



## Narrative

In the space below, give a brief description of the project for which funds are requested. Include **a)** program description; **b)** goals and objectives; **c)** community interest, benefit and contributions; **d)** logistics of project, site capacity and accessibility, and publicity plan; **e)** history and stability of organization (conduit organization).

**Your proposal will be evaluated on the basis of this narrative. You may attach a second page to this one if necessary. Do not go beyond two pages total.**

# List of Artists and Performers for Project

PLEASE ATTACH RÉSUMÉS. MAKE EXTRA COPIES AS NEEDED.

<b>Artist #1</b>			
Address			
Telephone	- -	E-mail	
Qualifications			

<b>Artist #2</b>			
Address			
Telephone	- -	E-mail	
Qualifications			

<b>Artist #3</b>			
Address			
Telephone	- -	E-mail	
Qualifications			

<b>Artist #4</b>			
Address			
Telephone	- -	E-mail	
Qualifications			

<b>Artist #5</b>			
Address			
Telephone	- -	E-mail	
Qualifications			

<b>Artist #6</b>			
Address			
Telephone	- -	E-mail	
Qualifications			

If you have additional artists, please provide information on separate page.

# Project Budget

Round all figures to the nearest dollar. Report only the Project Budget for which you are requesting funds.

Use TAB key to enter data.

EXPENSES		IN-KIND	INCOME *	
<b>Personnel</b>	\$	\$	<b>Earned income</b>	\$
Administrative			Admissions	
Technical/Production			Subscriptions	
Artistic (please be specific)			Advertising in programs	
			Concessions/Sales/Rentals	
			Tuition (class and workshop fees)	
			Gross from fundraising	
<b>Non-Personnel Expenses</b>			Other	
Outside professional services				
Space rental				
Travel/Transportation			<b>Unearned Income</b>	
Advertising/promotion			Corporation	
			Grants (not GVCA)	
			Membership/Individual Contributions	
			Government	
<b>Remaining Operating Expenses</b>			Other	
Supplies and materials				
Equipment rental				
Other (please list)				
<b>TOTAL EXPENSES</b>			<b>TOTAL INCOME</b>	

Total Expenses	
Minus ... Total Income	-
<b>Equals ... Total request from GVCA</b>	

**\* 10% of Income must come from sources other than GVCA.**

Organization Name:

## Application Checklist

***Your application packet should include an original and ten copies of the proposal\*.***

**If Applicant is an Organization – original copy should include:**

- Original copy of proposal (including Certification and Release)
- Narrative
- Artists' résumés
- Financial statement for the last completed fiscal year or IRS 990
- Board of Directors list – include addresses, phone numbers and note officers
- One proof of non-profit status (**new applicants to Community Arts Grants program only**)
  - Copy of letter granting 501(c)3 status
  - Copy of form BBW 189 from New York State Charities Registration
  - Copy of charter issued by the Board of Regents under Section 216 of NYS Education Law
  - Unit of Local Government letter on official letterhead
  - Certificate of Incorporation under S.402 of the NYS Not-for-Profit Law.
  - IRS form 990

***\*Ten Copies of proposal, to include only:***

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**If Applicant is an Individual - original copy should also include:**

- Proof of Livingston County residency for at least one year (**new applicants to Community Arts Grants program only**)
- Letter of commitment from sponsoring organization

## Certification and Release

The undersigned certifies that he or she

1. is a principal officer of the applicant with authority to obligate it;
2. has knowledge of the information presented herein;
3. has read the guidelines of the Genesee Valley Council on the Arts incorporated herein by reference, and that this applicant complies with and is made subject to said guidelines;
4. on behalf of the applicant releases the Genesee Valley Council on the Arts and their agents with respect to damages to property or material submitted in connection herewith.

Signature	Date
Title	
Name of Chief Administrative Officer	