

Dutchess
County



Project Grants Application for the Year 2008

APPLICATION DEADLINE: Monday, September 17, 2007 at 5 PM

*This application should be typed using a 12 point font or larger. Do not use a smaller type size.
The application may also be handwritten, if it is legible. It must be collated.*

Project Title

Applicant Organization's Legal Name

AKA (Also known as)

Organization's Mailing Address

City, State

ZIP CODE

Project Coordinator's Name/Title

Daytime/Evening Phone #

Contact's Email

Organization's Phone #

Organization's Fax #

Organization's Email

Chair/President Board of Directors

Incorporation Date

Fiscal Year End Date

Collaborating Artist(s) and/or Organization(s), if applicable

Artist's/Org.'s Phone # and Email

1)

2)

3)

This project is (check one):

Organization-initiated

Artist-initiated

This project is (check one):

New

Returning/Expanded

Returning/No Changes

This applicant attended an application seminar or did not attend an application seminar.

This applicant took advantage of technical assistance services or did not use those services.

Artistic Discipline of the Organization _____

Type of Organization (e.g., art center, exhibition space, performing group) _____

Artistic Discipline of the Project _____

Project Descriptors (Check all that apply): Accessible International Presenting/Touring

Technology Youth at Risk

Has your organization ever applied for funding from NYSCA? No Yes _____ Year(s)

Organization: _____ Artist(s): _____
Project Title: _____

If this project has previously applied for funding through the Dutchess County Arts Council's Project Grant Program, indicate what year(s), funded or not funded, and amount(s) received. You may attach an additional sheet, if necessary.

- 1)
- 2)
- 3)

If your organization, or the artist involved in this project, has been previously funded for any other project or projects through the Dutchess County Arts Council, indicate which grant program, what year(s), funded or not funded, amount(s) received, and project title(s). You may attach an additional sheet, if necessary.

- 1)
- 2)
- 3)
- 4)
- 5)

Where is your organization based? _____ Dutchess County _____ Ulster County

NYS Assembly District #/Representative's Name

NYS Senate District #/Representative's Name

US Congressional District # and Representative's Name

County Legislator's Name(s)

Number of People Served by This Project in Each Special Constituency Category:

____ Youth _____ Elderly _____ Racial Minorities _____ People with Disabilities
____ Other (Please specify):

Total number of individuals served by this project:

Total number of artists participating in this project / total number of artists employed: _____ / _____

PROJECT BUDGET SUMMARY

Total Project Expenses: _____

Total DCAC Project Grant Request: _____

Total Other Cash Income: _____

Total In-Kind Income: _____

Organization: _____ Artist(s): _____
Project Title: _____

OTHER DUTCHESS COUNTY ARTS COUNCIL SERVICES

May we add your name to our General Mailing List? Yes No

May we add your name to our list to receive our weekly ArtScene e-newsletter? Yes No

May we use the information contained in this application to consider your organization for other funding opportunities that may arise through the Dutchess County Arts Council? Yes No

Organization: _____ Artist(s): _____
Project Title: _____

9. Explain your plans to make your project universally accessible to people with disabilities, youth, the elderly and special constituency populations. Estimate the level of participation for each of these audiences for your project. (Note: Special constituencies are defined as people of various minorities, ethnicities, creeds, physical capabilities, ages and sexual orientations.) What arrangements have you made to invite the participation (in planning, implementation, and as audience members) of the above constituencies in your project?

10. What plans do you have to raise/earn funds, in addition to this grant request, for this project?

11. List any in-kind contributions you expect to receive for your project and their approximate dollar value.

12. How will you carry out your project if you do not receive your full DCAC funding request?

13. If your project has been funded in the past, how have you addressed the review panel's comments/concerns, if any, in planning your activities, staffing and budgeting?

Organization: _____ Artist(s): _____
Project Title: _____

14. What specific component(s) of your project (e.g., artist fee, supplies and materials) are you asking the Dutchess County Arts Council to fund?

1)

2)

3)

** The answer you give here must agree with the information you provide on your Project Budget Form.*

15. Is there anything else you would like us to know about this project or the artist(s) involved?

Organization: _____ Artist(s): _____

Project Title: _____



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CERTIFICATION # 1

The undersigned certifies that s/he is: 1) principal officer of the applicant organization, with the authority to obligate it; 2) has knowledge of the information presented herein; 3) has read the guidelines of Dutchess County Arts Council's Decentralization Program, herein by reference, and that this application complies with, and is made subject to, said guidelines; 4) on behalf of the applicant, releases the Dutchess County Arts Council, its employees or agents with respect to damages to property or materials submitted in connection herewith.

Signature

Date

Print or type name

Title

Organization: _____ Artist(s): _____
Project Title: _____

CERTIFICATION # 2

The undersigned certifies that s/he is: 1) principal officer of the applicant organization, with the authority to obligate it; 2) has read the Dutchess County Arts Council’s contract language re: required funding credit, copied below; 3) agrees that the organization will comply with these terms, if funded through this program or, in a cover letter submitted with this application, will inform the Dutchess County Arts Council that it can not and why.

RECOGNITION OF SUPPORT

In any program or printed material advertising, announcing, or describing the services for which DUTCHESS COUNTY ARTS COUNCIL has contracted under this Agreement, or in any publication, film, videotape, exhibition, or visual material produced as a result of or in connection with the performance by the Contractee of the above described services, the **Contractee shall prominently credit assistance by DUTCHESS COUNTY ARTS COUNCIL as administrator**. Such credit shall be listed separately from any other recognition of support. Copies of any material containing the required credit shall be submitted with Final Reports to DUTCHESS COUNTY ARTS COUNCIL.

The following language **MUST** be used to recognize the grant:

“This project is made possible (in part) through a grant from the Dutchess County Arts Council, administrator of public funds through NYSCA’s Decentralization Program.” In addition, the **use of the DUTCHESS COUNTY ARTS COUNCIL logo** with the preceding written credit **is required**.

Funded organizations may NOT directly credit the New York State Council on the Arts for supporting the project, verbally or in writing. In both Dutchess and Ulster County, the Dutchess County Arts Council MUST be directly credited for its support of the project, verbally and in writing.

Signature

Date

Print or type name

Title

Organization: _____ Artist(s): _____
Project Title: _____



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CHECKLIST OF ATTACHMENTS

- Application with signatures (11 copies) _____
- Board list with affiliations (11 copies) _____
- Personnel List (11 copies) _____
- 1–2 page resumes on any artist or administrator who will be paid out of grant funds (11 copies) _____
- Pertinent Support Materials: Artistic Support and Supplemental Printed Materials / Support Materials List (1 copy each) _____
- Proof of non-profit status (1 copy) _____
- Artistic documentation (1 copy) _____
- Financial Statement from organization's last completed fiscal year (4 copies) _____
- Written agreement between sponsoring organization and artist(s), if applicable (1 copy) _____
- Did you write your organization's name on your Project Budget Form and attach it at the back of your application package? Does your budget balance? _____
- Did you check your elected officials' information for accuracy? _____

Reminder: Do not staple any of the application materials; use paper clips, instead. Do not include any print materials larger than 8 ½ x 11 inches, unless that is necessary to convey/preserve the project's artistic merit and quality.

Note: Dutchess County Arts Council staff will review submitted applications for completeness, and make every effort to notify applicants if items are missing before the first panel review meeting, but it is the responsibility of the applicant to ensure that a complete application is submitted in a timely manner.