

Grassroots Arts Program  
Subgrant Application Form  
FY 2012-2013



---

**Applicant Organization Information**

Name of Applicant Organization: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Contact Person's Title: \_\_\_\_\_

Contact Person's E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Fiscal Year End Date: \_\_\_\_\_

Organizations Web Site Address: \_\_\_\_\_

**Organization Profile**

*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.*

Grassroots Arts Program  
Subgrant Application Form  
FY 2012-2013



---

**Organizational Budget**

*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 \$ _____

Grassroots Arts Program  
Subgrant Application Form  
FY 2012-2013



---

**Project Description**

Grant Amount Requested: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ (no earlier than July 1, 2012)

Project End Date: \_\_\_\_\_ (no later than May 31, 2013)

**Project Narrative**

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/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, their race, 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

# Grassroots Arts Program Subgrant Application Form FY 2012-2013



## Financial Information

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

<b>Project Expenses</b>	Cash Expenses	=	Grant Amount Requested	+	Applicant Cash Match
<b>A Personnel</b>					
Administrative staff	_____		_____		_____
Artistic staff	_____		_____		_____
Technical/Production staff	_____		_____		_____
<b>B Outside Fees and Services</b>					
Artistic contracts	_____		_____		_____
Other contracts: _____	_____		_____		_____
<b>C Space Rental</b>					
<b>D Travel</b>					
<b>E Marketing</b>					
<b>F Supplies</b>					
<b>G Remaining Project Expenses</b>					
<b>H Total Cash Expenses</b>					
	_____	=	_____	+	_____

<b>Project Income</b>	Cash Income
<b>A Admissions</b>	
	_____
<b>B Contracted Services Revenue</b>	
	_____
<b>C Other Revenue</b>	
	_____
<b>D Private Support</b>	
Corporate support	_____
Foundation support	_____
Other private support	_____
<b>E Government Support</b>	
Federal	_____
State/regional (not including this request)	_____
Local	_____
<b>F Applicant Cash</b>	
	_____
<b>G Grant Amount Requested in this application</b>	
	_____
<b>H Total Cash Income</b>	
	_____
(must at least equal Total Cash Expenses, Item G above)	

Grassroots Arts Program  
Subgrant Application Form  
FY 2012-2013



---

**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 \_\_\_\_\_