

FORM 1: GRANT REQUEST IDENTIFICATION PROGRAM AREA, CATEGORY OF SUPPORT AND DISCIPLINE

All Grant Applicants Include this form with each application. Attach the additional application forms indicated under Category of Support. Please note that some forms require additional attachments. Do not staple or permanently attach the parts of your application.

Program Area

From the following list, select the Program Area which is most closely associated with the activities/project described in this application. Select one and enter the letter in the box.

E - Arts in Education
C - Community Arts
F - Folklife

L - Literary Arts
P - Performing Arts
V - Visual Arts

Category of Support

From the following list, select the category of support which is most closely associated with the activities/project described in this application. Select one and enter the number in the box.

Organizations

0 - Artist Residency
Forms 1 & 2
1 - Collaborative Ventures/partnerships
Forms 1 & 2
2 - Operating Support
Forms 1 & 2
3 - Presenting
Forms 1 & 2
4 - Programming Development
Forms 1 & 2
5 - Projects
Forms 1 & 2
6 - Technical Assistance
Forms 1 & 4

Individuals

7 - Folk Arts Apprenticeships
Forms 1 & 6
8 - Fellowships, Administrative
Forms 1 & 3
9 - Fellowships, Artists
Forms 1 & 3
6 - Technical Assistance
Forms 1 & 4
0 - School Artist Roster
Forms 1 & 5

Additional Organizational Projects

10 - Projects Administrative
Forms 1 & 2
11 - Projects Consolidated
Forms 1 & 2

Discipline

From the following list, select the Arts Discipline which is most closely associated with the activities/project described in this application. Select one and enter the number in the box.

0 - Crafts
1 - Dance
2 - Design Arts
3 - Folk Arts
4 - Literature

5 - Media/Photography
6 - Multi-disciplines
7 - Music
8 - Theatre
9 - Visual Arts

Note: If shipping overnight by private vendor (other than U.S. Postal Service), please use the following address: 201 Monroe Street • Suite 110 • Montgomery, AL 36104

GRANT APPLICATION CHECKLIST - ORGANIZATIONS

The following is a list of items applicants are required to provide to ensure the eligibility and completeness of grant applications. Failure to meet the requirements listed may result in having the application returned without processing or review.

ALL APPLICANTS:

___ Copy of IRS Determination letter verifying 501(c)(3) status, or recent letter of authorization from fiscal agent and a copy of that organization's determination letter

___ Section A must have Legislative District information. To obtain this information visit the following websites:

For State Senate District

<http://www.legislature.state.al.us/house/house.html>

For State Representative District

<http://www.legislature.state.al.us/senate/senate.html>

For U.S. Congressional District

http://www.senate.gov/general/contact_information/senators_cfm.cfm?State=AL

If you do not have personal internet access, internet access is available at all public libraries.

___ Budgets and financial information are consistent throughout the application

___ Section C, D, and F are completed and in the space provided on the form. Additional pages and attachments will not be copied for Council review.

___ Section E, Performance Indicators and Fiscal Year Summary must be complete.

If the applicant is applying under the Arts in Education Program:

___ Section K must be completed and included with your application

If the applicant is applying under the Presenter component in any program:

___ A contract or letter of intent verifying the date and the artistic fee must be included in the application package.

The following is also required in preparing application packages:

___ An original and two (2) clear copies of the application (preferably typed) must be submitted. Make copies front to back (2-sided) as the application is designed. Do not insert detailed budgets, resumes or any additional sheets into the application form. Do not use type smaller than 12 points in your application. One (1) copy of supporting materials, e.g. brochures, resumes, etc., is sufficient. Applications that are sloppy, hard to read or generally unclear will be penalized in the review process.

Notes:

Use paper and binder clips only. Do not use staples, binders, notebooks or special presentation materials

When submitting two applications in the same mailing package, make sure it's very clear that there are **two separate requests**

Please be sure to keep a copy of the application you submit for your files.

APPLICATIONS MAY NOT BE SENT BY FAX.

FORM 4: TECHNICAL ASSISTANCE GRANT APPLICATION
FOR USE BY INDIVIDUALS AND ORGANIZATIONS

STAFF USE	APPLICATION NUMBER	PROGRAM CODE	DATE RECEIVED
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SECTION A **APPLICANT INFORMATION**

1. Applicant Name _____ Telephone _____
2. Applicant
Address: Street or P.O. Box _____
City _____ County _____
State _____ Zip _____
Email Address _____ Fax _____
Web Page Address _____
3. Project Director or Contact Person _____ Telephone _____
4. Legislative District # of Applicant: House _____ Senate _____
5. IRS Identification #: _____

SECTION B **REQUEST PROFILE**

1. Provide a short title that describes your project/activity: _____

2. Date(s) of Activity: Beginning _____ Ending _____
3. Grant Administration Period: Beginning _____ Ending _____
4. Number of Individuals to Benefit _____
5. Number of Artists Participating _____
6. List the Cities, Counties, and Schools Where Activities Will Actually Take Place _____

7. Amount Requested This Application Only \$ _____
8. Amount of Match by Applicant for This Request \$ _____
9. Total Budget for Activity in This Application \$ _____

SECTION C

ACTIVITY NARRATIVE AND PERSONNEL

Provide a concise description of the activity for which funds are being requested.

STAFF REVIEW

Program Manager: _____ Date _____

Approved: _____ Date _____