

Cultural Arts and Tourism Grant Application

The Cultural Arts Fund of Wood County assists in supporting projects that stimulate tourism, enrich communities and generate economic impact through arts, culture, heritage and recreational activities within Wood County.

EVALUATION CRITERIA

1. Priority

- a. Promote arts, culture, heritage or recreational activities
- b. Innovative initiatives
- c. Advance sustainable tourism
- d. Attract new visitors and encourage visitor spending

2. Project planning and management

- a. History and experience with project management
- b. Financial viability of the organization and the project
- c. Qualifications of vendors, talent, service providers, staff and volunteers
- d. Marketing, public relations and communication plans
- e. Projected timeline

3. Community benefit and partnerships

- a. Unique community resources or assets that play a role in the project
- b. Innovation or value to the community
- c. Public/private partnerships and collaborations

4. Ineligible projects

- Overhead expenses, existing deficits, awards and prizes are not eligible for funding
- Faith based organizations
- Applications from individual artists
- Scholarships
- Purchase of permanent equipment
- Activities not open to the general public

The Arts and Accessibility

According to state and federal law, every recipient of public funding must place itself in the position of being able to provide reasonable accommodations when persons with disabilities make requests for services. Accessibility involves both the location and the content of the proposal. In accepting a grant from the Cultural

Arts Fund of Wood County, organizations agree to make every attempt to ensure that the proposed project is accessible to persons with disabilities.

Donor Credit

Grantees are required to include credit to the Cultural Arts Fund of Wood County in all program materials and in publicity

Funding

Applications are accepted on a semi-annual basis subject to funding availability. Applicant may receive one grant per year for a maximum of three consecutive years. The 2023 grant award is a maximum of \$5000.00

Dates to Know

Application deadline(s): June 30 or December 31

Decision Notification: Sent no later than one month following each deadline

Grant Distribution

All grants will be paid in full upon receipt of all required agreements and documentation of insurance coverage. All grant fund expenditures must be incurred within 10 months of award receipt.

Policies and Priorities

- a. All grant recipients are required to submit a written final report due within one month of the event as a condition of grant award.
- b. Any grantee not completing a grant as approved by the Cultural Arts Fund of Wood County will not be eligible to apply for a grant in the year following notification of unsuccessful grant completion
- c. All applicants are advised that litigation with or indebtedness to the Cultural Arts Fund of Wood County may preclude the applicant's ability to receive grant funds.
- d. All organizations will be required to carry liability insurance coverage listing the Cultural Arts Fund of Wood County as an additional insured for the scope of all operations during the entirety of the grant period.

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SUBMIT COMPLETED APPLICATION TO:

Cultural Arts Fund of Wood County, PO Box 1326, Perrysburg Ohio 43552

APPLICATION CHECKLIST

Check each item as appropriate, to signify it is contained within the application package. Incomplete applications will be ineligible for consideration.

- Application Form, including signed statement of assurances
- Application Narrative
- Budget Information
- Financial Statement (audit or IRS form 990) for the most recently completed fiscal year

APPLICANT INFORMATION

Organization Name: _____

Address: _____

City _____ State _____ ZIP Code _____

Daytime Phone: _____ **Tax ID Number:** _____

Website Address: _____ **Email Address:** _____

Primary Contact: _____

Name _____ Daytime Phone _____ Email address _____

Executive Officer: _____

Name _____ Daytime Phone _____ Email address _____

Total Expenditures for last completed fiscal year \$ _____ Total Revenue for last completed fiscal year \$ _____

PROGRAM INFORMATION

Program Area (check the one which best describes this application)

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Dance | <input type="checkbox"/> Music | <input type="checkbox"/> Theatre |
| <input type="checkbox"/> Ethnic / Folk Arts | <input type="checkbox"/> Media Arts | <input type="checkbox"/> Visual Arts |
| <input type="checkbox"/> Heritage | <input type="checkbox"/> Multi-disciplinary | <input type="checkbox"/> Other _____ |

APPLICATION NARRATIVE

Respond to the questions below on separate document in the order specified. Identify your response to each question with corresponding numbers / headings.

1. Organization Background

- Brief description / mission statement of organization
- History of organization including awards and significant achievements

2. Project Description

- Provide a brief project description, including the intended objectives and how they will be achieved.

3. Project Planning and Management

- Describe your organization's experience with relevant programs and projects
- Timeline for project
- Is the project dependent upon this grant?

4. Community Benefits and Partnerships

- List all public and private partners and their contributions

5. Impact

- What method(s) will you use to determine that your objectives are met?

BUDGET INFORMATION

Fiscal Year ends month/day _____

Most recently completed
fiscal year 20 _____

Funds requested for
20 _____

CASH INCOME

1. Admissions / Earned Income		
2. Contracted services revenue		
3. Other revenue from operations		
4. Corporate Support		
5. Foundation Support		
6. Individual Contributions / benefits		
7. Federal Grants		
8. State Grants		
9. Other grants (not including this application)		
10. Applicant Cash Forward		
11. Income from Endowment		
12. Grant Amount Requested from CAFoWC		
Total Operating Cash Income (add 1-12)	\$	\$

ANTICIPATED EXPENSES

1. Personnel – administrative		
2. Personnel – artistic		
3. Personnel – other		

4. Outside services		
5. Space Rental		
6. Travel		
7. Marketing		
8. Fundraising Costs		
9. Remaining Operating Expenses		
Total Operating Cash Expense (add 1-9)	\$	\$
NET CASH OPERATING GAIN / LOSS (subtract Total Cash Expenses from Total Cash Income)	\$	\$
Total In-Kind Contributions		
Revenue for capital, operating, or endowment reserves		
Capital Expenditures		

STATEMENT OF ASSURANCES

If the grant is awarded, the applicant must sign an agreement detailing the terms of the grant with the Cultural Arts Fund of Wood County and credit the Cultural Arts Fund of Wood County support in all publicity and media materials used in conjunction with the funded project. A financial report must be submitted within one month following the grant period. The applicant assures that any funds received under this grant will be used solely for the described activities, that the applicant has read and will conform to the program guidelines, that the filing of this application by the undersigned, officially authorized to represent the applicant, has been duly approved by the governing board of the applicant organization.

Signature of Executive Officer	Date	Typed name and title
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Signature of Applicant	Date	Typed name and title
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