



DeKalb County
 Office of Arts, Culture & Entertainment
 1300 Commerce Drive, 6th Floor
 Decatur, GA 30030

Ann Wead Kimbrough, Interim Director

**Arts and Culture Service Contract Application, 2009
 Arts Organizations
 Deadline: 4:30 pm, December 1, 2008**

A. General Information

1. Choose discipline(s):
 Dance Music Literature Theater Media Visual Arts
2. Organization Name
3. Address
4. City State Zip code
5. Contact Name & Title
6. Phone: Alternate phone: Fax:
7. Email: Federal ID #
8. Fiscal year end: Date of Incorporation:
9. DeKalb county commission district "Super" commission district
10. Did you attend an ACSC application workshop? On which date?

B. Required Attachments Checklist

Submit the following: all should be 3-hole punched and collated NOT bound or stapled. Failure to submit all material in the manner requested might make your application ineligible.

- Nine copies - application (mark the original signatures) with additional budget information.
- Nine copies - current resumes of key people involved with the project identified by role.
- Nine copies - current Board Members list indicate officers & business/community affiliations
- Nine copies - organization's mission statement
- One copy - IRS letter designating 501(c)(3) status
- One copy - Certificate of Non-profit Corporate Registration for the State of Georgia
- One set of fiscal year 2007 financial statements (Income Statement and Balance Sheet) signed by Board President or Chair OR a copy of the organization's fiscal year 2007 audit by an independent certified public accountant.
- Required Support materials see section I, page 9.

C. Certification

By signing and dating on the line below, I certify that all the information provided in this application is true and correct to the best of my knowledge:

Authorized Official: _____
 Board Chair: _____

D. Organization Operational Budget:

1. You may use either your own fiscal year or that of DeKalb County, which ends on December 31. Please indicate below which fiscal year you are using:

the county's fiscal year or the organization's fiscal year indicated on page 1.

Last Year Actual FY 2007	Present Year Current FY 2008	Next Year Projected FY 2009
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2. Operating Expenses

3. Earned Income

(Earned Income – ticket sales, class fees, concession sales etc.)

4. Contributed Income

(Contributed Income – all income from donations, grants, gifts, etc.)

5. Net Income or (Loss)

**Please attach an explanation of significant changes from one year to the next in any category.

E. Project Information

1. Project Title:

2. Project start date (no earlier than 1/1/09) Project end date (no later than 12/31/09)

3. Number of artists participating Number of individuals to benefit

4. Contract amount requested (May not exceed \$5,000)

F. Project Detail

Please note: If your project is funded, this section will be incorporated as the Scope of Services in the contract with DeKalb County government and will be used to verify that services contracted were delivered.

1. Are there classes, workshops, lectures or demonstrations part of the project? If so how many of each type?

2. How many productions, series or festivals are part of the project?

3. What is the total number of performances, concerts or exhibits that are part of the productions, series or festivals listed in question 2?

4. How many issues of newsletters, programs or catalogues will be created and how many copies of each issue are planned?

G. Project Detail - Narrative:

Answer each question in the space provided using 12 point Garamond type.

1. **Briefly describe the history, purpose and structure of your organization** – Explain your organization’s mission and how it achieves that mission, include the role of staff, volunteers, advisory committees and board. Describe the artists and audience served.

2. **Describe the project for which you are seeking support.** – Outline all aspects of the project including any educational or outreach components. Include the goals and objectives of the project and discuss how the project will help fulfill the mission of your organization.

3. Evidence that the project will be well administered, including sound financial

management - Discuss the qualifications of project administrators and how your organization manages its finances. Also include information about other funding sources and how you plan to reach your required 50% match. How do you plan to cover any other expenses incurred above the amount requested in this application and how you plan to fund the project if not fully funded by this program?

4. Evidence that steps will be taken to assure maximum public participation - Describe your marketing and promotion plans. The purpose of the ACSC program is to encourage arts and culture events that the citizens of the county can attend. How will your marketing plans reach the maximum number of citizens of the county?

5. Evidence that the project reflects an awareness of, and respect for, the broad range of diversity in the community to be served including socio-economic groups, ages, genders, sexual orientations, educational levels and ethnicity - Describe the diversity of the people who will be involved in this project as board, staff, artists and audience. How has your organization involved members of this diverse community in project planning? What steps will be taken to assure maximum involvement of a diverse population?

6. Evidence that the project reflects an awareness of, and respect for, the broad range of interests of people with disabilities and the project will be fully accessible to people with disabilities - Discuss program accessibility (are there large print or Braille programs available? Is there Sign Language interpretation for the Deaf? Do you market these programs to these communities? Etc.). Discuss facility accessibility (are there ramps and code accessible restrooms? Do you have seats that accommodate wheelchair accessibility or for those who cannot navigate stairs? Do you have assisted listening devices?). Describe how you will encourage people with disabilities to participate in the proposed project. What steps will be taken to assure that people with disabilities encounter no barriers to full project participation? Will all facilities used in the project be fully accessible?

7. What other information do you want the panel to understand about your project?

H. Project Budget

Please fill out the following project budget. Only report cash income and expenditures, do not list any in-kind. All expenses must be incurred between January 1, 2009 and December 31, 2009. Submit a breakdown of lines 1-5 and 9.

Project Expenses

1. Personnel – administrative (attach breakdown)
2. Personnel – artistic (attach breakdown)
3. Personnel – technical/ production (attach breakdown)
4. Contracted Services – artistic (attach breakdown)
5. Contracted Services – other (attach breakdown)
6. Marketing
7. Space rental
8. Travel
9. Other Operating Expenses (attach breakdown)
10. **Total Cash Expenses (must equal line 22)**

Project Income

11. Earned Income – ticket sales, entry fees, memberships, etc.
12. Earned Income – classes, workshops, etc.
13. Earned Income – other, specify
14. Contributed Income – Corporate support
15. Contributed Income – Foundation support
16. Contributed Income – Individual support
17. Contributed Income – Government
(Federal, State or local - **do not include this request**)
18. Other Income, specify
19. Applicant cash on hand
20. Subtotal of lines 11 – 19
21. Contract amount requested from page 2 (may not exceed \$5,000)
22. **Total Cash Income** (sum of lines 20 & 21 – **must equal line 10**)

I. Required Support Materials

Failure to submit all material in the manner requested might make your application ineligible. Please review attachments carefully.

Submit the following support material. Support material should document programming within the past two years. Cue all tapes to the spot that you want the panel to hear or see.

- All Disciplines: a representative sample of programs, brochures, newsletters, or other printed materials
- Dance: videotape/dvd required ten minute segment maximum or work similar to that being proposed in the application.
- Literature: writing samples representative of project proposal required.
- Media: videotape/dvd required of work similar to that being proposed - ten minute segment maximum.
- Music: CD or cassette tape required of excerpted work - ten minute maximum. Include on a separate sheet index of material.
- Theater: videotape/dvd strongly recommended, ten minute segment maximum. If work is under copyright be sure to get permission from the playwright or licensing agency. Production photographs or slides may be substituted - 8 to 15 images label the images with name and contact information and provide a separate sheet identifying the images by production, and date.
- Visual Arts: 8 to 15 slides of representative work required. Label slides with your name and contact phone number. Attach a sheet with a numbered list of the slides identifying each slide with the title of the work, name of the artist, medium, date completed, and size.
- Multi-discipline: Include the support materials for all disciplines listed above that are a part of your project. (i.e. if you are producing a festival that includes a visual art exhibit and a series of dance performances, please submit the support materials for dance AND visual art listed above.)

A.C.E. cannot assume liability for any lost or damaged materials. If you wish your materials returned, please include a self-addressed stamped envelope. If you wish to pick up your materials from the A.C.E. office, please indicate that and do so by March 1, 2009. After that date, any materials not claimed will be destroyed.