



Allied Arts Fund
PO Box 4080
Rapid City, SD 57709
(605) 394-4106
info@alliedartsrc.org
www.alliedartsrc.org

Project Grant Application
Be sure to make a copy of
the complete application before submission.

Pailing Family Grant Application **Maximum Award of \$500 for budgets \$5000 and Under**

Deadline: postmarked – 60 days prior to project end date

Email response; please use this form with MS Word or Excel attachments as needed.
INCOMPLETE APPLICATIONS OR THOSE POSTMARKED OR EMAILED AFTER THIS DATE WILL NOT BE REVIEWED.

Instructions - Call 394-4106 for assistance

- Read “Grant Guidelines” pg. 3.
- Complete all sections.
- Type only. Email application preferred.
- Sign and date the completed application.

Return the completed application copies and supporting material to address above.

General Information

501(c) 3 Organization: _____

Address: _____

Phone: _____ Contact Person: _____

Fax: _____ Contact’s Phone: _____

Contact’s email: _____

Project Title: _____

Event(s), Date(s): _____

Start Date: _____ Grant Amount Requested: _____

End Date: _____ Total Project Budget: _____

Estimate Number of Individuals Benefiting:

Children & Youth: _____ Minorities: _____

Seniors: _____ Total Benefiting: _____

Summarized Project Description:

Organization Background

Does this activity involve affiliation with other agencies or organizations? **Y / N**

If yes, list the agencies:

Project Description

Specific Project Objective(s):

Precisely what this grant would fund (item and amount):

Other sources of funding sought:

Source: _____ Result: _____

Source: _____ Result: _____

Business or individual sponsors of this activity: (Names and amount)

Other organizations collaborating with you in this activity:

Evaluation

Describe your procedure for evaluating the success of this project:

Credit in Promotional Materials

Describe your procedure for providing credit to those who fund this activity:

Complete and return the following Attachments:

- *Use Attachment A to itemize budget of the project to be funded through this grant.*
- *501 (c) (3) tax-exempt letter*
- *List of board members*

- *Any other material which would help the committee make a decision. List below.*
- *Grant evaluation must be submitted within 30 days after the event, along with “Credit Where It’s Due” support materials. Failure to do so might jeopardize future funding or eligibility.*

Grant Guidelines and Information

Criteria (Please do not apply if your project fails to meet any of the following.)

- For an arts event, activity or project.
- For projects with budgets \$5000 and under.
- Not for routine budget items.
- Not for general operations.
- Not for meeting or workshop fees for an individual
- Public and private schools, non-profit organizations established to support school-based programs, cultural programs at colleges and universities, and arts programs produced by government agencies are **not** eligible.
- Not for cash prizes or money for contest prizes.
- Must submit proof of nonprofit IRS 501 (c) 3 status. (AAF Arts Partners need not submit.) Organizations not meeting this requirement may apply under the auspices of a 501 (c) 3 organization, which accepts responsibility for all fiscal and contractual agreements.
- Credit AAF and grant source in all promotional materials and programs. See attached “Credit Requirements”. If you do not provide proof of meeting “Credit Requirements” you may be considered ineligible for future funding.

Preference given:

- Projects benefiting the under-served.
- Projects benefiting children.
- One time only projects.

Other Important Notes:

- Final approvals and awards will be made when grant pledge monies are paid.
- **Maximum award of \$500 per year**, per organization, unless there are no other qualified applicants.
- Beginning October 15 additional applications from those who have already received funding will be reviewed by the Grant Committee.
- AAF Grant Committee reviews and makes recommendations to Executive Committee who may approve and execute grants with action reported at next General Board meeting.
- An application does not guarantee an award.

Submitted by: _____

Upon notice of receipt of an award, I will send AAF a copy of our thank you letter addressed to the grant provider, Pailing. Check will be issued upon receipt.

AGREEMENT: I certify that the application information is true and complete to the best of my knowledge. I understand that any funds granted as a result of this application are to be used for the purposes set forth herein. It is agreed that the undersigned is the individual authorized to commit the applicant to abide by the relevant Terms and Conditions printed in this grant form. In addition, the undersigned gives AAF permission to duplicate and distribute submitted documentation for use in the grant review process.

Name: _____ **Title:** _____

Signature (e-signature): _____ **Date:** _____

Glossary of Terms

Application Form

In completing application forms, use the following definitions as guidelines. Not all terms appear on all forms.

- FEI Number. Federal Employee Identification Number for applicant organizations (tax exempt number).
- Contact Person. Person to contact for additional information.
- Project Title. A title to be used for project publicity.
- Project Period. Indicate period during which funds will be expended or obligated.
- Dates of Events. Show confirmed dates of specified arts events.
- Number of Individuals to Benefit. The total number of artists participating, children and youth benefiting and other direct project beneficiaries and participants.
- Number of Children and Youth to Benefit. The total number of children and youth (including students, participants, and audience members) benefiting directly from the funded project. This figure should reflect a portion of the total number reported in the individuals benefiting field.
- Number of Artists Participating. The total number of artists directly involved in providing art or artistic services specifically identified with the project.
- Application Summary. A brief summary of project or program entered in the space provided on the application form.
- Authorizing Official. Person with authority to legally obligate Applicant.

Expenses

A. Personnel

Personnel - Administrative - Employee salaries, wages and benefits for executive and administrative staff, business managers, fundraisers, clerical and supportive personnel such as maintenance and box office personnel.

Personnel - Artistic - Employee salaries, wages and benefits for artists, instructors, artistic directors, etc. specifically identified with this project.

Personnel - Outside Artistic Fees and Services - Payments for services by artists not normally considered employees of applicant.

Personnel - Outside Other Fees and Services - Payments to firms or persons for non-artistic services such as legal, financial, etc.

B. Space Rental - Payments specifically identified with the project for rental of office, theater, gallery etc.

C. Travel - All costs for travel specifically identified with the project at state government rates. At time of printing, 29 cents per mile, lodging up to \$35 plus tax, and meals at \$23 per day in-state. Out-of-state, lodging up to \$150 plus tax, and meals at \$33 per day.

D. Marketing - All costs for marketing/publicity/promotion specifically identified with the project. Include costs of newspaper, radio, TV advertising, printing and mailing of brochures, flyers, etc., for promotion and fundraising.

E. Remaining Operating Expenses - All expenses identified with project and not entered in other categories. Include utilities, insurance, office expenses such as phone, printing, postage; program expenses such as scripts/scores, sets, royalties, equipment rental, shipping and hauling expenses not entered under "Travel," art and workshop supplies; fundraising expenses. **NOTE: Do not include capital expenditures. Expenses for additions to a collection, such as works of art, artifacts, historic documents, etc., or other expenses for purchase of buildings or real estate, renovations or improvements involving structural change, payments for roads, drives, parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., which are specifically identified with the project or organization.**

F. Total Cash Expenses - Total of A through E.

G. In-kind Contributions - The fair market value of non-cash contributions to the project which are provided by the applicant, volunteers or outside parties at no cash cost to applicant. A dollar value should be assigned to in-kind items such as personnel, space rental, and travel, marketing and operating expenses directly benefiting and specifically identifiable to the grant project.

H. Total Expenses - Total of Cash Expenses (F above) and In-kind Contributions (G above).

Income

I. Admissions - Revenue derived from admissions, tickets, subscriptions, memberships, etc., for events of project.

J. Contracted Services - Revenue derived from fees earned through sale of services, i.e. sale of workshops

K. Other - Revenue derived from sources other than those listed above. Include catalog sales, advertising space in programs, gift shop income, concessions and parking.

L. Cash Support - Cash support by businesses, corporations, foundations, individuals, fundraisers and similar sources. **NOTE: Do not include AAF support requested. That is listed at P.**

M. Government Support - Cash support derived from government grants or appropriations given for the project.

N. Applicant Cash - Funds from applicant's present and/or anticipated resources budgeted for this project.

O. Total Applicant Cash Income - Total of I through N above.

P. Grant Amount Requested - Amount requested from AAF in support of this project.

Q. Total Cash Income - Total Applicant Cash (O above) and Grant Amount Requested from AAF (P above).

R. Total In-kind Contributions - Same amount as G under Expenses.

S. Total All Income - Total Cash Income (Q) and Total In-kind Contributions (R) and should equal H above.



OUR MISSION

The Allied Arts Fund provides financial operating and promotional support for its member agencies for the enrichment of people's lives in Rapid City and the Black Hills region.

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P.O. Box 4080
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Please Give Credit Where It's Due!

The Allied Arts Fund is supported by public agencies and private contributors. For this program to continue and grow, it is imperative that awardees give proper credit to the funders of the Allied Arts Fund and to those who fund specific grant awards. Our ability to raise funds for **your** programs and activities is directly related to the credit acknowledgments **you** provide. **Please provide AAF with a copy of all your printed/promotional materials.**

For printed programs:

Program page – One of the following is required: “Made possible in part by a grant from **The Pailing Family** through the Allied Arts Fund “and the Allied Arts Fund logo.

Program Insert – Please include a copy of the AAF *Bravo* with any printed program you distribute at your performance/event. It is available at the AAF office.

For promotional material:

For all promotional material please include “Made possible in part by a grant from **The Pailing Family** through the Allied Arts Fund “and the Allied Arts Fund logo. Such printed materials may include, but are not limited to, newspaper ads, announcements, brochures, invitations to openings, public service announcements, and radio/TV spots.

For news releases:

“Made possible in part by a grant from **The Pailing Family** through the Allied Arts Fund“ and the Allied Arts Fund logo.

By accepting AAF funds, you are agreeing to the credit requirements and may be considered ineligible for future funding through this program if you fail to do so. If you have any questions, or need any of these materials, please call AAF staff at 394-4106. We have attempted to simplify requirements, but will be monitoring them closely.



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Graphics Standards

The Allied Arts Fund uses a consistent look and logo to promote brand recognition for our organization and awareness about our members and grant recipients.

It is critical that everyone uses the logo in the same way.

1. Do not distort, modify, alter, reverse, or stretch the logo.
2. Use the high resolution logos for printing (300 pixels per inch) and the low resolution logos for web use (72 pixels per inch).
3. The AAF logo will be sent to you when the confirmation of the grant award is announced.



Thank you for your support in promoting the Allied Arts Fund in a consistent manner.

Project Budget Information

Applicant Organization _____

Project Title _____

Please round all amounts to the nearest dollar.

EXPENSES	Cash Expenses	In-Kind Contribution
A. Personnel		
number of Administrative positions		
number of Artistic positions		
Outside Artistic Fees & Services		
Other Outside Fees & Services		
B. Space Rental		
C. Travel (Mileage, lodging, meals)		
D. Marketing		
E. Remaining Operating Expenses		

F. Total Cash Expenses (A through E)	\$ -	
G. Total In-Kind Contributions (A through E)		\$ -
H. Total Expenses (Total of F + G)	\$ -	
INCOME		
I. Admissions		
J. Revenue from Contracted Services		
K. Other Revenue (Please Specify)		

L. Cash Support		
Corporate		
Foundation		
Other Private		
M. Government Support		
City/County		
Regional/State		
Federal		
N. Applicant Cash		
O. Total Applicant Income (I through N)	\$ -	
P. AAF Grant amount for this activity		
Q. Total Cash Income (O + P)	\$ -	
R. Total In-Kind Contributions (same as line G)	\$ -	
S. Total All Income (total of line Q + R)	\$ -	



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The Pailing Family Grant Evaluation

Must be submitted within 30 days after the event, along with "Credit Where It's Due" support materials. Failure to do so might jeopardize future funding or eligibility.

Organization Name: _____

Project title: _____

Event date: _____ Total Attendance: _____

1. What was your most important goal and did you achieve it? _____

2. How did your organization evaluate the artistic quality of your project, and what were the results? _____

3. Did your funded project attract the expected audience? Why or why not? _____

Attach one set of supplementary materials related to your organization including programs, brochures, news releases, clippings, and a summary of any media announcements and coverage. Include samples of materials that highlight AAF and Pailing Family Grant support of this project.

Submitted by: _____

Title: _____ Date: _____