

## 2017 Dublin Arts Council Community Arts Grant Application

1. Today's date:

### Organization Information

2. Name of Organization:

3. Address:

4. Website:

5. Contact Person/Title/Email/Telephone:

6. Alternate Contact Person/Title/Email/Telephone:

7. Organization's Primary Area of Activity:

8. State your organization's mission:

9. Please provide the following:

a. Key staff bios

b. List of board members with institutional affiliations and description of board responsibilities and oversight

c. Role of volunteers

### Program Information

*(may be submitted as a separate document)*

10. Please describe the project(s) for which you are requesting funding

11. Please list the goals of the project for which you are requesting funding

12. Please describe how you will meet these goals

13. Please describe how these goals align with Dublin Arts Council's funding criteria (see DAC Grant Procedures document for details).

14. How do you raise funds for your organization? Please attach examples of campaigns/mailers.
15. How do you publicize/market your organization and its programs? Please attach examples.
16. List recent accomplishments:
17. If a returning grantee, how have last year's funded program(s) informed this year's goals?

### **Financial Information**

18. Amount Requested:
19. Dates of Fiscal Year:
20. Please provide an Income and Expense statement (as a separate document) comparing the current fiscal year budget with the prior fiscal year actual. Please see example template. For any significant changes (example, greater than 20%) between the current fiscal year and prior fiscal year, please explain circumstances.
21. Please provide a Balance Sheet (as a separate document) for the year end date of the most recent completed fiscal year. Please see example template.
22. Please provide a listing of In-kind support if applicable. May be submitted as a separate document.

### **Supplemental Information**

*(may be submitted as a separate document)*

23. How will you evaluate the effectiveness of your program(s)/project(s)? Please include a sample evaluation tool. Program evaluation is a requirement of the grant. If you need assistance in the development of an evaluation tool, please contact Gretchen McIntosh via email at [mcintosh@dublinarts.org](mailto:mcintosh@dublinarts.org).
24. How will you report outcomes to community stakeholders?

## Grant Application Support Materials Checklist

- Fundraising examples/mailers
- Publicity/Marketing examples
- Income and expense statement
- Balance sheet
- List of in-kind support
- Sample evaluation tool

Submit five copies of the application form and supplemental materials to Dublin Arts Council, 7125 Riverside Drive, Dublin Ohio 43016 by **5:00 p.m., on Friday, October 28, 2016**. No exceptions.