

## 2017 Project Grant

### Applicant Data

<b>Applicant Type</b>	Organization
<b>Grant Type</b>	Artistic Focus
<b>Grant Discipline</b>	Multi-Discipline
<b>Organization Name - Individual Applicants should leave this field blank.</b>	Sample Organization
<b>FEIN Number</b>	12-3456789
<b>First Name</b>	Sample
<b>Last Name</b>	Applicant
<b>Address 1</b>	411 NW Park Ave
<b>Address 2</b>	
<b>City</b>	Portland
<b>State</b>	Oregon
<b>Zip Code</b>	97209
<b>County</b>	Multnomah
<b>Website</b>	racc.org
<b>Primary Grant Contact</b>	
<b>First Name</b>	Sample
<b>Last Name</b>	Applicant
<b>Phone No.</b>	503-823-2928
<b>Email</b>	jmacnichol@racc.org

## 2017 Project Grant

<b>Working Title of Project:</b>	Sample Title
<b>Project Start Date</b>	01/01/2017
<b>Project End Date</b>	12/31/2017
<b>Proposed venue location(s) of Project:</b> 250 character limit	
<b>Are your proposed venue(s) confirmed, at this time?</b>	Yes
<b>Are your proposed venue(s) ADA Accessible?</b>	Yes
<b>Projected Total Audience:</b>	500

## 2017 Project Grant

### Artistic Merit

**Project Summary: Please summarize your project. Briefly describe what the project is, when and where it will take place, who/what is being featured, artist(s) involved, community or student participation, the public presentation(s), and any other information that you feel is appropriate.**

1200 character limit

**Please explain the goals you hope to achieve by undertaking this project.**

1100 character limit

**How do you plan to evaluate the quality of your project? Explain your evaluation process and when it takes place.**

850 character limit

**What is/was your artist selection process? If you already have artists in place, who are they?**

[Organizations only] 750 character limit

**If this is a collaborative project, who are the other primary artists?**

## 2017 Project Grant

### **Audience Development**

**Describe how your project will involve direct participation by the community or students you plan to serve and how you will get them involved.**

**Describe your target audience for the public component of this project and explain how you will promote/market your project to this audience. Be specific.**

1000 character limit

**If applicable to this project, how will you present your art form to a wider audience (other than your target audience)? If wider audience development is not applicable to this project, please explain.**

1000 character limit

## 2017 Project Grant

### Financial Management and Accountability

**Describe the applicant's past experience in administering similar project(s) where the applicant has been financially responsible for the outcome.**

650 character limit

**As an organization, how will you meet the requirement for a minimum one-to-one match? If matching funds are not in place, please explain your fundraising strategy and targeted contributors.**

[Organizations only] 650 character limit

## 2017 Project Grant

### Project Budget

#### Project Budget

EXPENSES				
ARTISTIC	Description (+10 words or less)	Cash Expenses	In-kind Expenses	Total Expense
Artistic Fees:	THIS IS A SAMPLE BUDGET WITH EXAMPLE AMOUNTS FOR INFORMATION ONLY. Who and how much? (eg. Choreographer \$1000, 4 dancers \$500 each.	\$3,000	\$0	\$ 3,000.00
Tech Design Fees:	Who and have much? (eg. Lighting, Costume Design \$1000 each.	\$1,500	\$500	\$ 2,000.00
Supplies/Materials:	Detail	\$1,000	\$0	\$ 1,000.00
Lodging/Transport:	Detail (eg. Key dancer round trip from SFO and home stay)	\$750	\$800	\$ 1,550.00
Other Artistic:	Detail	\$0	\$0	\$ 0.00
<b>TOTAL ARTISTIC</b>		<b>\$ 6,250.00</b>	<b>\$ 1,300.00</b>	<b>\$ 7,550.00</b>
ADMIN/OVERHEAD	Description (+10 words or less)	Cash Expenses	In-kind Expenses	Total Expense
Admin Fees:	Who and how much? (eg. Applicant for project management)	\$1,000	\$500	\$ 1,500.00
Equipment Rental:	Detail (eg. Lights, camera)	\$500	\$500	\$ 1,000.00
Space Rental:	Detail (eg. Theater Why for rehearsal and Ohm Space for show)	\$0	\$1,500	\$ 1,500.00
ADA Accommodations:	Detail (For example, ramp rental or ASL interpretation)	\$250	\$0	\$ 250.00
Other Admin:	Detail	\$0	\$0	\$ 0.00
<b>TOTAL ADMIN</b>		<b>\$ 1,750.00</b>	<b>\$ 2,500.00</b>	<b>\$ 4,250.00</b>
PROMOTION	Description (+10 words or less)	Cash Expenses	In-kind Expenses	Total Expenses
Printing:	What and how many (eg. 250 postcards, 25 posters)	\$250	\$0	\$ 250.00
Postage:	Detail (eg. mailing 120 postcards)	\$200	\$0	\$ 200.00
Marketing:	Detail (eg. Website updates, social media time \$400, 2 web ads \$150)	\$550	\$0	\$ 550.00
Design:	Detail (Donated time from graphic designer)	\$0	\$250	\$ 250.00
Other promotion:	Detail	\$0	\$0	\$ 0.00
<b>TOTAL PROMOTION</b>		<b>\$ 1,000.00</b>	<b>\$ 250.00</b>	<b>\$ 1,250.00</b>
<b>TOTAL PROJECT EXPENSES</b>		<b>\$ 9,000.00</b>	<b>\$ 4,050.00</b>	<b>\$ 13,050.00</b>
	Description (+10 words or less) Mark as Projected (P) or	Cash		Total

## 2017 Project Grant

CONTRIBUTIONS	Confirmed (C)	Contributions	In-kind Contributions	Contributions
Ticket Sales:	Ticket price(s) and how many (eg. 200 tickets estimated \$8 - \$15) P	\$2,000	\$ 0	\$ 2,000.00
Class/Workshop Fees:	Detail	\$0	\$ 0	\$ 0.00
Merchandising/Sales:	Detail	\$0	\$ 0	\$ 0.00
Government:	Detail	\$0	\$ 0	\$ 0.00
Foundation:	Detail	\$0	\$ 0	\$ 0.00
Business/Corporate:	Detail (eg. Acme Biz Sponsorship \$500 C, Smith Biz \$500 P, donation of light rental from XYZ \$500)	\$1,000	\$500	\$ 1,500.00
Applicant:	Detail (eg. Cash, donating part of admin fees, and home stay costs)	\$250	\$1,300	\$ 1,550.00
Individuals donors:	Detail (eg. Costume Designer donating half her fees, Graphic Designer time donated)	\$0	\$750	\$ 750.00
Fundraisers:	Detail (eg. House party and crowdsourcing)	\$500	\$0	\$ 500.00
Other contributions:	Detail (eg. Donated space for rehearsals and show)	\$0	\$1,500	\$ 1,500.00
<b>TOTAL CONTRIBUTIONS</b>		<b>\$ 3,750.00</b>	<b>\$ 4,050.00</b>	<b>\$ 7,800.00</b>
			RACC Grant Request Amount (Equals Expenses minus Contributions)	\$ 5,250.00

**Is your RACC Grant Request amount \$7,000 or less?**      Yes

**Please use this space to provide any additional budget information if necessary. This could include details about in-kind support, proposed vendors, break out of fee calculations, history of proposed funding support, fundraiser plan details, or fuller descriptions of line items above. (Optional)**

600 character limit

THIS IS A SAMPLE BUDGET WITH EXAMPLE AMOUNTS FOR INFORMATION ONLY.

## 2017 Project Grant

### Closing Statement

**Please provide a closing statement incorporating any additional information to make the case for your Project Grant proposal.**

1500 character limit



## 2017 Project Grant

### Support Material

#### Support

**Material** ArtistsWorkSamples<>RecentPublicityMaterialsandorReviews<>ResumesorBios<>Organizations

#### Checklist:

Mark the  
type(s) of

Work  
Samples Images<>CollaboratorWorkSamples

being

submitted:

**As a reminder the following materials are required:**

- **Recent Publicity Materials and/or Reviews:** No more than (3) examples total.
- **Work Samples:** An applicant may submit images, video, audio or links to online documentation. Up to 10 video total running time not to exceed 15 minutes. Applicants allowed (3) work samples maximum, if necessary.
- **Resumes or Bios** from artist and collaborating artists (if applicable).
- **Organizations Must Submit:** An Organizational Summary and Mission Statement, Summary Budget of

**OPTIONAL: You can submit video or audio links in place of video or audio files. Please include all li**

## 2017 Project Grant

### Signature

**First Name**

Sample

**Last Name**

Applicant

**Date of Submission**

06/01/2016