



**Union County Community Arts Council
Arts in the Schools
Application Form
2019-20 (Due by 12:00 noon on Friday, October 18, 2019)**

All applications must be typed

School Information

Name of School _____

Contact Person's Name _____

Contact Person's Title _____

Mailing Address _____

City _____ State _____ Zip _____

Work Phone _____

Home Phone _____

Fax _____

Email address _____

Please attach complete income and expense statement for your last fiscal year and complete operating budgets for the current fiscal year and next fiscal year AS IT APPLIES TO PROGRAM FINANCIAL INFORMATION ONLY.

Last year FY	\$ _____	Current Year FY	_____	Next Year FY	_____
Actual Income	\$ _____	Income \$	_____	Projected Income \$	_____

Actual Expenses \$ _____

Expenses \$ _____

Projected Expenses \$ _____

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Project Description

Grant Amount Requested \$ _____

Project Start Date: _____ (no earlier than _____)

Project End Date: _____ (no later than June 1, 2020)

Please attach a narrative providing the information requested below for the project you propose. Please be concise and as specific as possible:

- 1. Project title or summary description**
- 2. Project goals**
- 3. Description of intended participants/audiences, including estimated numbers and racial and cultural composition**
- 4. Location where project will take place**
- 5. Description of project activities**
- 6. Description of the artists to be involved in the project, how and why they were chosen and, if appropriate, the rate of payment for their services. (If you have not yet selected the artists, describe the kinds of artists you intend to involve and how you will select them).**
- 7. Description of how the project will be publicized and promoted to reach intended audiences**
- 8. Description of how you will evaluate the project**

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<u>Project Expenses</u>	Expenses	Cash	=	Grant Amount	+	Applicant
		Spent		Cash Match		
A Personnel						
Administrative staff		_____		_____		_____
Artistic staff		_____		_____		_____

Technical/Production staff	_____	_____	_____
B Outside Fees and Services			
Artistic contracts	_____	_____	_____
Other contracts: _____	_____	_____	_____
C Space Rental	_____	_____	_____
D Travel	_____	_____	_____
E Marketing	_____	_____	_____
F Remaining Project Expenses	_____	_____	_____
(attach list of remaining expenses)			
G Total Cash Expenses	_____	=	_____ + _____

<u>Project Income</u>	<u>Cash Income</u>
A Admissions	_____
B Contracted Services Revenue	_____
C Other Revenue	_____
D Private Support	
Corporate support	_____
Foundation support	_____
Other private support	_____
E Government Support	
Federal	_____
State/regional	_____
(not including this request)	_____
Local	_____
F Applicant Cash	_____
G Grant Amount Received from the Arts in the Schools for this project	_____
H Total Cash Income	_____
(must be at least as much as Total Cash Expenses, Item G above)	

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Certification

We certify that we are committed to the completion of the proposed project in compliance with legal requirements and granting procedures. We certify that the information contained in this application, including attachments and supporting materials, is true and correct to the best of our knowledge.

Name and Position of Authorizing Official _____

Signature of Authorizing Official _____ **Date** _____

Signature of Contact Person _____ **Date** _____

I have read and agree to the Arts in Schools Grant Guidelines that accompanied this application.

School Principal's
Signature _____ **Date** _____