

**Grassroots Arts Program
Subgrant Application
FY 2017-2018**



Submit this report to your funding agency. It should not be submitted to the North Carolina Arts Council.

I. Organization Information

Name of Organization _____
 Contact Person's Name _____
 Contact Person's Title _____
 Mailing Address _____ City _____ County _____
 State: North Carolina Zip Code _____
 Work Phone (____) _____ Fax Number (____) _____
 E-mail Address _____
 Website _____
 Organization's EIN _____
 Applicant Race _____

Please give a brief description of your organization, including mission, board and staff composition, current arts programs and services and number and kinds of people served. Public schools and other large governmental or community agencies should provide a description of their arts program only rather than the entire organization.

Organizational Finances:

Please attach complete income and expense statement (an audit may be substituted) for your last fiscal year and complete operating budgets for the current fiscal year and next fiscal year. Public schools and other large governmental or community agencies should attach arts program financial information only. Please copy the totals from these attachments in the spaces below.

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

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II. Project Description

Grant Amount Requested: _____

Project Start Date: _____ (No earlier than July 2017)

Project End Date: _____ (No later than June 30, 2018)

Project Narrative:

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

1. Project title or summary description
2. Project goals
3. Description of intended participants/audience, 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 participants
8. Description of how you will evaluate the project

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Project Budget:

Please provide a projected budget for your proposed project utilizing the format below.

	Cash Expenses	=	Grant Amount Requested	+	Applicant Cash Match
A. Personnel					
1. Administrative Staff	_____		_____		_____
2. Artistic Staff	_____		_____		_____
3. Technical/Production Staff	_____		_____		_____
B. Outside Fees and Services					
1. Artistic Contracts	_____		_____		_____
2. Other Contracts	_____		_____		_____
C. Space Rental	_____		_____		_____
D. Travel	_____		_____		_____
E. Marketing	_____		_____		_____
F. Remaining Project Expenses	_____		_____		_____
G. Total Cash Expenses	_____	=	_____	+	_____
Project Income					
I. Admissions	_____		_____		
I. Contracted Services Revenue	_____		_____		
I. Other Revenue	_____		_____		
I. Private Support					
1. Corporate Support	_____		_____		
2. Foundation Support	_____		_____		
3. Other Private Support	_____		_____		
I. Government Support					
1. Federal	_____		_____		
2. State/Regional	_____		_____		
3. Local	_____		_____		
I. Applicant Cash	_____		_____		
I. Grant Amount Requested in this application	_____		_____		
I. Total Cash Income (Must at least equal Total Cash Expenses, Item G above)	_____		_____		

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Certification

We understand that failure to respond to any of the above items may adversely affect the consideration of this application. 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 _____