

**COMMUNITY FOUNDATION ALLIANCE OF CALHOUN COUNTY  
ARTS AND CULTURAL  
GRANTMAKING GUIDELINES AND APPLICATION**

**PURPOSE:** To promote stability in the arts and culture sector, and stimulate local support and involvement in the sector including volunteer participation, audience development, financial contributions and economic synergy.

**DEADLINES: June 20, 2008**

Six copies (both sides may be used) of the grant applications must be completed and returned to the Community Foundation Alliance of Calhoun County by 2:00 p.m. on Friday June 20, 2008. A Community Foundation Alliance of Calhoun County Grant Review Committee will review each proposal and make recommendations to the Community Foundation Alliance of Calhoun County Board of Trustees who will provide final decisions after July 10, 2008. The grant period is August 1, 2008-July 31, 2009. A final report is due August 31, 2009.

**CRITERIA: Geographic Service Area**

Eligible organizations and/or groups must reside in or provide their primary performance, venue, lesson or focus in the Calhoun County area, excluding greater Battle Creek. Greater Battle Creek is defined as the cities of Battle Creek and Springfield and the townships of Pennfield, Emmett, and Bedford. Those groups and/or organizations residing or serving greater Battle Creek should contact the Battle Creek Community Foundation at 269-962-2181 to inquire about possible grant funding opportunities.

**PRIORITY CONSIDERATION:**

Arts and Cultural experiences that are under-represented or address special constituencies in our community. An emphasis on new audience (outreach) development, appeal and quality. An emphasis on collaboration that creates greater appeal, quality and/or efficiencies, and stability of operations.

If you are not a 501 (c)(3) Organization, please contact the Community Foundation Alliance of Calhoun County to make arrangements to secure fiscal sponsorship. For questions or technical assistance in writing this grant, contact Carol Petredean-Di Salvio at the Community Foundation Alliance of Calhoun County.



- organization.
- 2.) Provide a description of the performance(s) and/or programs to be provided.
  - 3.) List any collaborative approaches you are considering and their potential positive impact on quality, appeal and/or efficiencies and stability of operations.
  - 4.) List methods your organization/group is using to focus on under-represented arts and cultural experiences or constituencies in our community.
  - 5.) Provide ideas and concepts considered for future funding or growth for your organization/group.

### **EVALUATION**

- 1.) Plans for evaluation, including how your organization defines and measures outcomes.
- 2.) Plans for measuring the economic impact your organization provides to the local economy.

### **IV. FINANCIAL INFORMATION**

- 1.) Please use the attached summary form for your budget, and indicate if the revenue sources are pending (P) or received (R).
- 2.) Please provide a narrative explanation that accurately and clearly explains the overall budget and identifies individual dollar amounts.
- 3.) Please indicate how requested funds will be utilized.

**SUMMARY FORM**

<b>Revenues--earned</b>		Cash	In kind
1.	Admissions		
2.	Contracted Services		
3.	Other		
4.	Total earned revenue (add lines 1, 2, 3)		
<b>Revenues--unearned</b>			
5.	Corporate support		
6.	Foundation support		
7.	State support		
8.	Other income (please specify)		
9.	Other income (please specify)		
10.	Other income (please specify)		
11.	Other income (please specify)		
12.	Applicant cash		
13.	<b>Subtotal</b> (add lines 5-12)		
14.	<b>THIS GRANT REQUEST</b>		-----
15.	<b>Cash Income</b> (add lines 4, 13, 14)		-----
16.	<b>In kind income</b> (copy from line 30)		
17.	<b>Total income</b> (add lines 15 & 16)		

<b>Expenses</b>		Cash	In kind
18.	Salaries & benefits		
19.	Professional Artist Fees		
20.	Rent & utilities		
21.	Marketing/publicity/promotion		
22.	Printing		
23.	Supplies		
24.	Capital expenses--acquisitions		
25.	Capital expenses--other		
26.	Other expenses (please specify)		
27.	Other expenses (please specify)		
28.	Other expenses (please specify)		
29.	<b>Cash expenses</b> (add lines 12 through 18)		-----
30.	<b>In kind expenses</b>		
31.	<b>Total expenses</b>		

These totals must match

### III. BASIC STANDARDS

**Please Submit One (1) Copy of the Following Materials:**

- Attachment 1, Current Board of Directors Listing (include summary of Nominating Process)
- Attachment 2, Latest Strategic Plan or Work Plan Developed for the Organization/Group
- Attachment 3, Most Recent Evaluation or Annual Summary of Organization/Group
- Attachment 4, Most Recent Audit
- Attachment 5, Most Recent IRS 990 Document
- Attachment 6, IRS Determination Letter

In the event you are not able to provide one of the attachments listed above please provide an alternative or a brief explanation regarding the status or rationale regarding why it is not available.