



Tom Corbett
Governor

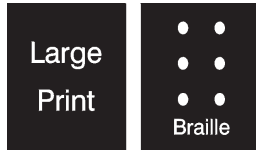
Commonwealth of Pennsylvania
Pennsylvania Council on the Arts



PROJECT STREAM 2011-2012

Project Guidelines
— & —
Application

**Application
Postmark
Deadline:
June 17, 2011**



These materials are available for individuals with sight impairments in the following alternative formats (please allow two weeks for delivery):

Grade 2 Braille
Large Print

A PDF version is available on the PCA's website. If you would like a copy mailed to you, please contact the PCA.

TTY Users 1-800-654-5984

PPA CONTACT INFORMATION:

See pages 10-14 for information about your PPA Partner and whom to contact regarding your PPA Project Stream application.

TABLE OF CONTENTS

Application Timeline	2
Council Members and PCA Overview	3
Pennsylvania Partners in the Arts (PPA)	4
Application Guidelines.....	4-7
Application Review Process.....	7
How to Apply	7
Funding Process	8
Crediting Guidelines	8
Appeals Process	9
PPA Contact Information.....	10-12
Partner Cross Reference Guide by County	13-14
Application Forms.....	15-25
Goals of PCA	26

PROJECT STREAM APPLICATION TIMELINE

June 17, 2011	Postmarked application due date. (for funding period 9/1/11 to 8/31/12)
July-Aug., 2011	Partner Advisory panels meet to assess the applications.
Sept.-Oct., 2011	Applicants are notified and grantees are invited to attend awards ceremonies. Grant award agreements are due to PPA Partners. Grantees receive award checks.
Sept. 1, 2011	Grant activity period begins.
Aug. 31, 2012	Grant activity period ends.
Sept. 30, 2012	Postmarked final report due date.

NOTE: This time table is subject to change based on Commonwealth of Pennsylvania budgeting procedures and processes. Please note that grant funds may not be distributed by the start of the project or funding year. Applicants should be aware of this and plan their cash flow accordingly.

COMMONWEALTH OF PENNSYLVANIA TOM CORBETT, GOVERNOR PENNSYLVANIA COUNCIL ON THE ARTS

Susan Corbett, Pittsburgh, Chair
E. Jeanne Gleason, Johnstown, Vice Chair

Caroline Allen, Harrisburg
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Carol R. Brown, Pittsburgh
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Representative Mark B. Cohen, Philadelphia
Diane Dalto, Philadelphia
Susan H. Goldberg, Philadelphia
Clifford E. Haines, Esq., Philadelphia
Clyde McGearry, Camp Hill

Senator Charles T. McIlhinney, Jr., Doylestown
Representative Tina Pickett, Towanda
Robert W. Pullo, York
Caryn B. Rubinoff, Pittsburgh
Marilyn J. Santarelli, Dallas
Myron H. Tomb, Esq., Indiana
Karen Farmer White, Pittsburgh
Senator Anthony H. Williams, Philadelphia

The mission of the Pennsylvania Council on the Arts (PCA) is to foster the excellence, diversity, and vitality of the arts in Pennsylvania and to broaden the availability and appreciation of those arts throughout the state.

The PCA, founded in 1966, is a state agency in the Office of the Governor. It is governed by a Council of 19 members, 15 of whom are at-large members appointed by the Governor and confirmed by the Senate. Four members come from the General Assembly: two from each house; one from each major political party. The Council sets the mission and goals for the agency, evaluates the PCA's progress toward these goals, formulates policy, and makes the final decisions on the use of funds. The Council has final authority in granting funds.

The PCA's staff administers the Council's initiatives, partnerships and funding programs, and provides assistance to the Commonwealth's arts organizations, arts programs and individual artists.

Funding for the Council on the Arts comes from the citizens of Pennsylvania through an annual state appropriation by the General Assembly. The Pennsylvania Council on the Arts also receives funding from the National Endowment for the Arts, a federal agency.

HOW TO CONTACT THE PCA:

(Council members may be reached through the PCA office.)

Address:

Room 216, Finance Building
Harrisburg, PA 17120
717-787-6883 (Phone)
717-783-2538 (Fax)

TTY users 1-800-654-5984

Website:

<http://www.pacouncilonthearts.org>

Office Hours:

8:30 a.m. – 5:00 p.m. Monday-Friday



NATIONAL
ENDOWMENT
FOR THE ARTS

PENNSYLVANIA PARTNERS IN THE ARTS

The Pennsylvania Council on the Arts (PCA) is pleased to announce the availability of grant funds through the Pennsylvania Partners in the Arts (PPA) Project Stream. PPA is a regionalized funding program of the PCA. A total of thirteen local organizations administer PPA and serve all 67 counties in Pennsylvania by re-granting funds to support a wide variety of local and community arts activities. Since the implementation of PPA in 1997, the PCA has been able to steadily expand the availability of government support for arts projects to many new communities. By providing local administration, technical support and a streamlined application process, PPA has created unprecedented access to state arts funding.

The PPA goals include:

- Expanding constituent access to the arts by (a) making arts programs available to communities that may have been underserved in the past by state arts funding and (b) supporting a wide variety of local and community arts activities;
- Encouraging and supporting local decision-making in the re-granting of state arts dollars;
- Increasing awareness of and advocacy for government support and funding of the arts at the local and state levels; and
- Enabling the PCA to provide increased assistance to its broad constituency throughout the state.

PPA Project Stream grantees may qualify to transition to the PPA Program Stream. The Program Stream offers ongoing support to arts organizations and arts programs with an established history of PPA support. To qualify for Program Stream, applicants must have multiple years of Project Stream funding, be a non-profit organization incorporated in and conducting business in Pennsylvania, have consistent arts programming, and good assessments from the Project Stream review panels. Organizations are notified by the PCA or a PPA Partner that they have met the eligibility requirements and are invited to apply to the PPA Program Stream.

PROJECT STREAM GUIDELINES

Please read the entire guidelines before you begin your application. Make sure you meet the eligibility requirements before you apply. If you have any questions about your eligibility, the guidelines or the application forms, please contact your PPA Partner. Refer to pages 10-12 for PPA contact information.

APPLICATION DEADLINE

Applications are due postmarked on or before June 17, 2011. Late applications may not be accepted.

ACTIVITY PERIOD

All funded project activities must take place between September 1, 2011 and August 31, 2012.

ELIGIBILITY

Please review the eligibility guidelines carefully. If you have any questions, contact your PPA Partner prior to beginning your application. Refer to the PPA Partner contact information on pages 10-12.

- Project must: be an arts activity conducted for the benefit of the public (for profit organizations are ineligible); take place in the PPA Partner's service region and have a public component.
- The applicant, if an individual, must be at least eighteen years old.
- PPA Project Stream applicants may not apply to the following grant programs for the same grant period: PPA Program Stream, PCA AOAP Track; or PCA Entry Track.
- PPA Project Stream applicants may apply to the following PCA grant programs during the same grant period: Arts in Education Residencies; Preserving Diverse Cultures; and Professional Development and Consulting.

PPA Project Stream applicants are eligible to receive support for activities in these two categories:

Arts projects not conducted with or in venues owned and/or operated by organizations or programs the PCA already supports through PPA Program Stream, Arts Organizations & Arts Program (AOAP) Track, or the Entry Track.

Arts projects conducted with or in venues owned and/or operated by organizations or programs the PCA already supports through the PPA Program Stream, AOAP Track or the Entry Track are eligible for support. Previously these types of projects were ineligible for support.

There are a limited amount of funds available for these type of projects.

Statewide, at least 75% of the PPA Project Stream funds will support projects not conducted with or in PCA supported organizations or programs. 25% of the funds will support projects that are conducted with or in PCA supported organizations or programs. The level of competition for funding in the two project categories will vary among PPA service regions.

A list of arts organizations and programs the PCA already supports through PPA Program Stream, AOAP, or Entry Track is available at the PCA's website http://www.pacouncilonthearts.org/docs_upload/SupportedOrgs2010.pdf and from your PPA Partner. You may use this list as a reference in determining whether your project is conducted with or in a PCA-supported arts organization or program.

REQUEST AMOUNT

Grant requests may not exceed \$3,000. Most grant awards are less than \$3,000. Last year, the average grant was \$1,300.

MATCHING REQUIREMENTS

- First and second time PPA Project Stream recipients are not required to match the requested amount.
- **Third time (and thereafter) recipients must show a 1:1 cash match of funds requested.**
- PCA funds may not be used as match for other PCA funds.

PPA PROJECT FUNDS MAY NOT BE USED FOR THE FOLLOWING

- Capital expenditures, including equipment costing \$500 or more per item;
- Activities for which academic credit is given;
- Activities that have already been completed;
- Activities that have a religious purpose;
- Performances and exhibitions not available to the general public;
- Performances and exhibitions outside Pennsylvania;
- Cash prizes and awards;
- Benefits activities;
- Hospitality expenses, i.e., receptions, parties, gallery openings;
- Lobbyists' payments;
- Competitions.

NUMBER OF APPLICATIONS

Applicants may submit one (1) Project Stream application per PPA service region, per grant period.

ADDITIONAL TERMS AND CONDITIONS

Various terms and conditions apply to grantees of the PCA, including PPA Project Stream grantees. The complete terms and conditions are available at any time upon request and for download at the PCA website: www.pacouncilonthearts.org

REVIEW CRITERIA

PPA Partners assemble advisory review panels to assess applications based on the following criteria.

Quality of Artistic Product/Process/Service40 points

- Quality of the project goals and measurable objectives that address the project goals. Project goals may include an artistic product (such as a performance, exhibition or other public event) or artistic process or service (such as classes, workshops, etc.)
- Quality of the artist(s) and others principally responsible for the project
- Quality of the work represented by the work sample, support materials, and/or venue of activities (if applicable)

Access to the Arts40 points

- Demonstrated knowledge of target audience
- Effective plans to reach general public, including target audience

Management.....20 points

- Appropriate budget
- Evidence of developing other support, such as business support, in-kind support, and shared services (if applicable)
- Ability of staff, volunteers and/or board to manage effectively and implement programming

APPLICATION REVIEW PROCESS

PPA Partners use an advisory review process to assess applications based on the review criteria. Membership on advisory panels rotates, so applicants should not assume that the panelists have any prior knowledge of them.

- The information provided in the application is the principal source of information for the advisory panel review.
- Applications should be clear, complete and compelling in presenting all information. The responsibility for making a case for PPA support rests entirely with the applicants.
- Applicants may receive little or no support if information is missing, incorrect or unclear.

APPLICATION INSTRUCTIONS PROJECT STREAM

Postmark due date by June 17, 2011.

Pennsylvania Partners in the Arts Project Stream applications must be submitted electronically via eGRANTsm

Project Stream Application Form

1. Go to the PCA's eGRANTsm at <http://pca.egrant.org> and login using your username and password.

FOR NEW eGRANTsm USERS: If you or your organization has not yet applied to the PCA for funding using eGRANTsm, you will need to REGISTER a new account. You will provide general contact information and choose a login name and password. Please keep a record of your login and password.

Contact the PCA if you need assistance with login information or registration.

2. Under the blue "Pennsylvania Partners in the Arts (PPA) – Program & Project Streams" heading, select 2011-2012 PPA Project Stream from the drop-down box and click "Create New Form."
3. The new application will appear in your account menu. Click the corresponding green "Edit" button to begin working on the forms.

4. When you have completed the eGRANTSM forms, submit your application electronically.
5. Once you have submitted your completed Project Stream application, print the application by following the “Print PDF” box at the top of the application form, or by clicking the yellow “View” button from your account menu.
6. In addition to the electronic submission, you must also mail the requisite number of signed hardcopy forms and the required supplemental materials to your PPA Partner. Please refer to pages 10-12 for contact information. The application is not complete until authorized and signed hardcopies have been received.

If you have questions about the application process, please contact your PPA Partner.

FUNDING PROCESS

The PPA Partners’ Boards review the advisory panels’ recommendations prior to making their funding decisions. The PPA Partners’ Boards are not obligated to make formal explanation of their awards.

PPA will notify the appropriate legislators of the funding decisions prior to notifying applicants. PPA will notify applicants by mail of the funding decisions.

Those applicants receiving an award will be sent an award agreement (contract) setting forth any conditions, restrictions, and changes imposed by PPA. Applicants must return the award agreement in order for the award process to begin.

Upon signing the award agreement, recipients certify that they will accept the terms and conditions referred to in the award agreement. Copies of the terms and conditions are available for download at the PCA website: www.pacouncilonthearts.org.

CREDITING GUIDELINES

PPA grantee agrees:

- (1) To include an acknowledgement of state arts funding support in all materials and announcements published by you and relating to your PPA funded activities. (You do not have to include this credit paragraph in paid advertising). The acknowledgement must stand-alone and not be combined with acknowledgements of funding from other public and private sources. Acknowledgement of PPA support must state as follows:
This project was supported by the Pennsylvania Council on the Arts, a state agency, through the Pennsylvania Partners in the Arts (PPA), its regional arts funding partnership. State government funding for the arts depends upon an annual appropriation by the Pennsylvania General Assembly and from the National Endowment for the Arts, a federal agency. PPA is administered in this region by [insert name of your PPA Partner.]
- (2) To incorporate the PCA logo in its programs, promotional materials, education materials, and posters relating to its PPA funded activities and disseminated by the Grantee. The PCA logo is available upon request and for download at the PCA website: www.pacouncilonthearts.org.

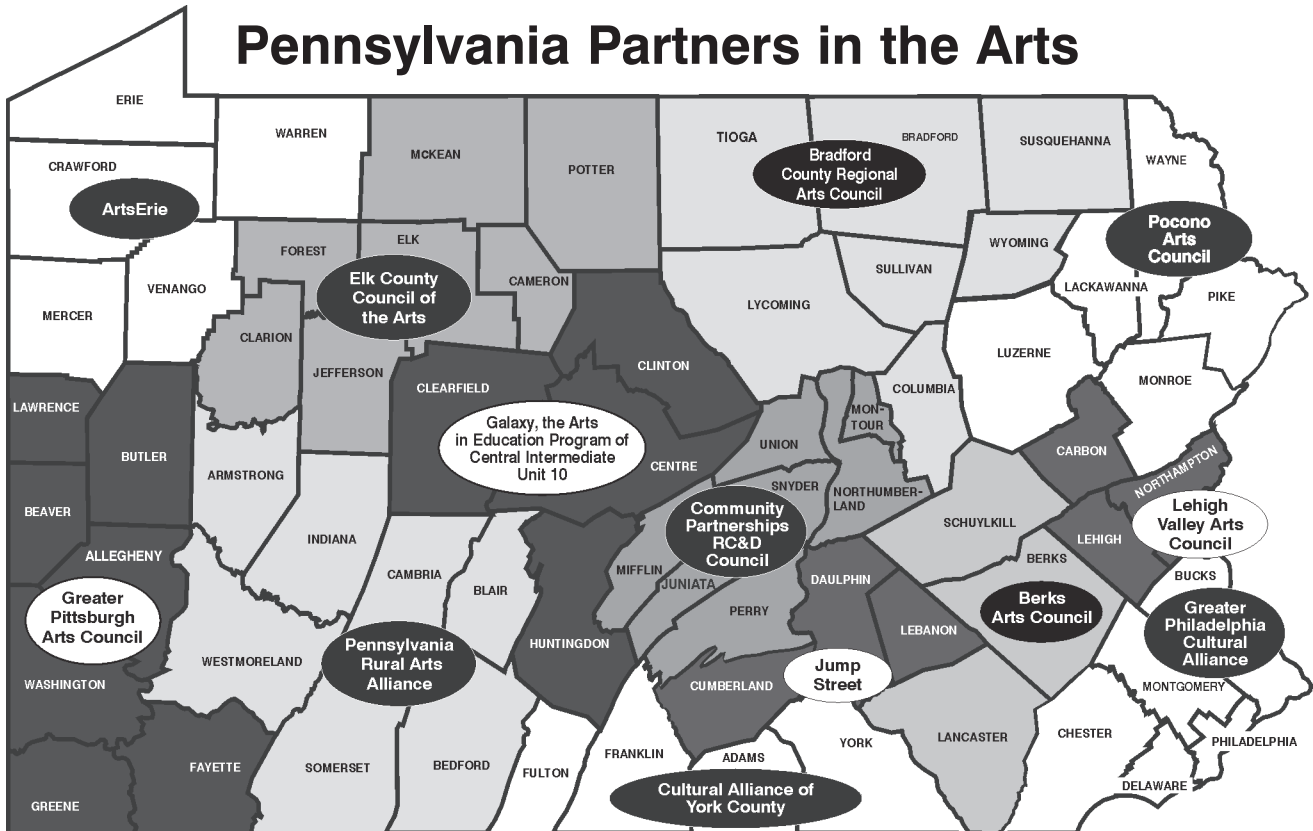
APPEALS PROCESS

Pennsylvania Partners in the Arts (PPA) recognizes that errors may occur in the PPA application process. PPA is committed to acknowledging any errors and responding to rectify the effects of an error. The appeals process enables applicants to identify these errors and omissions, and bring them to the attention of a designated partner. Appeals to the board of a designated partner may result in an increase in the PPA award amount if the applicant can satisfactorily document that the application was misrepresented or improperly reviewed through no fault of the applicant. Appeals are awarded only if the designated partner believes that the error or omission had a substantial effect on the recommendation of the advisory panel.

Appeals are not intended to provide the applicant with an opportunity to challenge the recommendations of the advisory panel. Disagreements with the judgment of the advisory panel or the amount of the award are not grounds for an appeal.

Applicants considering an appeal should contact their partner for advice and guidance. The appeal of an award decision must be made in writing ten (10) business days from the date of the notification of the award from partner. Letters of appeal should be addressed to your PPA Partner. Send a copy to Brian Rogers, Deputy Executive Director, Pennsylvania Council on the Arts. The letter should identify the error or omission and the effect such error had on the recommendation of the advisory panel. If the appeal is supported by the partner, funds will be awarded only if they are available.

Pennsylvania Partners in the Arts



PPA CONTACT INFORMATION

ArtsErie

Serves: Erie, Crawford, Mercer, Venango, Warren

Address: 3 East 4th Street, Suite 10
Erie, PA 16507

Contact: Charlotte Mashyna,
Executive Director

Phone: 814-452-3427

Fax: 814-452-3128

Email: cbar@artserie.org

Web: www.artserie.org

Berks Arts Council

Serves: Berks, Lancaster, Schuylkill

Address: P.O. Box 854
Reading, PA 19603-0854

Contact: Karen Haver,
Interim Program Manager

Phone: 610-898-1930 x0

Fax: 610-898-1932

Email: karen@berksarts.org

Web: www.berksarts.org

Bradford County Regional Arts Council

Serves: Bradford, Columbia, Lycoming, Sullivan, Susquehanna, Tioga, Wyoming

Address: 601 Main Street
Towanda, PA 18848-1613

Contact: Brenda Thomas,
Dir. Arts in Education

Phone: 570-268-2787

Fax: 570-265-4558

Email: brenda@bcrac.org

Web: www.bcrac.org

Community Partnerships RC&D

Serves: Juniata, Mifflin, Montour, Northumberland, Perry, Snyder, Union

Address: 23 N. Main St.
Lewistown, PA 17044-1746

Contact: Sam Price,
Executive Director

Phone: 717-248-4901

Fax: 717-513-1031

Email: cpartnerships@partnerships.com

Web: www.cpartnerships.com

Cultural Alliance of York County

Serves: Adams, Franklin, Fulton, York

Address: 14 West Market Street
York, PA 17401

Contact: Joanne Riley,
President

Phone: 717-812-9255

Fax: 717-812-0614

Email: rileyjp1@culturalalliance-york.org

Web: www.culturalalliance-york.org

Elk County Council for the Arts

Serves: Cameron, Clarion, Elk, Forest, Jefferson, McKean, Potter

Address: 237 Main Street
Ridgway, PA 15853

Contact: Abbi Peters,
Executive Director

Phone: 814-772-7051

Fax: 814-772-7049

Email: ppa@eccota.com

Web: www.eccota.com

Galaxy, the Arts in Education Program of CIU10

Serves: Centre, Clearfield, Clinton, Huntingdon

Address: 444 E. College Ave., Suite 125
State College, PA 16801

Contact: Jennene Lundy,
Director

Phone: 814-237-3003

Fax: 814-237-3790

Email: jlundy@ciu10.org

Greater Philadelphia Cultural Alliance

Serves: Bucks, Chester, Delaware, Montgomery, Philadelphia

Address: 1616 Walnut Street, Suite 600
Philadelphia, PA 19103

Contact: Melissa Cooper, Programs and Planning Coordinator

Phone: 1-866-526-8689 or 215-399-3524

Fax: 215-557-7823

Email: melissac@philaculture.org

Web: www.philaculture.org

Greater Pittsburgh Arts Council

Serves: Allegheny, Beaver, Butler, Fayette,
Greene, Lawrence, Washington

Address: 810 Penn Avenue, Suite 200
Pittsburgh, PA 15222

Contact: David Seals,
Program Manager

Phone: 412-391-2060 x227

Fax: 412-394-4280

Email: dseals@pittsburghartscouncil.org

Web: www.pittsburghartscouncil.org

Jump Street

Serves: Cumberland, Dauphin, Lebanon

Address: 100 North Cameron Street,
Suite 108
Harrisburg, PA 17101

Contact: Melissa Snyder,
PPA Program Coordinator

Phone: 717-238-1887

Fax: 717-238-8276

Email: msnyder@jumpstreet.org

Web: www.jumpstreet.org

Lehigh Valley Arts Council

Serves: Carbon, Lehigh, Northampton

Address: 840 Hamilton Street, Suite 201
Allentown, PA 18101

Contact: Randall Forte,
Executive Director

Phone: 610-437-5915

Fax: 610-437-5916

Email: info@lvartscouncil.org

Web: www.lvartscouncil.org

Pennsylvania Rural Arts Alliance

Serves: Armstrong, Bedford, Blair,
Cambria, Indiana, Somerset,
Westmoreland

Address: PO Box 9
Loretto, PA 15940-0009

Contact: Rebecca Catelinet, Executive Director

Phone: 814-472-3927

Fax: 814-472-2837

Email: praa@francis.edu

Web: www.praa.net

Pocono Arts Council

Serves: Lackawanna, Luzerne, Monroe,
Pike, Wayne

Address: 18 North Seventh St.
Stroudsburg, PA 18360

Contact: Tassy Gilbert, PPA Coordinator

Phone: 570-476-4460

Fax: 570-426-7293

Email: tassy@poconoarts.org

Web: www.poconoarts.org

PENNSYLVANIA PARTNERS IN THE ARTS

Partner Cross Reference Guide by County

Adams	Cultural Alliance of York County
Allegheny	Greater Pittsburgh Arts Council
Armstrong	Pennsylvania Rural Arts Alliance
Beaver	Greater Pittsburgh Arts Council
Bedford	Pennsylvania Rural Arts Alliance
Berks	Berks Arts Council
Blair	Pennsylvania Rural Arts Alliance
Bradford	Bradford County Regional Arts Council
Bucks	Greater Philadelphia Cultural Alliance
Butler	Greater Pittsburgh Arts Council
Cambria	Pennsylvania Rural Arts Alliance
Cameron	Elk County Council on the Arts
Carbon	Lehigh Valley Arts Council
Centre	Galaxy, the Arts in Education Program of Central Intermediate Unit 10
Chester	Greater Philadelphia Cultural Alliance
Clarion	Elk County Council on the Arts
Clearfield	Galaxy, the Arts in Education Program of Central Intermediate Unit 10
Clinton	Galaxy, the Arts in Education Program of Central Intermediate Unit 10
Columbia	Bradford County Regional Arts Council
Crawford	ArtsErie
Cumberland	Jump Street
Dauphin	Jump Street
Delaware	Greater Philadelphia Cultural Alliance
Elk	Elk County Council on the Arts
Erie	ArtsErie
Fayette	Greater Pittsburgh Arts Council
Forest	Elk County Council on the Arts
Franklin	Cultural Alliance of York County
Fulton	Cultural Alliance of York County
Greene	Greater Pittsburgh Arts Council
Huntingdon	Galaxy, the Arts in Education Program of Central Intermediate Unit 10
Indiana	Pennsylvania Rural Arts Alliance
Jefferson	Elk County Council on the Arts
Juniata	Community Partnerships Resource Conservation & Development Council
Lackawanna	Pocono Arts Council
Lancaster	Berks Arts Council
Lawrence	Greater Pittsburgh Arts Council
Lebanon	Jump Street

PENNSYLVANIA PARTNERS IN THE ARTS

Partner Cross Reference Guide by County

Lehigh	Lehigh Valley Arts Council
Luzerne	Pocono Arts Council
Lycoming	Bradford County Regional Arts Council
McKean	Elk County Council on the Arts
Mercer	ArtsErie
Mifflin	Community Partnerships Resource Conservation & Development Council
Monroe	Pocono Arts Council
Montgomery	Greater Philadelphia Cultural Alliance
Montour	Community Partnerships Resource Conservation & Development Council
Northampton	Lehigh Valley Arts Council
Northumberland	Community Partnerships Resource Conservation & Development Council
Perry	Community Partnerships Resource Conservation & Development Council
Philadelphia	Greater Philadelphia Cultural Alliance
Pike	Pocono Arts Council
Potter	Elk County Council on the Arts
Schuylkill	Berks Arts Council
Snyder	Community Partnerships Resource Conservation & Development Council
Somerset	Pennsylvania Rural Arts Alliance
Sullivan	Bradford County Regional Arts Council
Susquehanna	Bradford County Regional Arts Council
Tioga	Bradford County Regional Arts Council
Union	Community Partnerships Resource Conservation & Development Council
Venango	ArtsErie
Warren	ArtsErie
Washington	Greater Pittsburgh Arts Council
Wayne	Pocono Arts Council
Westmoreland	Pennsylvania Rural Arts Alliance
Wyoming	Bradford County Regional Arts Council
York	Cultural Alliance of York County

PROJECT STREAM APPLICATION FORM

Postmark Date: June 17, 2011



Submit applications via eGRANT.
Go to <http://pca.egrant.org>

Send your application and supplementary materials to your PPA Partner.
(Refer to pages 10-12 for contact information.)

Instructions for Page 1

Before you begin, read the entire guidelines and application. Remember that the responsibility for making a compelling case for PPA support rests entirely with the applicant. Applications should be unbound (no staples please – paper clips are fine). Do not exceed the paper limitations.

A. Applicant Information

A1. Applicant Type: Select your applicant type as Individual, Organization - Non-Profit, Government – Federal; Government – State; Government – Regional; Government – County; Government – Municipal; Government – Tribal; Fiscal Sponsor; or None of the above.

A3. Parent Organization: List the name of parent organization if the applicant is a department, program or subsidiary of a larger “umbrella” organization such as a university, YMCA, or community center.

A8. Zip + 4: Zip + 4 can be obtained at <http://www.usps.com/zip4/>

Fiscal Sponsor: If you will apply through a fiscal sponsor, please contact your PPA Partner. (Refer to PPA contact information on pages 10-14). Fiscal sponsorship traditionally refers to an established non-profit serving as an umbrella and contracting entity for charitable funds received by a new project/organization lacking a 501(c) tax status. This fiscal sponsor receives and administers the grant funds and can charge an administrative fee commensurate with the scope of the administrative services. Artistic control and proprietary rights rest exclusively with the applicant initiating and completing the project, not the fiscal sponsor.

NOTE: When filling out the eGRANT application, you will be required to include both a mailing address and a physical address. **DO NOT** use P.O. Box numbers for the physical address.

NOTE: The applicant’s social security number or federal ID number will no longer appear on the printed application.

Certification and Statement of Assurances

The application must be signed by the person who is legally authorized to obligate the applicant, for example, the board chair, executive director or the individual who assumes responsibility for the funds and project activities. (Photocopied signatures are not accepted.)



Pennsylvania Council on the Arts

PROJECT STREAM Application Form

FY 2011-2012

Application Deadline: Postmarked by June 17, 2011

Do Not Staple

PCA USE ONLY
Apply application label here

A. Applicant Information

A1 Applicant Type: _____

A2 Name of Organization/Individual: _____

A3 Name of Parent Organization (if any): _____

A4 Address Line 1: _____

A5 Address Line 2: _____

A6 City: _____

A7 State: _____

A8 Zip + 4: _____

A9 County: _____

A10 Contact Name: _____

A11 Contact Title: _____

A12 Phone Number: _____

A13 Fax Number: _____

A14 E-mail Address: _____

A15 Web Address: _____

SAMPLE use!
pca.egrant.org

Certification and Statement of Assurances

The applicant certifies, represents and warrants that it meets all eligibility requirements set forth by the PPA and that:

1. The information contained herein and in all attachments and supporting material is true and correct, the filing of the application has been duly authorized by the governing body of the applicant, and the undersigned have authority to execute this application on behalf of the applicant.
2. The applicant accepts in advance any grant awarded by PPA, agreeing: a.) That any funds received as a result of the application will be expended solely for the described projects and programs, in accordance with the provisions of the "Additional Terms and Conditions" b.) To such other restrictions, conditions, and changes as PPA may impose, unless the applicant objects within 30 days of mailing of the award letter setting forth the terms of the grant in writing.
3. Any organization that the applicant assists will also comply with the provisions of the "Additional Terms and Conditions" when conducting any activity for which the applicant receives financial assistance from PPA.

Authorizing Signature

Date

Typed Name & Title

Typed Date

Instructions for Page 2

A. Applicant Information, continued

A16-18. Legislative District Numbers: Your Legislative Districts will automatically be populated into the online application using the provided address.

B. Project Information

B1. Project Artist Discipline: Select one of the following as your, or your project artistic discipline: Crafts, Dance, Design Arts, Folk Arts, Interdisciplinary, Literature, Media Arts, Multidisciplinary, Music, Opera/Musical Theatre, Photography, Theatre, Visual Arts.

B2. Project Race/Ethnicity: This information is used for PCA reporting requirements. Select one of the following from the list below to describe the predominant racial characteristics of your project activities. If predominate activities emphasize or reflect the traditions or culture of any particular race, then use the appropriate code listed below. If the activities do not fit within one code, then use the code for general (99).

50 percent or more American Indian/Alaska Native.....N
50 percent or more AsianA
50 percent or more Black/African American.....B
50 percent or more Native Hawaiian/Pacific IslanderP
50 percent or more Hispanic/LatinoH
50 percent or more White.....W
No single group represents 50 percent or more of staff or board or membership99

B5. Project Dates: List the beginning and end dates for your project activities. Funded project activities must take place between September 1, 2011 and August 31, 2012.

B6. Project Location(s)/Venue(s) and County(ies): List the name(s) of project location(s)/venue(s), address(es), city(ies), state, zip(s) + 4, and the county or the counties in which your project will take place.

Note: eGRANTsm forms will also request the complete address(es) and the zip code(s) for the project location(s) or venue(s).

B7. Regional Project: If more than 50% of your project activities will occur in more than one county, check the “yes” box. If not, check the “no” box.

B8. Projects Conducted with or in a PPA Program Stream, AOAP, or Entry Track organization or program. Refer to eligibility guidelines on page 5 of the application guidelines.

B9. Project Description: Please describe your project in one or two sentences, including the artistic discipline/s (dance, drama, literature, etc.) and type of activity/ies (classes, performances, etc.).



Applicant Name: _____

A. Applicant Information (continued)

- A16 State House District #: _____
- A17 State Senate District #: _____
- A18 Federal Congressional District #: _____
- A19 Have you received PPA funding previously? Yes No
- A20 If so, list during which years: _____

B. Project Information

- B1 Project Artistic Discipline: _____
- B2 Project Activity Ethnicity/Race: _____
- B3 Project Director Name: _____
- B4 Project Director Title: _____
- B5 List the Project Start and End Dates: _____
- B6 Project Location(s)/Venue(s) where project activities will take place:

Name of Venue Location

County

1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____

- B7 Is this a regional project? (A regional project is one in which more than 50% of the project activities occur in more than one county.) Yes No
- B8 Will this project be conducted with or in an organization funded through PPA Program Stream, AOAP Track or Entry Track? Yes No
- B9 Provide a Brief Project Description (20 to 30 words; no more than two sentences):

Instructions for Page 3

C. Project Income

List all sources of income for this project only. Potential income categories might include some of the following: admissions or ticket sales, concessions or merchandise sales, workshop or tuition fees, memberships, fundraising, host organization, individual, foundation, corporate, and federal, state or municipal government. If the project has multiple grants from foundations or corporations, please list each one separately. **Do not include in-kind (non-cash) contributions.**

If the income source is secured, e.g., donations or grants that you have received, check the box provided next to the line item.

Your total income, including your PPA request amount, must equal your total project expenses.

C1. PPA Request Amount: Remember to enter your grant request amount, up to \$3,000.

Matching requirements:

- First and second time PPA Project Stream recipients are not required to match the requested amount.
- Third time and thereafter recipients must show a 1:1 cash match of funds requested.
- PCA Funds may not be used as a match for other PCA funds.

D. Project Expenses

List all expenses for this project only. Potential expense categories might include some of the following: artistic fees, marketing/promotions, space/facility rental, equipment rental, supplies, postage, printing, travel, insurance or other expenses. Do not list in-kind.

Your total project expenses must equal your total project income.

For a list of expenses that do not qualify for funding, please refer to the *PPA Project Funds May Not Be Used For* section on page 6.



Applicant Name: _____

C. Project Income (Cash)

List all income for this project. Do not include in-kind.

Check box if secured.

C1	PPA request amount (may not exceed \$3,000)		\$ _____
C2	_____	<input type="checkbox"/>	\$ _____
C3	_____	<input type="checkbox"/>	\$ _____
C4	_____	<input type="checkbox"/>	\$ _____
C5	_____	<input type="checkbox"/>	\$ _____
C6	_____	<input type="checkbox"/>	\$ _____
C7	_____	<input type="checkbox"/>	\$ _____
C8	_____	<input type="checkbox"/>	\$ _____
C9	_____	<input type="checkbox"/>	\$ _____
C10	_____	<input type="checkbox"/>	\$ _____
C11	Subtotal matching income (add lines C2 thru C10):		\$ _____
C12	Total project income (C1 + C11):		\$ _____

SAMPLE use!
pca.egrant.org

D. Project Expenses (Cash)

List expenses for this project. Do not include in-kind.

D1	_____	\$ _____
D2	_____	\$ _____
D3	_____	\$ _____
D4	_____	\$ _____
D5	_____	\$ _____
D6	_____	\$ _____
D7	_____	\$ _____
D8	_____	\$ _____
D9	_____	\$ _____
D10	_____	\$ _____
D11	_____	\$ _____
D12	_____	\$ _____
D13	Total Project Expenses (add lines D1 thru D12):	\$ _____

Must equal total Income

Instructions for Pages 4 - 6

E. Narrative Information

Please submit a narrative not to exceed three pages or a total of 1500 words that responds to the narrative questions listed below.

Please re-state the question number, and header and follow with your response. For example:

E1. PROJECT DESCRIPTION.

The project is a performance of XYZ Arts during our summer concerts program

Criterion: Quality of Artistic Product/Process/Service.....(40 points)

E1. PROJECT DESCRIPTION: Describe your project in detail, including when and where it will take place, who is involved, and the sequence of activities.

E2. GOALS AND OBJECTIVES: List the goals and objectives for the project. Describe how you will measure or know that the goals and objectives have been met.

E3. ARTISTIC QUALIFICATIONS: List the qualifications or previous experience of the artist(s) and others involved in your project. Enclose with the application: résumé(s) and a work sample(s). If artist selection has not occurred for your project, please include a list of artists involved in similar projects in the past, if applicable.

Criterion: Access to of the Arts(40 points)

E4. TARGET AUDIENCE: Describe your target audience for this project. When describing the target audience include age groups, ethnicity, location, special needs, etc. How did you decide to focus on this audience?

E5. RESEARCHING TARGET AUDIENCE: Describe how you will reach your target audience.

E6. REACHING GENERAL PUBLIC: Describe your efforts to include others beyond your target audience to be involved in your project (e.g. parents, neighborhood groups, associations, local government officials, local businesses and vendors, etc.)

E7. PAST ATTENDANCE: Provide attendance figures for past activities similar to your proposed project. Past activities are defined as activities conducted by you or your organization.

Criterion: Management(20 points)

E8. BUDGET: Provide a detailed explanation for key items in your budget, including larger expense items, fees to artists, or other items that you would like to clarify. Detail any in-kind support and/or other shared services that will be provided for your project.

E9. KEY STAFF QUALIFICATIONS: Identify and list the qualifications or previous experience for the key person(s) (e.g. staff, volunteer, boards, etc.) in charge of making sure the project proceeds as planned. Include others who are involved and in what capacity. Enclose with the application: résumé(s) of key people involved in the management of the project.



Pennsylvania Council on the Arts

PROJECT STREAM Application Form

Application Deadline: Postmarked by June 17, 2011

Circle page number:

4 5 6

Applicant Name: _____

Narratives

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Instructions for Page 7

F. Application checklist

Please use the checklist to assemble your application and **send to your PPA Partner. Refer to Pages 10-12 for contact information.**

Please include the checklist with your application materials.

Check Y (yes) if you have included the item.

Check Not Available/Applicable if you do not have the item and are not including it.

REQUIRED support materials

- Résumé or biography (no more than one page each) of key artistic and administrative personnel involved in the project.
- If the project will be presented in a venue that is not controlled by you or your organization, submit a one-page letter, signed by the director of the venue where the project will be presented, indicating the venue's willingness to host your event.
- For organizations, a copy of letter certifying 501 (c)(3) status (if applicable).
- For individual applicants, a letter(s) of intent, signed by all participating artists, indicating their commitment to participate in the project described in application.

OPTIONAL support materials

- Press clippings and/or other materials that support your application.
- Two (2) copies of the same work sample and description of work sample(s).
You may submit:
 - o Up to 10 PowerPoint slides or pictures; and/or
 - o DVD indicating a representative 4-minute selection; or
 - o CD indicating 4-minute selection; or
 - o Publication; or
 - o Please contact your PPA Partner if you wish to submit other media.

Send a self-addressed, stamped envelope if you wish to have work samples returned.

Please note: Do not send originals or your only copy of your sample. Every attempt will be made to return your work samples; however, PPA Partners cannot accept responsibility for lost or damaged works samples.

PROJECT STREAM Application Form

Application Deadline: Postmarked by June 17, 2011

Do Not Staple







Applicant Name: _____

F. Application Checklist

Provide two (2) single-sided and collated copies of the application forms and two (2) copies of your application support materials. Submit your application and support materials to your PPA Partner.

Note: Please do not staple sets of application pages. Use paperclips to bind the forms.

Yes N/A

- 1.  Two (2) copies of the Project Stream Application Form (pages 1-7)
- 2.  Two (2) copies of required support materials (résumés, venue and intent letters)
- 3.  IRS Determination Letter, if applicable
- 4.  Two (2) copies of optional support materials (clippings, brochures, etc.)
- 5.  Self addressed, stamped envelope for the return of your work sample
- 6.  Two (2) copies of work sample (PowerPoint, pictures, DVD, CD, publication)

Describe your work sample, if applicable.

Assemble the application package as illustrated below:



2 copies of the application form



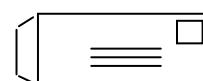
2 copies of the support materials, as applicable



Self addressed stamped envelope for return of work sample



2 copies of Artistic Work Sample



Submit package to your PPA Partner

GOALS OF THE PCA

Given the Council's mandate to help make the best possible art available to the maximum number of Pennsylvania's citizens, and given the understanding of the environment in which this mission is to be pursued, the following three goals are identified as the essential components of the service the PCA provides the Commonwealth.

GOAL I. Support

"Support Pennsylvania's creative industry in providing cultural services to the people of the Commonwealth."

GOAL II. Community

"Stimulate engagement between and among community leaders, arts organizations and artists to create more vibrant Pennsylvania communities."

GOAL III. Alignment

"Align the PCA's policies and programs to create a more efficient and effective agency."



Commonwealth of Pennsylvania
Council on the Arts
216 Finance Building
Harrisburg, PA 17120

