

2012 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 up to \$5,000.

2.) Project date(s):

3.) Project location(s):

Attach proof of arrangements to use this space. Your application will be incomplete without this.

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

5.) Total project expense (if applying for more than one project, please combine budgets): \$

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).

YOUR APPLICATION WILL BE INCOMPLETE WITHOUT DOCUMENTATION!

15.) Who is your target audience?

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

17.) If you are asking for support for artist fees, provide the name of the artist(s) and their fee(s) here. Attach a resume/biography for each artist, and provide a copy of a contract, including specified fee amount and intended performance date, signed by the sponsoring organization and artist(s) (sample contract can be found at www.chenangoarts.org).

18.) Has your organization has received grants or services *directly* from the New York State Council on the Arts (NOT through the CCCA or DEC)? If yes, please list the most current grant services received.

19.) Has your organization received a previous DEC grant through the CCCA? If yes, please list the most current grant services received.

20.) Indicate your organization's bottom line number (surplus OR deficit) for the most recently completed fiscal year (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- You must generate at least 10% of funding for your proposed project.

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 attach a list of any in-kind goods or services that will be donated to help assist this project. (Note: In-kind goods/services DO NOT count toward or figure into the monetary budget, rather show an external investment into your project/event by others.)

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 _____

