

The Arrowhead Regional Arts Council

1301 Rice Lake Road, Suite 111
Duluth, Minnesota 55811
218/722-0952 or 1-800-569-8134

Application Form for:

Art Project Grant

☞ This form may be handwritten using black ink or filled out electronically, then printed.
Instructions on how to fill out this application form can be found on pages 6 through 9 of the guidelines.

General Information

<p>1. Applicant Organization (name, address, city, zip code, county, daytime phone):</p> <p>County: Email address: Web site:</p>	<p>For Office Use Only:</p> <p>Date: Type of Grant: County: Amt. Funded: App.#: Source of Funds: Leg. Dist: Discipline:</p>
<p>2. Fiscal Agent, where applicable (name, address, city, zip code):</p> <p>Daytime phone number:</p>	<p>3. Project Director (name, address, city, zip code):</p> <p>Daytime phone number: Email address:</p>

4. Brief one sentence description of the activity you plan to undertake:

5. Activity starting date: _____ Activity ending date: _____
 Budget summary for the activity:
Total project expenses: _____ **Total match:** _____
Total requested from ARAC: _____

Certification: We certify that the information provided here is true and correct to the best of our knowledge and will accommodate requests from persons with disabilities to facilitate their access to this project if funded.

Authorizing Official: *(This should not be the same individual as the Project Director.)*

<p>Typed or Print Name</p> <p>Fiscal Agent:</p>	<p>Title</p>	<p>Signature</p>	<p>Date</p>
<p>Typed or Print Name</p> <p>Project Director:</p>	<p>Title</p>	<p>Signature</p>	<p>Date</p>
<p>Typed or Print Name</p>	<p>Title</p>	<p>Signature</p>	<p>Date</p>

Proposed Budget

A. ESTIMATED PROJECT EXPENSES (round all figures to be the nearest \$10)

B. ARAC REQUEST

1. Salaries and Wages

Employees and volunteers	Amount of time devoted to activity	Amount		Amount
_____	_____	\$ _____		\$ _____
_____	_____			
_____	_____		Total	
_____	_____		Salaries	Total
_____	_____			Salaries
_____	_____		\$ _____	\$ _____

2. Artists' Fees, Contracts and Honoraria

	Amount		Amount
_____	\$ _____		\$ _____

_____		Total	Total
_____		Fees	Fees
_____		\$ _____	\$ _____

3. Supplies and Materials (expendable items only)

	Amount		Amount
_____	\$ _____		\$ _____

_____		Total	Total
_____		Supplies	Supplies
_____		\$ _____	\$ _____

4. Travel, Lodging and Per Diem

	Amount		Amount
_____	\$ _____		\$ _____

_____		Total	Total
_____		Travel	Travel
_____		\$ _____	\$ _____

5. Other (rental of space or equipment, leases, printing)

	Amount		Amount
_____	\$ _____		\$ _____

_____		Total	Total
_____		Other	Other
_____		\$ _____	\$ _____

A. TOTAL PROJECT EXPENSES (1+2+3+4+5)

B. TOTAL REQUESTED FROM ARAC

\$ _____
\$ _____

Sources of Match

C. MATCH (contributions, grants, revenues for this project only)

<p>1. Cash - List Sources (cash on hand or budgeted for this project)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Amount</p> <p>\$ _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Total Cash</p> <p>\$ _____</p>
<p>2. Other Grants - List Sources - DO NOT list this request (indicate which are anticipated and which have been received)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Amount</p> <p>\$ _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Total Grants</p> <p>\$ _____</p>
<p>3. Earned Income - List Sources - if applicable, indicate ticket prices, fees charged, price of publication, etc.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Amount</p> <p>\$ _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Total Earned Income</p> <p>\$ _____</p>
<p>4. In-Kind Contributions - Describe and list sources (all in-kind contributions should be reflected in the total project expenses)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Amount</p> <p>\$ _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Total In-Kind Cont.</p> <p>\$ _____</p>
<p>C. TOTAL MATCHING FUNDS AND CONTRIBUTIONS (1+2+3+4)</p>		<p>\$ _____</p>
<p>B. AMOUNT REQUESTED FROM ARAC</p>		<p>\$ _____</p>
<p>A. TOTAL SUPPORT FOR THE PROJECT (B + C) (This figure must equal Total Project Expenses on Page 2.)</p>		<p>\$ _____</p>

6. Applicant organization's annual budget (Schools, government units, are group which is not exclusively an arts producer or presenter should provide only their arts budget.):

	Fiscal Year Prior to the Activity:	Fiscal Year of the Activity:
	Dates: _____	Dates: _____
INCOME	_____	_____
EXPENSES	_____	_____

7. List previous grants received from either the ARAC or the Minnesota State Arts Board over the past two years. The purpose of this information is to provide additional background information on the applicant organization.

8. CHECKLIST: Before sending your application packet to the ARAC check the following list to see if your application is complete.

- _____ Reviewed **Who or what does this program not fund?** in the grant guidelines, page 3.
- _____ Signatures of authorizing official and project director.
- _____ Signature of Fiscal Agent (if applicable) and fiscal agent contract letter.
- _____ Budget: check the following:
 - a) Is the match **at least** 20% of the total project expenses? _____
 - b) Does the match contain some cash (see page 3)? _____
 - c) Add the following:

	Total Match (C)
	<u>+Total ARAC Request (B)</u>
	=Estimated Project Costs (A)
- _____ Signed copy of the grant application form.
- _____ Completed copy of the RAC Grants Data Collection Form.
- _____ Copy of I.R.S. 501(c)(3) tax-exempt determination letter (either applicant or fiscal agent).
- _____ Copy of letter showing registration as a non-profit in the State of Minnesota (if applicable).
- _____ Grant narrative of no more than three pages.
- _____ Relevant biographical information for artistic and administrative personnel.
- _____ Relevant reviews, articles, press releases, posters, and/or brochures demonstrating artistic quality and merit, ability, and need.

Keep a duplicate of the whole application for your own files.

All support materials must be included with the grant application and narrative, under one cover, and postmarked on or received in the Council office before 4:30 p.m. on the appropriate deadline date.