

**ARTS COUNCIL OF HILLSBOROUGH COUNTY
2018-2019 COMMUNITY ARTS IMPACT GRANT (CAIG)
PROGRAM**

This is a SAMPLE ONLY of the type of information the online application will require. It is accurate at the time this document was created, however, some minor changes may have been made to accommodate the online system.

SECTION 1: ORGANIZATION INFORMATION

Organization Name (legal name):

EIN #:

Principal Office Address (no P.O. Boxes, include city, state, zip):

Mailing Address (if different):

Days/Hours of Operation:

Phone:

Website:

Grant Contact:

Title:

Phone:

Email:

Name of Project: :

Type of Project (eg: special event, education, public art, etc.): :

Cultural Discipline:

- Dance Folk Arts Literary Media Arts Multidisciplinary
 Music Theatre Visual Art

Project Start Date:

Project End Date:

Total Cost of Project:

Grant Amount Requested (\$1,000 - \$5,000):

When does your fiscal year begin and end?

SECTION 2: ORGANIZATION PROFILE

MISSION

Insert Mission Statement

ORGANIZATION SNAPSHOT

Provide the 30-second “elevator speech” that best describes your organization to someone who is not familiar with it, your organization’s role in the community and why this person should care. *(Up to 500 total characters, about 100 words)*

INTERNAL DEMOGRAPHICS, DIVERSITY

Please indicate the number of individuals within your organization for each category.

	Board	Staff	Volunteers	Creatives
Total Number				
Female				
Male				
Transgender				
Persons with a disability				
Asian/Asian American				
Black/African American				
Hispanic/Latino/Latina				
Native American/American Indian/Alaska Native/Native Hawaiian				
White				
Multi-racial or multi-ethnic (2+ races/ethnicities)				
Other				

POPULATION SERVED AND DIVERSITY

Please estimate the number of individuals in each category.

	FY 16-17	FY 17-18
Total attendance*		

Total attendance in Hillsborough County*		
Total attendance in City of Tampa*		
Paid admissions in Hillsborough County*		
Free admissions in Hillsborough County*		
Number of season ticket holders/memberships		
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Age- under 18		
Age- 18-64		
Age- 65+		
Persons with a disability		
Veterans		
<hr/>		
Asian/Asian American		
Black/African American		
Hispanic/Latino/Latina		
Native American/American Indian/Alaska Native/Native Hawaiian		
White		
Multi-racial or multi-ethnic (2+ races/ethnicities)		
Other		
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SECTION 3: APPLICATION NARRATIVE

- a. Briefly explain the purpose or focus of your project. (Up to 400 words)
- b. Tell us more about the demographic make-up of your community. (Up to 200 words)
- c. Why is funding from the CAIG program important for the project. (Up to 200 words)

1. Community Engagement and Impact

- a. In what ways will the project create cultural equity and access by engaging a diverse range of voices and participants, including people with disabilities? Demonstrate linkages to the unique needs of your target population. (Up to 2000 total characters or 400 words)
- b. Describe the planning process for the project. Provide evidence that a wide range of voices and perspectives were represented during the planning. (Up to 2000 total characters or 400 words)
- c. Clearly outline the specific outcomes for the project. What attitudes, behaviors, and/or conditions will change as a result of this project? Outline how you will measure the impact. (Up to 2000 total characters or 400 words)
- d. What electronic and print communication tools will you use to reach the targeted audience, as well as the general public? (Up to 2000 total characters or 400 words)

2. Cultural/Artistic Merit of Project

- a. In what ways will the project leverage existing or new cultural assets to create pathways for supporting rural and underserved communities? (Up to 2000 total characters or 400 words)
- b. Outline the qualifications of the project's artistic personnel. How will you ensure high quality, relevant arts and culture experiences are designed for the target audience? (Up to 2000 total characters or 400 words)
- c. Provide a detailed timeline for the implementation of the project. (Up to 2000 total characters or 400 words)

3. Financial and Administrative Oversight

- a. Outline the qualifications of the administrative staff for the project. Demonstrate how each person is qualified to implement the project and ensure its success. (Up to 2000 total characters or 400 words)
- b. Will other funding sources be needed to complete this project? If so, what are the anticipated sources of funding? (Up to 2000 total characters or 400 words)

SECTION 4: OPERATING BUDGET SUMMARY

Complete an online form for your total operating budget. This table asks for expenditures and revenues for the last completed fiscal year and current fiscal year.

A. EXPENDITURES	Last Completed Fiscal Year	Current Fiscal Year
1. Personnel – Administrative (W2)		
2. Personnel – Artistic (W2)		
3. Personnel - Technical/Production (W2)		
4. Outside Professional Services-Artistic		
5. Outside Professional Services-Other		
6. Rent- Venues		
7. Travel		
8. Marketing		
9. Remaining Operating Expenditures		
10. Total Expenditures (lines 1 - 9)		
B. REVENUE		
11. Admissions		
12. Contracted Services Revenue		
13. Other Revenue		
14. Corporate Support		
15. Foundation Support		
16. Membership Fees		
17. Other Private Support		

18. Government Support - Federal		
19. Government Support - State/Regional		
20. Government Support-City within Hillsborough		
21. Government Support City outside of Hillsborough		
22. Applicant Cash		
23. Total Revenue		

SECTION 5: PROJECT BUDGET

Complete online budget form for proposed project and indicate where grant money will be spent.

A. EXPENDITURES	Total Budgeted Amount	Grant Request
1. Outside Professional Services-Artistic		
Insert Details Here eg: Teaching Artist contractor		
Insert Details Here		
2. Outside Professional Services-Other		
Insert Details Here eg: audio visual company		
Insert Details Here		
3. Rent- Venues		
Insert Detail Here – eg: HCC Theatre x 2 days		
Insert Details Here		
4. Travel Directly Related to the Project		
Insert Details Here – eg: Visiting artist		
Insert Details Here		
5. Marketing		
Insert Details Here eg: Show postcards production		
Insert Details Here		
6. Other Project-Related		
Insert Details Here eg: Gallons of Paint		
Insert Details Here		