Hotel/per diem (inc. # nights, rate)		\$ _____
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
4. Space Rental (inc. cost and rate)		\$ _____
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
5. Marketing/Publicity (include printing expenses)		\$ _____
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
6. Production/Exhibition		\$ _____
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
7. Tuition or Registration		\$ _____
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
8. Other (please specify)		\$ _____
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
9. Total Proposal Cash Expenses (add lines 1-8)		\$ _____

PROPOSAL CASH INCOME:

- | | | |
|--|----------|----------|
| 1. Admissions (e.g., anticipated # times admission cost) | | \$ _____ |
| _____ | \$ _____ | |
| _____ | \$ _____ | |
| 2. Earned Income (fees, concessions, sales, etc.) | | \$ _____ |
| _____ | \$ _____ | |
| _____ | \$ _____ | |
| _____ | \$ _____ | |
| 3. Contributions (i.e., individual, corporate, collaborators/partners) | | \$ _____ |
| Individual (inc. # of donors) | | |
| Corporate Support | | |
| _____ | \$ _____ | |
| _____ | \$ _____ | |
| _____ | \$ _____ | |
| _____ | \$ _____ | |
| 4. Grants (i.e., private foundations, government, corporate foundations) | | \$ _____ |
| _____ | \$ _____ | |
| _____ | \$ _____ | |
| _____ | \$ _____ | |
| _____ | \$ _____ | |
| 5. Other | | \$ _____ |
| _____ | \$ _____ | |
| _____ | \$ _____ | |
| _____ | \$ _____ | |
| 6. Applicant's Personal Cash | | \$ _____ |
| 7. Total Applicant Income (add lines 1-6) | | \$ _____ |
| (must be at least 1/3 of total proposed cash income) | | |
| 8. Horizons Grant Amount Requested | | \$ _____ |
| 9. Total Proposal Cash Income (add lines 7 & 8) | | \$ _____ |

In-Kind Contributions (does not affect grant budget): \$ _____

****Total Proposal Income MUST equal Total Proposal Expenses****

Budget Instructions (for use when preparing Budget Sheet, page 7)

DO NOT INCLUDE THIS PAGE IN YOUR GRANT APPLICATION.

Begin by determining your expenses for the proposal. Please detail specific expenses and revenue types and sources.

Proposal Cash Expenses:

1. **Equipment** – purchases of small, generally portable equipment needed for the proposed proposal, items which are not used up during the grant proposal timeline (e.g., kilns, audio/visual equipment, computers). Please detail specific equipment, number required and unit price.
2. **Travel** – travel costs for applicant, collaborating artists and/or consultants. Specify type of transportation (air, rail, bus). If by car, calculate number of miles at .50 per mile.
3. **Hotel** – lodging and meal costs for applicant, collaborating artists and/or consultants. Specify rate and number of hotel/motel nights.
4. **Space Rental** – expenditures for theatre, hall, rehearsal, gallery or other space necessary to complete the proposal. Specify number of days and rate.
5. **Marketing/Publicity** – costs of services and products that are purchased to raise the public's awareness of the proposal described in the grant application. This includes printing costs for brochures, exhibition catalogs and paid advertising.
6. **Production/Exhibition Expenses** – materials and service costs associated with preparing for a performance, exhibit opening or other public presentation of artistic work. For example: production of an audio/video tape, portfolio development, costuming, royalties, technical needs, etc.
7. **Tuition or Registration Fees** – costs associated with attending a professional development workshop or conference.
8. **Other** – supplies, resource materials, or other items that do not fit into the specific budget categories.

Proposal Income:

Proposal Income must equal Proposal Expenses. No funds from the Salina Arts and Humanities Foundation should appear in this budget summary. Please enter the requested grant amount on line 8.

Earned Income sources may include fees, sales, concessions, contracted revenue, applicant's personal cash, income from endowments, etc.

Total Applicant Income (line 7) must be at least one-third (1/3) of the Total Proposal Cash Income (line 8). This indicates a 1:2 match. For every dollar contributed by the artist toward the project, Salina Arts and Humanities Foundation will match with two dollars.

In-Kind Contribution:

Any goods or services that are donated to the applicant. For example, a local person or business donates a hotel room. The normal cost of the room (\$50) multiplied by the number of nights (3), equals \$150 in-kind contribution.

VIII. Certification

Any grant funds received in conjunction with this application will be expended for the activities as described above. Any changes to this application or budget must be submitted in writing and are subject to the approval of the Salina Arts and Humanities Foundation.

Applicant hereby agrees to comply with Title IV of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and where applicable, Title IX of the Education Amendments of 1972. Title IV, Section 504, and Title IX prohibit discrimination on the basis of race, color, national origin, handicap or sex.

Grantee's financial records relating to this proposal must be maintained for a period of three (3) years and are subject to periodic audits by SAH. In addition, the SAH reserves the right to monitor the grantee to ensure that applicable terms of the grant are being met.

Signature _____ Title _____

Name _____ Date _____
(please print)

List your references below and indicate if letters are attached for each:

	<u>Name</u>	<u>Occupation</u>	<u>City</u>	<u>Letter</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____