



PROJECT GRANT – 2009 APPLICATION

INSTRUCTIONS FOR APPLICATION

1. You may download an application form at www.KeepArtHappening.org.
2. Required items for grant application and to be submitted in the following order:
 - The Application.
 - Completed budget summary.
 - One (1) year prior financial statement.
 - Mission Statement and a brief history of the organization, not to exceed one page.
 - Current board member list with business affiliations.
 - Proof of 501 status – IRS Determination letter only. Must be valid for at least one year prior to application.
 - Questionnaire
3. Complete the grant application and submit original plus ten (10) 3-hole punched copies (11 total) to:

Arts and Education Council
Attention: Susan Rowe
Centene Center for Arts and Education
3547 Olive Street
St. Louis, MO 63103-1014
4. If you wish to have staff review your draft application, they must be at the Council office by Friday, May 9, 2008. A staff member will either call you or email their comments by Friday, May 23rd. Staff comments are not binding on the committees decision.
5. **DEADLINE - All applications must be received in the Council's office by 3:00 pm Friday, June 6, 2008. No exceptions will be made. Incomplete applications will not be considered. No faxes will be accepted. Do not include any promotional materials (i.e. flyers, brochures, CD's).**
6. Awards will be announced in November 2008.
2. If you have any questions, please call Susan Rowe at 314-289-4004 or by email at susan-r@keeparthappening.org.



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Date: _____

Organization: _____

Address, City, State, Zip: _____

Contact Person: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Project Title: _____

Format – All project summary and narrative sheets must be printed in 12pt. font, single spaced. Page margins must be at least 1 inch on all sides. Please submit original plus 10 copies, three-hole punched (11 total).

Project Summary – There must be a concise description of the project in one paragraph of no more than three sentences. This is required for grant consideration and an important component in the review process.

Project Narrative – Not to exceed a total of one and one-half pages. This narrative must include the following:

- Rationale for Project
- Project Budget Total
- Dollars Requested from Project Grant
- Date of event
- Size and outreach of audience
- Number of participants
- How your organization will evaluate the project
- How the project will be funded in future years

Project Budget – The organization must complete the project budget form attached and enclose the organization's outside audit. If you do not have an audit, you may enclose financial statements for the most recently completed fiscal year.

Signature of Applicant: _____ Approved by: _____
(CEO or Board Chair)

Date: _____ Date: _____

DEADLINE:
3:00 pm - June 6, 2008



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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?

DEADLINE:
3:00 pm - June 6, 2008

Arts and Education Council

2009 Project Grant Budget Summary

Applicant Name: _____

Revenue	Budget	In Kind
Ticket Sales	<input type="text"/>	<input type="text"/>
Tuition and Fees	<input type="text"/>	<input type="text"/>
Donations & Contributed Income	<input type="text"/>	<input type="text"/>
RAC	<input type="text"/>	<input type="text"/>
MAC	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>
Arts and Education Council	<input type="text"/>	<input type="text"/>
Total Revenue	<input type="text"/>	
Expenses		
Personnel	<input type="text"/>	<input type="text"/>
Supplies & Material	<input type="text"/>	<input type="text"/>
Facilities	<input type="text"/>	<input type="text"/>
Contracted Services	<input type="text"/>	<input type="text"/>
Publicity and Promotion	<input type="text"/>	<input type="text"/>
Fundraising	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>
Total Expenses	<input type="text"/>	
Net Income/(Expense)	<input type="text"/>	