



ARTS AND EDUCATION COUNCIL
KEEP ART HAPPENING

2009 Operating Support Application

Organization			
Address			
City/State		Zip	
Contact Person			
Title		Phone	
Fax		Email	
Brief Description of Programming			
Geographic Area Served			
Audience to be Served (Number and Description)			
Annual Budget (Must be \$500,000 or Greater)			
Support Request (\$10,000-\$50,000) (Support Request not to exceed 10% of annual budget)			
Full Time Employees (Name/Title):			

DEADLINE:
3:00 pm - June 20, 2008



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Instructions for Application

- Complete the attached 2009 application form and submit with the required enclosures. Incomplete or late proposals will not be considered. Items should be submitted in the following order:
 - Grant Application Information Cover Page
 - Grant Application Financial Report
 - Current Audited Financial Statements and Management Letter
 - Mission Statement/purpose of organization (one page only)
 - One page summary of current strategic plan
 - List of Board of Directors and Officers with corporate affiliations (note any board members who are paid staff) and schedule of meetings
 - List of calendar of events for 2008-2009 (one page)
 - Copy of 501(c)(3) IRS Determination Letter
 - Questionnaire

- Please do not submit brochures, posters or audio/visual items with your application. You are welcome to bring items for your presentation to the Operating Support Committee. Plan to bring ten (10) copies of any materials you wish to distribute at the presentation.

- **Submit an original plus ten (10) 3-hole punched copies (11 total) of the application to be delivered to the Arts and Education Council, Centene Center for Arts and Education, 3547 Olive Street, St. Louis, Missouri 63103-1014, Attention: Susan Rowe - no later than 3:00 p.m. Friday, June 20, 2008.**

Questions should be directed to Susan Rowe, 314-289-4004 or email at susan-r@keeparthappening.org.

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QUESTIONNAIRE

1. What is the total annual attendance at performances/events for the year?
2. How many classes, workshops and/or seminars does your organization produce each year? If so, how many attend?
3. In reference to questions 1 and 2, how many are offered to the underserved community?
4. What does a \$50, \$100 or \$250 contribution provide for your organization?

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