

GRANT APPLICATION- San Angelo Cultural Affairs Council

SECTION A - ORGANIZATION INFORMATION

Official Name of Organization:	Date Organization Founded:
Mailing Address:	
Organization Director/Staff: Address:	Bus. Phone
	E-mail
Board Chairperson/President Address:	Bus. Phone
	E-mail

SECTION B – PROJECT INFORMATION

OVERVIEW	
Project Title:	Amount Requested:
Project Dates:	Total Number Served by Project:
Please select your application category: <input type="checkbox"/> Core Support <input type="checkbox"/> Project Support	
Number of Youth Served in “in-person” activities:	Number of Adults Served in “in-person” activities:
Total Number of People with Disabilities Served	
In accessible facilities?	In Special Programming?
Number of Artists Directly Involved in Providing Artistic Services:	
MARKETING	
Total Marketing Expenditures for 16-17:	# Room Nights Booked by Organization in 16-17:
# Estimated Room Nights Booked by Patrons in 16-17:	Verifiable Number of Tourists in 16-17:
Estimated Number of Tourists in 16-17:	
OUTREACH	
# Free to Public Events in 16-17	# Served in Free to Public Events in 16-17
Please list any scholarships provided in 16-17, # provided, and purpose (attach additional sheet if necessary)	

SECTION-C – ASSURANCES

If a grant is awarded, the applicant hereby gives assurance to the SACAC that:	
<ol style="list-style-type: none"> 1. The activities and services for which financial assistance is sought will be administered by the applying organization. 2. Any funds received, as a result of this application will be used solely for the project described. 3. The applicant has read, understands, and will conform to the Grant Guidelines. 	
We hereby certify that all figures, facts and representation made in this application, including any attachments are true and correct.	
Chief Administrative Officer: Signature: _____	Person preparing Grant: Signature: _____ Phone: _____

SECTION D – FINANCIAL INFORMATION

Fiscal Year	FY 15-16	FY 16-17	FY 17-18
Total Revenue			
Total Expenses			
Net Gain/ Loss			
Total Prior Support from SACAC			

SECTION E – PROJECT BUDGET

On a *separate page*, attach budget details for project expenditures noted in items (a) through (i). See sample provided with guidelines. Please carry the totals down in the appropriate columns. Organizations MUST provide a 1:1 cash match to the overall budget request.

Expenditures For this project only	To be paid from Grant Funds	Organizations Cash Match	Total
a. Organization’s Staff Salary			
b. Professional Services (fees for visiting artists)			
c. Facilities			
d. Lodging (visiting artists only)			
e. Travel Costs (visiting artists only)			
f. Rentals			
g. Supplies and materials			
h. Promotion and printing			
i. Other (list)			
Other (list)			
Total Expenditures			

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Revenues		
For this project only		
Total Grant Request	Organization’s Cash	
Earned Income and Cash Contributions		
a. Admissions (tickets, concessions, etc)		
b. Individual Donations		
c. Organizational Funds Budgeted (general fund)		
d. Business Contributions		
e. Foundations		
f. Governmental Support		
g. Other (list)		
Other (list)		
Total Income and Contributions		
	Total Revenues	

The following information should be attached to the grant application. Attachments must use ½ inch margins, single spacing, and 12 point font. Please provide a title for each section using your organization name, ‘SACAC_SECTION F_PROJECT DESCRIPTION’ at the top of each page.

SECTION F- PROJECT DESCRIPTION- NO MORE THAN 2 PAGES

Provide a clear description of the project. Explain how this project will impact your organization.

SECTION G- TOURISM- NO MORE THAN 2 PAGES

Provide a clear description of how the project will enhance and promote tourism, how the organization markets to tourists, and how the organization will track visitors.

SECTION H- COMMUNITY OUTREACH- NO MORE THAN 2 PAGES

Provide a clear description of how the project will promote community engagement. Discuss any free to public events and/or scholarships your organization provides.

SECTION I- COLLABORATION- NO MORE THAN 1 PAGE

Please describe how your organization has collaborated with other organizations in the past two (2) years.

SECTION J- NEED- NO MORE THAN 1 PAGE

Please tell the committee how your organization is unique (non-duplicative); how it offers employment opportunities to artists; and/or how it enhances the artistic quality in San Angelo.