



Friends of the Rylander Grassroots Arts Program
FY 2009/2010 Grant Application
for Arts Programs occurring July 1, 2009 – June 30, 2010

Part 1 – Cover Sheet

Project Title Date(s) of Project

Applicant Organization County

Federal ID# DUNS#

Mailing Address

City Zip Phone Number

Congressional District House Senate

Contact Person Contact Person's Phone

Contact Person's Email

Project Director (and contact information if different from above)



Part 2 - Eligibility

Did this organization receive Grassroots Arts Funds for this same project in:

2008? Yes _____ No _____

2009? Yes _____ No _____

Has this organization received any other funding from Georgia Council for the Arts?
If yes, explain.

Applicant is a division of:

_____ Arts Organization

_____ State Government

_____ Non-Arts Nonprofit

_____ Educational Institution

_____ Local Government

Other _____

Applicant is a 501(c)(3) organization as determined by IRS for at least one year?

_____ Yes _____ No

Applicant is incorporated in the state of Georgia for at least one year?

_____ Yes _____ No

Total Cost of Project \$ _____

Grant Amount Requested \$ _____

Matching Funds Provided \$ _____

What is the source of matching funds?

Admissions \$ _____ Contracted Services \$ _____ Donations \$ _____



Part 3 - Certification

This application requires two different signatures by the organization's leadership in blue ink. The individuals signing this application must receive US mail at different mailing addresses. With their signatures, each affirms:

"I certify that the information in this application is true and accurate to the best of my knowledge and belief. I understand that the application and all budget breakdowns, salary listings, and all other required attachments are public record and open to public inspection. I also understand and agree that submission signifies intention of compliance with the Title VI of the Civil Rights Act of 1964, Labor Standards under Section 5(1) of the National Foundation of the Arts and Humanities Act of 1965, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 and that 10% of project funding will be withheld until Project is completed and Final Report has been filed with the Friends of the Rylander Grassroots Arts Program."

Highest Ranking Executive Staff or Highest Ranking Corporate Official

Print Name	Title
Mailing Address	
City	Zip
Email	Telephone
Signature (Please sign in BLUE INK)	Date

Authorizing Official

Print Name	Title
Mailing Address	
City	Zip
Email	Telephone
Signature (Please sign in BLUE INK)	Date



Part 4 – Grant Narrative

- Provide the narrative on 8.5 x 11 sheets of paper
- The narrative is not to exceed a total of two double-sided sheets of paper (or four pages) of text
- Title each sheet of paper, in the upper right hand corner, GAP Narrative, followed by the applicant's name
- Use a font that is not smaller than 10-point type and easy to read; do not use an italic font

A) Organizational Description

- 1) Provide a brief mission statement
- 2) Describe any previous art projects
- 3) Optional: supporting documents and materials such as programs, reviews, newspaper articles, flyers, etc. from any previous arts programs your organization has sponsored.

B) Project Description

- 1) Description of what your project will do
- 2) Location, number of artists, estimated size of audience(s)
- 3) Artistic mission of your project – what need does it address? What are your goals for this project?
- 4) Specific ways you will measure the success of the project
- 5) Lasting importance of the project to your organization and community
- 6) How you will enable special needs people to experience your program, including facility accessibility
- 7) Description of any special constituencies to be served
- 8) What inspired the idea for this project
- 9) Who are the key leaders for this project and how will it be supported (volunteers, staff, interns)?
- 10) Did you partner with another organization to accomplish your project? Was this a new partnership?

C) Outreach/Marketing

- 1) Mass media (radio, newspaper, television, magazine)
- 2) Speeches (civic clubs, etc.), flyers, posters
- 3) Specific outreach to new and underserved audiences such as economically disadvantaged, elderly, ethnic groups, physically challenged, etc.

- 4) Is the venue physically accessible and is the content accessible to all community members?

Part 5 – Additional Requirements

- 1) Proof of not-for profit status of your organization or the one submitting on your behalf (501(c)(3)).
- 2) List of Board of Directors or committee in charge of this project including: name, corporate, business or community affiliation and title, mailing address, workday telephone number and ethnic demographic. (remember, cultural diversity is vital).
- 3) Key leaders and their responsibilities for this project
- 4) Current year budget for your organization, including income and expenses

Part 6 - Budget

*Please note – GAP awards are limited to \$1500 and funds cannot be used to support the following items:

- To fund the same project for more than two (2) years unless the Advisory Committee judges that the proposed project meets the following criteria:
Innovation and Audience Expansion
- To directly fund individual artists
- To support activities currently funded through any other Georgia council for the Arts grant or program, such as GCA's GOS/CAPS, Project Grant, Community Partners, Arts in Education Residencies, or Folk Life projects
- To fund programs, projects or in-school programs and performances that solely benefit elementary, high school or college students during school hours
- To fund a program of a religious nature
- To provide food, beverage, decorations or other entertainments
- To purchase buildings or other real estate
- To renovate, make structural changes or support any other capital improvements
- To reduce existing deficits
- To provide prizes or scholarships
- For expenses incurred for fundraising events
- To provide or add to endowment funds
- To support the applicant's out-of-state activities
- To replace other funds currently being spent on arts programs or services

Proposed Project Budget

Expenses

1. Personnel – Administrative	\$ _____
2. Personnel – Artistic	\$ _____
3. Personnel – Technical/Production	\$ _____
4. Outside Fees and Services – Artistic	\$ _____
5. Outside Fees and Services – Other	\$ _____
6. Space Rental	\$ _____
7. Travel	\$ _____
8. Marketing	\$ _____
9. Other Operating Expenses (attach a breakdown)	\$ _____
10. TOTAL EXPENSES	\$ _____

Income

Description

1. Admission	_____	\$ _____
2. Contracted Services	_____	\$ _____
3. Donations		
Individual	_____	\$ _____
Corporate	_____	\$ _____
Foundation	_____	\$ _____
4. Government Support		
Federal	_____	\$ _____
State	_____	\$ _____
Local	_____	\$ _____
5. Other	_____	\$ _____
6. GAP Grant Request		\$ _____
7. TOTAL INCOME		\$ _____



Grassroots Arts Program Project Budget Glossary

Following this project budget glossary will make filling out your budget easier – and will clarify your plans better for the Grant Review Panel.

Expenses (All must be clearly identified as part of this project)

Personnel – Paid permanent staff for your organization (salaries, wages and benefits).

1. Administrative

Executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund raisers; clerical staff such as secretaries, typists, bookkeepers; supportive staff such as maintenance and security; ushers and other front-of-the-house and box office personnel

2. Artistic

Artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, actors, authors, sculptors, graphic artists, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

3. Technical/Production

Technical management and staff such as technical directors; wardrobe, lighting and sound crew stage managers, stagehands; video and film technicians, exhibit designers and installers, etc.

Outside Fees and Services – Payments to firms or persons for services of individuals who are not on the permanent staff of your organization

4. Artistic

Consultants, temporary or short-term employees including artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc.

5. Other

Non-artistic services from consultants, instructors or technical/production personnel temporarily employed for this project

Additional Categories

6. Space Rental

Payments for rental of office, rehearsal, theater, hall, gallery or other such space

7. Travel

Travel including fares, lodging, food, taxis, gratuities, per diem payments, tolls, mileage, allowances on personal vehicles, car rental. For trucking, shipping or hauling, see Item 9

8. Marketing/Advertising/Printing

All costs for publicity and promotion, including newspapers, radio, television advertising, printing and mailing of brochures, flyers and posters, food, drink and space rental when directly connected to promotion

9. Other Operating Expenses – Attach a detailed breakdown

All expenses not entered in other categories, including scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest, photo supplies, publication purchases, sets and props, food consumed on premises, equipment rental or purchase, insurance fees, non-structural renovations or improvements, trucking, shipping and hauling, fund-raising costs

Include state sales tax on ticket sales; do not include loan principal payments.

10. Total Expense

Total of all project expenses (lines 1 – 9)

Line 10 must match line 7 below

Income

All income must be clearly identified as having been given for this project. A proportionate share earmarked for this project from other donations, grants and support is acceptable and must be duly explained. You must identify these sources by name on the Budget Page.

1. Admission

Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc., for events attributable or prorated to the project

2. Contracted Services

Revenue derived from fees earned through sale of services. Include workshops, fees paid to your organization, tuition for classes, contracts for specific services you provide

3. Donations

A. Individual or Private – Cash support derived from cash donations by individuals for this project

B. Corporate – Cash support derived from contributions given for this project by businesses and corporations

C. Foundation – Cash support derived from grants given for this project by private foundations

4. Government Support

Federal/State/Local – Cash support derived from grants or appropriations given for this project by agencies, departments of federal/state/local governments. List the name of the agency giving the funds. (Do not include this anticipated grant)

5. Other

Revenue derived from sources other than those listed above. Include advertising space sold in programs, concessions, tee-shirt sales, investment income, gift shop income, etc.

6. GAP Grant Request

Amount requested in support if this project

7. Total Income

Total of all project income (lines 1 – 6)

Line 7 must match line 10 above

Part 7 – Submitting Your Application

A complete application must include:

- Pages 1 – 3 of this application, signed in **blue ink**
- Grant Narrative including Marketing Plan
- Proposed Project Budget (page 6)
- Additional Requirements
 - Proof of not-for-profit status (501(c)(3) letter) of the applicant organization
 - List of Board of Directors or Project Committee (please remember that cultural diversity is vital)
 - List of Key Leaders and their responsibilities for this project
 - Fiscal Year 2010 Budget for your entire organization (including income and expenses)

To submit an application you must:

- 1) E-mail a complete (unsigned) application to boxoffice@rylander.org AND mail or deliver one signed original plus 4 copies of the complete application (5 applications total) by 5:00 p.m. on October 16, 2009.

OR

- 2) Mail or deliver one signed original plus 5 copies of the complete application (6 applications total) by 5:00 p.m. on October 16, 2009.

MAIL TO: Friends of the Rylander
Grassroots Arts Program
P. O. Box 864
Americus, GA 31709

DELIVER TO: Rylander Theatre
Grassroots Arts Program
310 West Lamar Street
Americus, GA 31709

