

2010 Decentralization Application Narrative

Answer the questions using the space allotted in no less than a 12 point font.

Keep pages in the order presented in the application (cover page, narrative, budget).

Please read all the questions before filling out the form, and be sure to answer each question as it is asked.

1.) Project title(s):

You may request support for up to 3 projects in a combined budget.

2.) Project date(s):

3.) Project location(s):

Attach proof of arrangements to use this space.

4.) Is your project location accessible to the physically challenged?

5.) Total project expense: \$

6.) Grant request: \$

7.) Total number of artists participating: #

8.) Total (estimated) number of youth served: #

9.) Total (estimated) number of individuals benefiting: #

10.) List the mission/purpose and activities of your organization:

11.) Describe the project(s) for which funds are being requested, with specific emphasis on the area you are requesting funds for.

12.) Explain how the project(s) responds to your organization's mission:

13.) How will the community benefit?

14.) Indicate what specifically the requested funds will be used for in the project(s):

This program will not fund general operating support.

Attach the dollar amount you are requesting to a tangible item ie: artist fees, sheet music...

You must tie your ask to a specific item AND attach documented proof of this expense.

EXAMPLE: We are requesting a total of \$1500: \$500 for sheet music from ABC Royalties (see estimate attached), and \$1000 for artist fees (see artist contract and resume attached).

15.) Who is your target audience?

16.) What is your plan to market this project to the general public?

6.) If you are asking for support for artist fees, provide a list of all the artist(s) and their fee(s) here. Attach a resume/biography for each one, and provide a copy of a contract, including specified fee amount and intended performance date, signed by the sponsoring organization and artist(s).

7.) Has your organization has received grants or services directly from the New York State Council on the Arts in ANY program including Decentralization? If yes, please list the most current grant services received, indicating its source and what it was used for.

8.) Indicate organization's total income and expenses for the most recently completed fiscal year, stating the surplus or deficit (DO NOT attach financials).

PROJECT BUDGET (For proposed project(s) only. Please round off to nearest dollar.)

EXPENSES

Project Salaries and Fees:

- 1.) Administrative _____
- 2.) Artistic _____
- 3.) Technical _____

TOTAL (lines 1-3) A. _____

Remaining Expenses:

- 4.) Space rental _____
- 5.) Travel and Transportation _____
- 6.) Advertising and Promotion _____
- 7.) Project Supplies and Materials _____
- 8.) Other (attach itemized list) _____

TOTAL (lines 4-8) B. _____

TOTAL EXPENSES (A+B) C. _____

INCOME

Earned Income: (Please identify separately: admissions, concessions, sales, tuition, class and workshop fees, interest income, etc...)

- 9.) _____
- 10.) _____
- 11.) _____

TOTAL (lines 9-11) D. _____

Contributed Income: (Please identify sources separately: government, businesses, foundations, individual contributions, fundraising events, etc...)

- 12.) _____
- 13.) _____
- 14.) _____

TOTAL (lines 12-14) E. _____

TOTAL PROJECT INCOME (D+E) F. _____

Please list any in-kind contributions (goods and/or services) that will be donated to help assist this project):

GRANT REQUEST

Request from Decentralization Program (cannot exceed \$5,000) **G.** _____

Total Income Plus Grant Request (lines **F+G** must equal **C**) _____

FUNDING PRIORITY

Partial funding is a possibility. Please list the expenses which are critical to the success of the project:

Certification and Release

The undersigned certifies that s/he is a principal officer of the Applicant Organization with authority to obligate it; has knowledge of the information presented herein; has read the application guidelines; and on behalf of the Applicant Organization releases the Chenango County Council of the Arts, its employees and agents with respect to damages to property or materials submitted in connection with this project. The undersigned further certifies that the Applicant Organizations' Board of Directors has been made aware of and approves of this application, and if it is funded, agrees to implement the project as described.

Name _____ **Title** _____

Signature _____ **Date** _____

