

TOWN OF CLAYTON
Cultural Arts Funding Request Form
Fiscal Year 2011
Due: July 30, 2010

The purpose of the Cultural Arts Fund is to foster development and growth of the arts for the benefit of Clayton residents, to equitably and efficiently allocate resources to strengthen organizations and cultural programs, to promote partnerships between the Town and cultural organizations, and to provide sound and clear methods for decisions.

Your request will be evaluated based on the following criteria: Leadership (demonstrable expertise and resources – staff, volunteers, budget); potential audience/service population; location of program/organization; community support; community benefit; compatibility with Town's goals, priorities and programs.

Name of organization: _____

Contact person regarding this request: _____

Mailing address: _____

Telephone number: _____

Email address: _____

Website (if applicable): _____

Specific program(s) requesting funding: _____

Amount Requested _____

Please fill in answers to every question or enter "not applicable". If you need guidance in filling out this form, please contact Heidi Stump at hstump@townofclaytonnc.org or (919) 553-3152. For any questions asked feel free to attach documents, spreadsheets, etc.

Please be advised that organizations will be required to submit a final budget report at the close of the fiscal year. The end of year report form will include information regarding audience attendance figures, marketing plan and actions and a detailed record demonstrating how the funding was utilized. Failure to submit this report may result in a denial of funding in future years. All organizations are required to attach a financial statement summarizing your most recent fiscal year.

About your organization:

Mission Statement

Describe your organization's mission.

Structure and Resources

Please describe your organization. Be sure to include your current organizational structure (board of directors, officers and volunteers), how often and where your organization meets and whether you have by-laws or a constitution (if yes, please attach).

Major Programs and Activities

Provide a list of your major programs, activities and/or services during the last year.

Project Description

Please briefly describe the project(s) for which you are requesting funding.

About your request

Use of Requested Funds. Provide a detailed and itemized budget for the requested funds including income and expenses specific to the program fund request. (If you are requesting support for multiple programs/general organizational support, skip question and only complete the Income and Expense statement below).

Audience and Targeted Populations

Please describe whom you are targeting for this program and how you will reach this audience. Also include estimated attendance numbers. If you have held a similar program in the past, please include audience figures for past programs.

Benefit to Community

Describe how your project or organization will benefit our community and specifically how the project or organization is coordinated with other Town cultural programs/organizations. List services that will benefit Clayton specifically.

Other Information

Please indicate any request for use of Town facilities for rehearsal/performance/meeting space, marketing assistance, etc.

Please provide any other information that will assist in evaluating your request

Income and Expense Statement

All applicants must complete. Please attach complete income and expense statement (an audit may be substituted) for your last fiscal year and complete budget for the upcoming fiscal year. Your statement should include:

Last FY:

Itemized list of actual income and funding sources (government, private grants, fundraising, sales, membership dues, etc...)

Itemized list of expenses (specific marketing expenses, hard and soft goods, personnel, artist fees, outside fees and service, etc...)

Upcoming FY:

Projected income and funding sources (government, private grants, fundraising, sales, membership dues, etc...)

Projected list of expenses (specific marketing expenses, hard and soft goods, personnel, artist fees, outside fees and service, etc...)

Recognition of Partnership

The Cultural Arts Fund is intended to foster development and growth of the arts for the benefit of Clayton residents, and to promote partnerships between the Town and cultural organizations. In support and recognition of this partnership, any cultural groups receiving funding should include the following statement in all formal advertising (print ads, programs, website, flyers etc.): *"The [organization] is funded in part by the Town of Clayton Cultural Arts Fund."* Failure to include this recognition may result in denial of funding in future years.

Certification

We understand that failure to respond to any of the above items may adversely affect the consideration of this application. We certify that we are committed to the proposed project, mission and/or services in compliance with granting procedures. We certify that the information in this application, including attachments and supporting materials is true and correct to the best of our knowledge.

Name and Position of Authorizing Official _____

Signature of Authorizing Official _____ Date _____

Mailing Instructions

Be sure to include your financial statement, current year budget, and all other materials requested herein. Packages must be postmarked or personally delivered by 5:00 p.m. on Friday, July 30 2010 to the address below. Absolutely no applications will be considered after the deadline.

Mail to: OR Bring to:

The Clayton Center
Attn: Heidi Stump
P. O. Box 879 Clayton, NC 27528