

For office use only:

Cycle	Date Received	Category			
Application Number					
Slides	Video	Audio	Photographs	CD	Other attachments



·DANE·COUNTY·CULTURAL·AFFAIRS·COMMISSION·

Room 421, City-County Building · 210 Martin Luther King Jr. Blvd. · Madison, WI 53703-3342 · 608.266.5915

# ARTS-IN-SCHOOLS GRANT APPLICATION

Project title Requested amount \$

Applicant

Applicant's address

E-mail Telephone

Date when organization received 501(c)(3) federal tax-exempt status

Contact person for proposed project

Address

Work telephone Home telephone

Commencement and completion dates of the project

Community or communities in which the project will occur

Number of project presenters

Anticipated size of audience

**Project summary.** Please provide a concise summary of the proposed project limited to the space below.

**Project narrative.** Provide a detailed description of the project, outlining the planning, activities, administration, promotion, outreach and goals. Describe the desired creative interaction between students and artist/s. Provide documentation of cooperative planning, scheduling, and evaluation among school administrators, faculty and artist/s. Limit your narrative to three pages.

**I. Itemization of earned income.**

List anticipated income such as admissions, sales or other revenues, detailing prices and quantities where applicable.

Source of funds	Amount
	\$
	\$
	\$
<b>Subtotal I: \$</b>	

**2. Itemization of cash income.**

List other sources of anticipated income for the project such as gifts, grants and individual donations.

At least twenty-five percent of the total cash contributions should be listed in this section.

Do not include your cultural affairs grant in this space.

Place an asterisk next to the amounts which have been confirmed.

Source of funds	Amount
	\$
	\$
	\$
	\$
	\$
	\$
<b>Subtotal 2: \$</b>	

**3. Itemization of in-kind contributions.**

List anticipated in-kind services such as donated labor and materials.

Item	Source	Amount
		\$
		\$
		\$
<b>Subtotal 3: \$</b>		

Combine your cash and in-kind subtotals: (sum of subtotals I-3 above) \$

Insert your cultural affairs grant request amount: \$

(Your request cannot exceed 50% of the total project income.)

**Total project income: (sum of subtotals I-3 and cultural affairs grant request) \$**

**I. Itemization of cash expenses.**

List all anticipated cash expenses for the project, indicating with asterisks which items would be covered by your cultural affairs grant. On a separate sheet, provide an itemization of honoraria and/or personnel fees.

Honoraria/personnel fees	\$
Travel	\$
Space rental	\$
Printing	\$
Promotion/publicity	\$
Supplies and materials	\$
	\$
	\$
	\$
	\$
Other	\$
	\$
	\$
<b>Total cash expenses:</b>	<b>\$</b>

**2. Insert the value of your in-kind services totalled on previous page: (subtotal 3 on page 3)** \$

**3. Add together your total cash expenses and in-kind services: (sum of #1 and #2 above)** \$

**4. Budget summary (The total project expenses must equal your total project income.)**

**Total project income: (bottom of page 3)** \$

**Total project expenses: (#3 above)** \$

**Certification**

The undersigned hereby certifies that the information contained in this application and all attachments is true and correct to the best of his/her knowledge.

Authorized official (please print) \_\_\_\_\_ Title \_\_\_\_\_

Signature of authorized official \_\_\_\_\_ Date \_\_\_\_\_