



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

Arts and Culture Service Contract Application Instructions, 2009 Individual Artists

Deadline: postmarked (or hand delivered by 4:00pm) December 1, 2008

Section A. General Information

Line 1: Place an 'x' on the line next to the discipline the most closely defines your work. If you choose multi-discipline be sure to indicate on the line below which disciplines your project encompasses. This will help determine which of the panelists takes the lead on your application.

Line 2: Provide your legal name.

Line 3: Provide your legal mailing address.

Line 4: Provide your city, state and zip code.

Line 5: Give your phone and fax numbers.

Line 6: Give your email address.

Line 7: Indicate if you have ever applied for an ACSC award in the past (whether through ACE or DCA) and if so, in what year that application was submitted.

Line 8: If any of your previous attempts resulted in a county contract, let us know when and in what year that occurred.

Line 9: Indicate in which commission district your organization is located (1-5), and which super commission district (6 or 7). If you do not know what your district is, go to the county website (www.co.dekalb.ga.us) on the left side navigation bar, click "district information search" and enter your street address.

Line 10: All applicants must attend one of the workshops offered in order for the application to be eligible for funding. Please circle the date of the workshop you attended.

Section B. Project Information

Line 1: Give the name of the project.

Line 2: Give a brief summary of the proposed project.

Line 3: List the start and end dates of the project. Note that the project must begin after January 1, 2009 and be finished no later than December 31, 2009.

Line 4: List the total number of artists participating in the project. List the total number of people who will benefit from the project including participants and audience members.

Line 5: List the total amount of the contract that you are requesting. This line must equal section F, line 24 and may not exceed \$2,000.

Section D. Project Detail

Line 1: List the different education components of the project giving the number of instances of each. (i.e. 3 workshops and 2 lectures)

Line 2: List the number of productions, series or festivals. (i.e. if you are a symphony and you are doing one Mozart concert series and one Beethoven concert series, you would put 2 concert series on the line.)

Line 3: List the total number of performances concerts or exhibits. (i.e. to continue the example from line 2 above, if you perform your Mozart concert 3 times and your Beethoven concert twice you would enter 5 concerts or 5 performances on the line)

Line 4: List the total number of each type of publication, if you like you may include estimated circulation numbers. (i.e. 4 newsletters, 3,000 each issue) If you produce other printed materials include the type and number of those.

Section D. Project Detail - Narrative

Write and attach to your application the project detail narrative. Be sure to touch on all seven areas listed on the application. Your narrative may NOT exceed 3 pages.

Section E. Project Budget

Line 1: List the total projected amount of cash you expect to pay for administrative salaries involved in the project. Attach a separate sheet with the detail for this line.

Line 2: List the total projected amount of cash you expect to pay for artistic salaries involved in the project. Attach a separate sheet with the detail for this line.

Line 3: List the total projected amount of cash you expect to pay for technical and production salaries involved in the project. Attach a separate sheet with the detail for this line.

Line 4: List the total projected amount of cash you expect to pay for artistic contracted services for the project. Attach a separate sheet with the detail for this line.

Line 5: List the total projected amount of cash you expect to pay for other contracted services for the project. Attach a separate sheet with the detail for this line.

Line 6: List the projected amount of cash you expect to pay for marketing efforts for the project.

Line 7: List any cash you have to pay for space you have to rent to complete the project. County funds may not be used to pay rent. (Therefore, any amount you have in this line will be paid out of the organization's 50% contribution.)

Line 8: List projected amount of cash you expect to pay to bring artists in from out of town to work on your project.

Line 9: List all other cash expenses related to the project. Attach a separate sheet with the detailed information for this line.

Line 10: Add lines 1-9 and enter the total of all cash expenditures here. Your budget must balance. This line MUST match the total cash income on line 25.

Line 11: List the total amount of cash you expect to earn from ticket sales, entry fees, etc.

Line 12: List the total amount of cash you expect to earn from classes, workshops, etc.

Line 13: List the total amount of cash you expect to earn from any other sources.

Line 14: List the total amount of cash donations you expect to receive from corporations in support of the project.

Line 15: List the total amount of cash donations you expect to receive from foundations in support of the project.

Line 16: List the total amount of cash donations you expect to receive from individuals in support of the project.

Line 17: List the total amount of cash donations you expect to receive from the federal government in support of the project.

Line 18: List the total amount of cash donations you expect to receive from the state of Georgia in support of the project.

Line 19: List the total amount of cash donations you expect to receive from your local city government in support of the project.

Line 20: List the total amount of cash donations you expect to receive from DeKalb County in support of the project. **DO NOT INCLUDE THIS REQUEST ON THIS LINE.**

Line 21: List the total amount of cash you expect to receive from any other source in support of the project.

Line 22: List any cash you have on hand (i.e. revenue from a previous project).

Line 23: Add lines 11-22 and enter the subtotal cash income here.

Line 24: Enter the amount you are requesting through this application. This line must match the amount requested on Section C, line 5 of this application.

Line 25: Add lines 23 & 24. Your budget must balance. This line **MUST** equal the total cash expenses reported on line 10.

Section G. Required Attachments and Support Materials

Line 1: Include one (1) copy of each of the items listed.

Line 2: Include eleven (11) copies of the items requested. Be sure that your copies are double sided and printed on three-hole punched paper.

Line 3: Include as many support materials as you can from the approved list. All support materials should be labeled with the name of the organization and the date of the material. Nothing submitted should be more than 2 years old. Remember to cue all tapes to the spot you wish the panel to begin watching/listening.

Section H. Certification

Sign your document and print your name on the line beneath. Remember that when you submit your application that this one with the original signatures must be marked; a post-it note or tape flag is fine.