



Tom Corbett
Governor

Commonwealth of Pennsylvania
Partners in the Arts

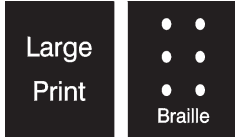


2011-2012
Preserving Diverse
Cultures Division

**Application
Postmark
Deadline:
March 4, 2011**

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IBM Compatible Computer Disks
Grade 2 Braille
Audio Cassette
Large Print

TTY Users 1-800-654-5984

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

Phone: 717-787-6883
Fax: 717-783-2538

Website
www.pacouncilonthearts.org

Office Hours:
8:30 – 5:00 Monday thru Friday

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

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Carol R. Brown, Vice Chair, Pittsburgh

Caroline Allen, Harrisburg
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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 which 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 COUNCIL:

(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)
Website: <http://www.pacouncilonthearts.org>
Office Hours: 8:30 a.m. – 5:00 p.m. Monday thru Friday



NATIONAL
ENDOWMENT
FOR THE ARTS

Funding Categories for Preserving Diverse Cultures Division

A Council Initiative that supports development of organizations from the African American, Asian American, Hispanic/Latino, and Native American communities. Preserving Diverse Cultures Division supports the following:

If you

- have at least a two-year history of arts/cultural programming
- are an unincorporated ensemble or arts program or organization interested in organizational/program development
- have a 2-3 year average arts/cultural fiscal size of less than \$24,000
- will not submit an application to the Entry Track

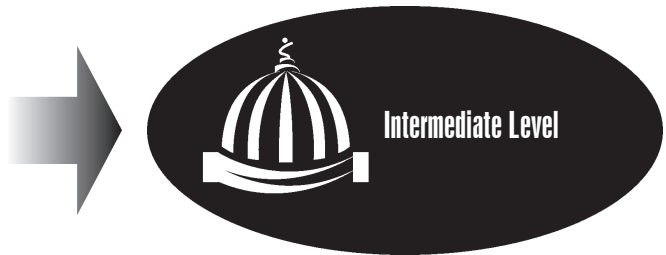
** Applicants to this program may submit one additional application to either the PPA Program or the AOAP Track.*



If you

- have a federal identification number and pending 501(c)
- intend to create a new or augment an existing paid administrative position
- have an average arts/cultural fiscal size of \$24,000-\$100,000
- intend to develop an increased capacity building strategic plan

** Applicants to this program may submit one additional application to either the PPA Program or the AOAP Track.*



If you

- are a 501(c) arts organization
- are viewed as an institution within your community
- have an average fiscal size of approximately \$125,000
- have been in existence for at least 10 years

** Applicants to this program may submit one additional application to either the PPA Program or the AOAP Track.*



Note: Pennsylvania Partners in the Arts (PPA Program) is the PCA's Decentralized Funding Program.

Arts organization and Arts Program (AOAP Track) is the PCA's ongoing support category for organizations over a \$200,000 fiscal size.

APPLICATION AND FUNDING PROCESS

The following information relates to the application process of the PCA and to the subsequent procedures once an award has been made. Please read all guidelines carefully prior to submitting an application.

Application Process

The PCA uses an advisory panel review process to make recommendations for the Council's consideration in making final funding decisions. Membership on advisory panels rotates so applicants should not assume that the panelists have any prior knowledge of the applicant.

- The information provided in the application is the principal source of information for advisory panel review.
- Applications should be clear, complete, and compelling in presenting all information.
- The responsibility for making a compelling case for PCA support rests entirely with the applicant.
- Only the information required by the PCA will be presented to the advisory panel. Applicants must adhere to the limits on number of pages, supplemental materials, and work samples.
- The advisory panel may recommend little or no support if information is missing, incorrect or unclear.

The Commonwealth of Pennsylvania and the National Endowment for the Arts are the sources of funds for the PCA. They, and other agencies, have certain reporting requirements. Some of the information requested is used for reporting purposes. The PCA also asks for some data for research purposes, particularly information on the economic impact of the arts.

NOTE: At any time the PCA reserves the right to request audit information from applicants to clarify or verify information presented in the application. Reference the Additional Terms and Conditions Governing Grants-in-Aid for more information at www.pacouncilonthearts.org.

Funding Process

The recommendations of the advisory panel are reviewed and approved by the Council prior to making all awards.

The Council does not obligate itself to make formal explanation of its awards. Program Directors are available to advise applicants. However, this advice does not represent the decision of the Council nor bind the Council in future determinations.

The PCA will notify the General Assembly of Council decisions prior to applicant notification.

Applicants are notified by mail of the decision of the Council.

Those receiving awards will be sent an Award Agreement (contract) setting forth any conditions, restrictions, and changes imposed by the Council, and must return completed invoices, revised budgets, project descriptions, and copies of the signed Award Agreement

in order for the award process to begin. The recipient will use the Award Agreement to specify how funds will be used. The use of funds is subject to PCA approval.

Upon signing the Award Agreement, recipients certify that they will accept the terms, conditions, and provisions referred to in the Award Agreement. Copies of the terms and conditions are available. Recipients also agree to accept any conditions, restrictions or changes imposed by the Council unless the recipient objects in writing within 30 days of the mailing of the award letter. The PCA is required to verify that the recipient has complied with all terms of the contract. Recipients must return the materials requested in the Award Agreement within 30 days of the date of the mailing of the Award Agreement. Failure to return this material within this period may result in cancellation of the award at the sole discretion of the PCA.

Check Process

Requests for checks are initiated by the PCA upon approval of the fully executed Award Agreement. Awards are subject to review by several state agencies. It can take two to four months for the checks to be issued after the PCA approves the Award Agreement. Often PCA funds will not arrive by the start date of the project or funding year.

The PCA does not issue checks. Checks are issued by the Pennsylvania Department of the Treasury and do not arrive at the same time each year. Applicants should be aware of this and plan their cash flow accordingly.

Appeal Process

The PCA recognizes that errors may occur in its application process. The PCA 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 the Council. Appeals of the Council's decision may result in an increase in the PCA 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 Council 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. Disagreement 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 the PCA's Deputy Executive Director for advice and guidance. The appeal of an award decision must be made in writing within 30 days from the date of the PCA Award Agreement. Letters of appeal should be addressed to the PCA Executive Director. 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 Council, funds will be awarded only if they are available.

PRESERVING DIVERSE CULTURES DIVISION DESCRIPTION

Definition of Preserving Diverse Cultures:

A Council initiative that supports the development of organizations whose mission is deeply rooted in and reflective of the African American, Asian American, Hispanic/Latino, and Native American perspectives. The applicant's programs, perspective, and staff are representative of those communities.

The Preserving Diverse Cultures Division (PDC) supports organizational stabilization and expansion of arts and cultural programming in culturally specific communities. This Division focuses on the development of culturally-specific organizations and the training of capable administrators. Identified communities are: African American, Asian American, Latino/Hispanic and Native American. The Preserving Diverse Cultures Division is an institutional development division.

Matching Requirements:

With the exception of Strategies for Success Basic and Intermediate Levels, consultant and programmatic funding is non-matching unless otherwise specified. At the Intermediate Level, a match is required for the funded staff position. Generally, PCA awards must be matched on a dollar-for-dollar basis in cash. In-kind goods and services may not be used to match PCA funds.

This Division Funds:

The funding categories below are for the Preserving Diverse Cultures Division only. Organizations in the Intermediate and Advanced levels of Strategies for Success may be eligible to apply to PPA or the Arts Organizations and Arts Programs Track as well as Strategies for Success.

Strategies for Success Program – This Program addresses organizational development for culturally specific organizations through Implementation Awards, Technical Assistance, Long-Term Consultation, and Individual Development workshops and conferences.

Participation in the Program is based on three levels of development-Basic, Intermediate and Advanced. Funding at each level depends on an annual evaluation. Participants accepted into the Basic and Intermediate levels are required to attend the two-day Organizational Development Conference. Generally, the combined length of an organization's participation in the Strategies Program, Basic and Intermediate Levels may not exceed 6 years, and no more than three years may be spent at the same level. Generally, the maximum length of an organization's participation in the Advanced level is 2 years. However, graduates of the Program or organizations experiencing difficulty in advancing to the next level may request an extension.

Division-Specific Advice:

First-time applicants are encouraged to contact the Preserving Diverse Cultures Division Director prior to completing an application to ensure they are applying to the correct program.

Current participants in the Strategies for Success Program must have their PCA assigned consultant complete and submit a Strategies Progress Report.

All Basic and Intermediate Level organizations must attend the Preserving Diverse Cultures Organizational Development Conference. Organizations must identify a board or staff person to participate in administrative development activities designed for them by PCA. Applicants to the Strategies for Success Basic and Intermediate Levels should discuss with their board of directors the impact a consultant will have on the growth of the organization and plan accordingly.

This Division Does Not Fund:

With the exception of the AMI Program, funding in the Preserving Diverse Cultures Division is restricted to organizations and artists from the African American, Asian American, Latino/Hispanic and Native American communities.

Additional Enclosures Required

In addition to the general enclosures required for all applicants, organizations applying to the Preserving Diverse Cultures Divisions must also submit the following material:

Applicants to all levels of Strategies for Success must submit three letters of support from the above referenced designated communities they serve.

Technical Assistance & Professional Development

Organizational Short-Term Professional Development and Consulting – Professional Development and Consulting awards of up to \$2,000 non-matching funds are available to culturally specific organizations that may be ineligible to participate in the Strategies for Success Program. To expedite delivery of funds, the application should be postmarked eight weeks before the assistance is needed.

Please submit:

- **Three copies of Technical Assistance & Professional Development Application.**
- **Two copies of Item #2 in How to Apply (list of managerial and artistic staff)**
- **Consultants' letters of intent or conference brochures (where applicable).**

Professional Development for the Individual Artist – The Program offers individual artists up to \$200 to attend conferences and other professional development opportunities. In the past, artists have received funds to cover conference fees, non-credit career advancement, and promotional materials. Priority is given to artists who did not receive this support in the prior year.

Individual artists working within the communities targeted by Strategies for Success and African Americans, Asian Americans, Hispanic/Latinos and Native Americans in Pennsylvania may apply.

Please submit:

- Three copies of Technical Assistance & Professional Development Application.
- Two copies of a professional resumé (max. two pages).
- Appropriate support materials (i.e., invoices, brochures, letters of intent, etc.).
- Two additional supplemental support materials (submit two copies of brochures, flyers, etc.).

The Division's Organizational Development Conference – addresses the professional development of administrators, and manages a statewide touring exhibition as well as other professional development workshops. For more information call the program director.

The Division's Publications – accepts submissions to the **ALNAH (African American, Latino, Native American, Asian, and Hispanic)** e-bulletin of information pertinent to the multi-cultural community. It also produces a directory of culturally diverse organizations in the Commonwealth.

BASIC LEVEL

Basic Level-Strategies for Success Description

Institutional/Organizational Establishment – This level is designed for organizations seeking assistance in the development of a formal board structure and more consistent arts programming, and establishment of 501(c)(3) status. Organizations must show evidence of two years of active arts and cultural programming to be eligible for funding. Unincorporated ensembles, artists’ cooperatives, organizations in need of restructuring, social service, community and non-arts organizations interested in cultivating professionally staffed arts programs are eligible to apply to this level. Basic Level applicants may submit an additional application to the PPA program provided you meet eligibility requirements.

The PCA awards up to \$2,500 in non-matching funds for consultants (as assigned by agreement/ consent of the PCA), and up to \$2,500 in non-matching funds for programs for a maximum total of \$5,000. List consultant funds in order of priority identifying no more than three areas of technical assistance. Eligible expenses include: staff development materials (fiscal management systems, publications, workshops); conference costs (fees, lodging and transportation not to exceed \$500); artists’ fees; equipment/facility rental (not to exceed \$500); printing; and other needs as determined by the assigned consultants.

Advisory Panel Process – Advisory panels convene every year to review applications and to make recommendations to the Council for support. The advisory panel will apply the following weighted criteria to an applicant’s past and current performance to determine a recommended award amount:

Quality of Artistic Product/Process/Service	35 points
Availability of the Arts	35 points
Management	30 points

PDC Award Process – Once the applications have been received at the PCA, they will be processed for advisory panel review. The advisory panel will make recommendations for Council action in June. Once the Council has approved the awards, the Award Agreement packets will be mailed to the applicants. The applicant must return the Award Agreement with a one-page outline of scheduled activities between September 2011 and August 2012. Certain terms, conditions, and restrictions may be placed on PCA support or support may be withheld at the discretion of the PCA until the applicant can demonstrate the ability to meet its obligations. The PCA will initiate the process to mail checks after the completed packets are returned to the PCA.

Additional Required Information and Work Samples

First and second year applicants only must submit:

- **Six copies of Basic Level application.**
- **Two copies of the resumé of the designated Strategies representative not to exceed two pages.**
- **Two copies of promotional materials, brochures, flyers, etc. Performance groups must submit either two cassette or video tapes of the ensemble in concert. Select representation of all cultural programs.**

- **A Strategies Progress Report Form completed by PCA assigned consultants of current participants and in Council offices by April 1.**
- **Two copies of board of directors or community advisory committee written with professional affiliations and ethnicity.**
- **Two copies of past completed fiscal cash flow statement inclusive of in-kind contributions.**

APPLICATION FORM

Postmark Deadline: March 4, 2011



Incomplete applications may not be submitted for panel review!

IMPORTANT NOTE ABOUT DEADLINES

It is important to submit completed applications by the postmark deadlines. Incomplete applications may not be submitted to the panel for review.



A. Organization/Program Information

A1 Check if new address:

A2 Federal ID #: _____

A3 Name of Organization/Program: _____

A4 Name of Parent Organization (if any): _____

A5 Address, Line 1: _____

A6 Address, Line 2: _____

A7 City, State, Zip + 4: _____

A8 County: _____

A9 Strategies Designated Representative: _____

A10 Contact Name (if different from above): _____

A11 Phone #: _____

A12 Fax #: _____

A13 Email Address: _____

A14 Web Address (URL): _____

A15 Request Amount (up to \$5,000): _____

A16 Check one:

Basic Level Year 1 Basic Level Year 3

Basic Level Year 2 Basic Level Requesting an Additional Year
(Please include a letter with the application outlining the circumstances to request an extension)

Certification and Statement of Assurances

The applicant certifies, represents and warrants to the Council that it meets all eligibility requirements set forth by the Council, including its status as a nonprofit corporation pursuant to IRS Section 501(c) 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 the Council, 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 Governing Grants-in-Aid" and "General Provisions." b.) To such other restrictions, conditions, and changes as the Council 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 Governing Grants-in-Aid" and "General Provisions," when conducting any activity for which the applicant receives financial assistance from the Council.

Two (2) DIFFERENT, ORIGINAL signatures in BLUE INK, required on each copy.

_____	_____	_____	_____
Chairman, President, or Board Member	Date	Authorized Staff Member	Date
_____	_____	_____	_____
Typed Name & Title	Date	Typed Name & Title	Date

Instructions for Narrative Questions

Page 2, 3, 4

Please submit a narrative not to exceed three pages that responds directly to the questions on the previous page. See Strategies for Success Basic Level descriptions for any required information specific to that program. Please number, type and answer the questions in the order listed. Use copies of the PCA supplied page with the numbers on the top of the page to answer the questions. Identify each of your pages by circling the appropriate number at the top.

Set margins to the following:

Top – 1.5 inches

Bottom – 1.0 inch

Right – 1.0 inch

Left – 1.25 inches



Use font size of 10 point or greater.

Please re-state the question number, **bold** word or phrase, followed by your answer. For example:

1. **Mission:** The mission of the 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 state.

BASIC LEVEL NARRATIVE QUESTIONS

A. QUALITY OF ARTISTIC PRODUCT/PROCESS/SERVICES

1. **Mission:** What is the mission of the organization?
2. **History:** Provide a brief history of the organization. Focus on past projects and/or funding for projects from the PCA and other funders.
3. **A. Development:** What is the role Strategies for Success will play in the organization's development? (Included in the development narrative is how the organization, will spend the requested funds. An example of how the request should be worded is illustrated below.
B. Past & Current Strategies Grantees: What progress was your organization able to achieve from prior Strategies for Success funds?
C. Example: The (name of organization) requests acceptance into the Strategies for Success Basic Level. The request is for \$5,000 to be used for the following expenditures: \$2,500 programmatic funds for (artists' fees, printing, contracted services, space rental) and \$2,500 for consultant fees for (board development, fund raising, fiscal management, etc.). List consultant funds in prioritized order, no more than three areas for technical assistance.
4. **Artistic Success:** Describe the need for your organization within the designated communities (Native American, African American, Hispanic/Latino, or Asian American). Incorporate the role your organization plays in collaborations with other organizations or events. How does your organization/program define artistic success?

B. AVAILABILITY OF THE ARTS

5. **Audience:** Specify a service or specific services your organization/program provides to ethnic community addressed by your activities. Describe the participants and/or audience. Provide the total number of participants/audience in workshops, performances, etc.
Example: The PCA offers technical assistance workshops to 50 new applicants with in the dance community.
6. **Outreach:** Describe the facility(s) the organization currently uses to provide programming.

C. MANAGEMENT

7. **Organization:** List and describe the role(s); key individual(s) serve in your organization. Why did they join your organization? What support do they provide? Is there total Board giving (financial and/or in Kind)? Describe your organization's board of directors or advisory committee, and their roles and responsibilities in the organization.
8. **Planning:** Summarize your organization's future plans for expansion or stabilization of programs of programming, facilities, administration?



Pennsylvania Council on the Arts
Preserving Diverse Cultures Division
Strategies for Success: Basic Level

Organization Name: _____

Due Date: March 4, 2011
Application must be typed
Submit 6 copies
Do Not Staple

Page:
2 3 4
(please circle one)

Narratives

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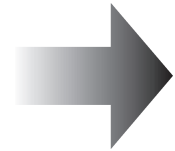
**Round all numbers to the nearest dollar.
Total Income and Expenses MUST BE EQUAL!
(Projected Strategies Budget)**

Income

List the sources of revenue (i.e. ticket sales, fundraisers, board contributions, fee for service tuition, etc.), include the names of each foundation lending support and whether or not their funding is confirmed or pending.

Expenses

List the line item expenses including the number of staff salaries represented in the figures.





Pennsylvania Council on the Arts
Preserving Diverse Cultures Division
Strategies for Success: Basic Level
Projected Project Budget

Due Date: March 4, 2011
 Application must be typed
 Submit 6 copies
 Do Not Staple

Organization Name: _____

B. Income:

Itemized Sources of Income:	Amount:
B1 _____	\$ _____
B2 _____	\$ _____
B3 _____	\$ _____
B4 _____	\$ _____
B5 _____	\$ _____
B6 _____	\$ _____
B7 _____	\$ _____
B8 _____	\$ _____
Subtotal Matching Income:	\$ _____
B9 PCA Request Amount (maximum amount \$5,000):	\$ _____
B10 Total Income - (B8 + B9)	\$ _____

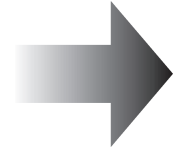
C. Project Expenses:

Itemized Expenses:	Amount:
C1 _____	\$ _____
C2 _____	\$ _____
C3 _____	\$ _____
C4 _____	\$ _____
C5 _____	\$ _____
C6 _____	\$ _____
C7 _____	\$ _____
C8 _____	\$ _____
C9 _____	\$ _____
C10 Total Project Expenses (Must Equal Income - Line B10)	\$ _____

Total Income (Line B10) and Total Project Expenses (Line C10) MUST BE EQUAL!

Distribute to each consultant who has worked with your organization from September-March. Have them complete and mail under separate cover to:

ATTN: Charon Battles
PA Council on the Arts
Room 216, Finance Building
Harrisburg, PA 17120



List the types of activities and schedule.

(All activities must occur between September 1, 2009 and August 31, 2010 (past) and September 1, 2010 and August 31, 2011 (current).





Pennsylvania Council on the Arts
Preserving Diverse Cultures Division
Strategies for Success: Basic Level

Due Date: March 5, 2010
Application must be typed
Submit 6 copies
Do Not Staple

Organization Name: _____

E. Schedule of Activities

List the schedule and type of activities for your two most recent years. All activities must occur between September 1, 2009 and August 31, 2010 (past) and September 1, 2010 and August 31, 2011 (current).

Date/Place/Activity:

Instructions for Strategies for Success – Basic

Pages 9, 10

Key Artistic & Managerial Staff

List the first and last name, position, brief bio and qualifications, and race/ethnicity for each key position. Please indicate Volunteer, Contractor Service or Paid Staff.





Pennsylvania Council on the Arts
Preserving Diverse Cultures Division
Strategies for Success: Basic Level

Organization Name: _____

Due Date: March 4, 2011
Application must be typed
Submit 6 copies
Do Not Staple

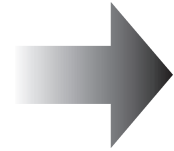
PAGE
9, 10

F. Key Artistic & Managerial Staff

A large, empty rectangular box with a black border, intended for the applicant to provide information about their key artistic and managerial staff.

Board of Directors with Professional Affiliations & Race/Ethnicity

List the first and last name, position, professional affiliation and ethnic community for each person. The Board of Directors is the governing or advisory body, or committee for non-arts organizations. The governing body or committee directs the arts program for which you apply.





Pennsylvania Council on the Arts
Preserving Diverse Cultures Division
Strategies for Success: Basic Level

Organization Name: _____

Due Date: March 4, 2011
Application must be typed
Submit 1 copies
Do Not Staple

G. Board of Directors with Professional Affiliations & Race/Ethnicity

Empty response area for the section titled "G. Board of Directors with Professional Affiliations & Race/Ethnicity".

Work Samples are required. If you would like your work samples returned, you must enclose a self-addressed envelope with adequate postage.

SUBMIT THREE COPIES OF THIS FORM WITH YOUR WORK SAMPLES.

20 Images in a PowerPoint Presentation:

List the images numbered 1-20 on the page, noting the medium, size of the object in inches (HxWxD), date of creation, and title of work. The order of the PowerPoint images must correspond with this list, and, if an image illustrates a detail of a previously listed work, it should be so noted. The first few images should depict an overview of the exhibition space with an installed exhibition. The remainder of the images should depict highlights from the past two years' exhibitions. If images are not submitted correctly in a PowerPoint presentation, they may not be shown to the advisory panel. The PowerPoint presentation may be submitted on a PC compatible CD or emailed to the appropriate program director.



Three DVD's, or compact discs:

(All copies must be in labeled cases or slipcases suitable for shipping). List the title of the work(s), composer or creator, date of performance and/or creation, location of performance, number of performers or members in the ensemble, and any relevant technical information. Label all CD, DVD's or discs and cases with the applicant's name as it appears on the application and the cuing information listed above. Panelist will review a maximum of 10 minutes per application so the strongest work should appear first on any tape. Play through all CD/DVD's after recording to assure that they play properly and will allow the panel to assess the quality of the work.

Marketing Material

See Program Descriptions for any requirements specific to that program and call the appropriate Program Director if you have any questions.

If you would like your work samples returned, you must enclose a self-addressed envelope with adequate postage.

Note: DO NOT send originals or your only copy. Every attempt will be made to return your work samples. However, the PCA cannot accept responsibility for lost or damaged work samples or other materials.



Organization Name: _____

H. Description of Work Samples

Required for Basic, Intermediate, and Advanced level Strategies. Check which of the following you have enclosed:

- 20 Images in PowerPoint (CD ROM/Disk)
- 3 Compact Disks
- 3 DVDs
- Marketing Materials
- Other (Please Describe Below)

Use Only the Space Below

Description of the subject material on slides, or compact disc (with timing information below). No more than the required amount of material will be reviewed by the advisory panel.

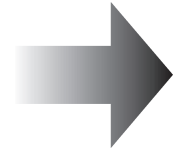
I. Discipline or Program

Check the **ONE** discipline that best describes your Organization or Activities.

- Art Museums
- Art Education
- Arts Service
- Crafts
- Dance
- Film & Electronic Media
- Folk & Traditional Arts
- Literature
- Local Arts (Multi-Discipline Arts Centers, Arts Councils, and Arts Festivals)
- Music
- Presenting Organizations
- Theatre
- Visual Arts

Instructions for Attachments & Checklist Page

Please use the Attachments & Checklist Page to assemble your application package to the PCA. Be sure to include the Checklist as the first page in your package. If you do not use or have the item(s) requested, check the N/A box. Submit only one copy of the Attachment & Checklist Page.






Organization Name: _____

Application Package Assembly Checklist

- ONE (1) copy of the following item:
1. This checklist



Check and provide single-sided and collated copies of the application forms:

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

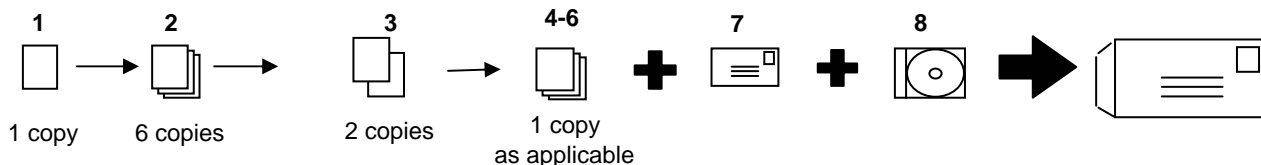
-  SIX (6) copies of the following items:
2. PDC, Strategies for Success: Basic Level Application Form (pages 1 to 11).
- TWO (2) copies of the following item:
3. Description of Work Samples (page 12).

Check and provide ONE (1) copy of the applicable following items:

Note: Check "N/A" for "Not Available" if your organization does not have the listed item.

- | Y | N/A | | |
|--------------------------|--------------------------|---|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. IRS Tax Exempt Letter confirming non-profit 501c3 status. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Budget from your most recently completed calendar or fiscal year. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Audits (or IRS form 990 if you do not have an Audit) from your most recently completed fiscal year. |
| <input type="checkbox"/> | <input type="checkbox"/> |  | 7. Self-addressed stamped envelope suitable for the return of work samples. |
| <input type="checkbox"/> | <input type="checkbox"/> |  | 8. Work Samples (slides, tapes, CDs, etc.)
PLUS
Marketing Materials (posters, programs, newspaper articles, etc.) |

Assemble the application package as illustrated below:



FOR YOUR NOTES

INTERMEDIATE LEVEL

Intermediate Level-Strategies for Success Description

Institutional/Organizational Establishment – The primary focus of the Intermediate level of Strategies for Success is capacity building. This level is designed for arts organizations or programs within social service, community and non-arts organizations interested in developing professionally staffed arts programs with active boards of directors and professional staff. Participants need administrative and programmatic stabilization. In the past, areas of assistance have included support for staff, specialized staff training, long-range planning, and creating programmatic initiatives. The intent of the funded staff position is to assist the organization in developing professional staff who are committed to the growth of the organization. It is strongly recommended to request staff funding for only one part or one full time payroll position. On rare instances the panel may recommend to support two staff positions. No more than two positions will be supported. Contracted service position(s) are not eligible at this level. Organizations that meet the following criteria are eligible for the Intermediate level:

- an average fiscal size from \$25,000 to \$100,000;
- Federal I.D. Number and pending 501(c)(3) status;
- formal board of directors with committee structure and regular meetings;
- formal bookkeeping system, regular office hours and accessible place of business;
- evidence of fund raising;
- demonstrated consistent community and audience support;
- annual programming that is an artistically significant and effective presentation of cultural activities; three consecutive years of operation;
- and at least one staff position with 20 hours per week.

Organizations applying for Year 2 of the Intermediate level may submit a two-year application. Year 2 of the application must present a plan for stabilization. The PCA awards up to \$2,500 in non-matching funds for consultant's fees (approved by the PCA), up to \$2,500 in non-matching funds for program assistance, and up to \$5,000 in matching funds for the implementation or augmentation of one administrative staff position or long-term contracted service. List in order of priority no more than three areas for technical assistance for consultant funds. Allowable programmatic expenses include printing, staff training, conference expenses (fees, lodging, transportation not to exceed \$500), artists' fees, etc.

Advisory Panel Process – Advisory panels convene every year to review applications and to make recommendations to the Council for support. The advisory panel will apply the following weighted criteria to an applicant's past and current performance to determine a recommended award amount:

Quality of Artistic Product/Process/Service	35 points
Availability of the Arts	35 points
Management	30 points

PDC Award Process – Once the applications have been received at the PCA, they will be processed for advisory panel review. The advisory panel will make recommendations for Council action in June. Once the Council has approved the awards, the Award Agreement

packets will be mailed to the applicants. The applicant must return the Award Agreement with a one-page outline of scheduled activities between September 2011 and August 2012. Certain terms, conditions, and restrictions may be placed on PCA support or support may be withheld at the discretion of the PCA until the applicant can demonstrate the ability to meet its obligations. The PCA will initiate the process to mail checks after the completed and approved packets are returned to the PCA.

Additional Required Information and Work Samples

All applicants must submit:

- **Six copies of the Intermediate/Advance Level Application**
- **Two copies of the roster of the organization's arts and cultural staff and one-page biography resumés of the artistic and administrative staff. (No more than 5 pages total).**
- **Two copies of promotional materials, brochures, flyers, etc. Performance groups must submit either two cassette or video tapes of the ensemble in concert.**
- **Two copies of the two-page narrative describing the organization's goals, community resources, proposed timetables, and anticipated benefits from participation in the Division.**
- **Name of the designated Strategies representative.**
- **A Strategies Progress Report completed by consultants of current participants by April 1.**
- **Two year applicants only-two copies of the stabilization plan, not to exceed three pages each.**
- **Two copies of past fiscal year financial statement.**

ADVANCED LEVEL

Advanced Level-Strategies for Success Description

Institutional/Organizational Establishment – The advanced level focuses on arts organizations viewed as institutions within their communities that have consistent arts and cultural programming. This level recognizes an organization’s preparedness for institutional status. Such organizations must document a track record of quality presentations and commitment to and from their community. Allowable projects include fund raising, long-range planning, “program development, facility development, board development and expansion.” Special programmatic initiatives in the planning stages of the proposed application should also address the long-term stability of the institution.

Organizations that fit the following criteria are eligible to apply at this level:

- an average fiscal size of approximately \$125,000;
- a Federal I.D. Number and 501(c)(3) status;
- a formal, structured board of directors; a salaried staff of two or more with at least two full-time staff members; demonstrated use of volunteers;
- a formal bookkeeping system and yearly audit; regular office hours and accessible place of business;
- established long-range plan (for at least three years);
- demonstrated marketing program;
- evidence of structured annual fund raising activities;
- established community support and awareness program;
- and a minimum of ten consecutive years of operation.

Implementation Awards up to \$20,000 may be awarded. Recipients must present a budget that shows \$40,000 (\$20,000 PCA and \$20,000 match) of activity for a combination of staffing and/or program activity.

Advisory Panel Process – Advisory panels convene every year to review applications and to make recommendations to the Council for support. The advisory panel will apply the following weighted criteria to an applicant’s past and current performance to determine a recommended award amount:

Quality of Artistic Product/Process/Service35 points

Access to the Arts35 points

Management30 points

PDC Award Process – Once the applications have been received at the PCA, they will be processed for advisory panel review. The advisory panel will make recommendations for Council action in June. Once the Council has approved the awards, the Award Agreement packets will be mailed to the applicants. The applicant must return the Award Agreement with a one-page outline of scheduled activities between September 2011 and August 2012. Certain terms, conditions, and restrictions may be placed on PCA support or support may be withheld at the discretion of the PCA until the applicant can demonstrate the ability to meet its obligations. The PCA will initiate the process to mail checks after the completed packets are returned to the PCA.

Additional Required Information and Work Samples

- **Two copies of the three-year plan, not to exceed three pages each.**
- **Two copies of a summary of the organization’s history, two pages maximum.**
- **Two copies of the one-page roster of administrative and programming staff, including two-page resumés of the artistic and administrative staff.**
- **Two copies of marketing materials, brochures, flyers, etc. Performance groups must submit either two cassette or video tapes of the ensemble in concert.**
- **Two copies of past fiscal year financial statement.**

APPLICATION FORM

Postmark Deadline: March 4, 2011



**New Finance Data PACPP Application
Incomplete applications may not be submitted for panel review!**

IMPORTANT NOTE ABOUT DEADLINES

It is important to submit completed applications by the postmark deadlines. Incomplete applications may not be submitted to the panel for review.



A. Organization/Program Information

A1 Check if new address: Yes

A2 Check one: Intermediate Level Advanced Level

A3 Name of Organization/Program: _____

A4 Name of Parent Organization (if any): _____

A5 Address, Line 1: _____

A6 Address, Line 2: _____

A7 City, State, Zip + 4: _____

A8 County: _____

A9 Contact Name: _____

A10 Artistic Director Name: _____

A11 Phone #: _____

A12 Fax #: _____

A13 Email Address: _____

A14 Web Address (URL): _____

A15 Federal ID #: _____

A16 Date Received IRS Tax Exemption: _____

A17 Date Registered with PA Bureau of Charitable Organizations: _____

A18 Dates of Organization's Fiscal Year: _____

Certification and Statement of Assurances

The applicant certifies, represents and warrants to the Council that it meets all eligibility requirements set forth by the Council, including its status as a nonprofit corporation pursuant to IRS Section 501(c) and that:

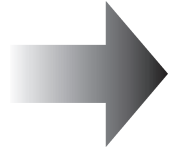
1. The information contained herein and in all attachments and supporting material is true and correct, the filing of the application has been duly authorized by the governing body of the applicant, and the undersigned have authority to execute this application on behalf of the applicant.
2. The applicant accepts in advance any grant awarded by the Council, 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 Governing Grants-in-Aid" and "General Provisions." b.) To such other restrictions, conditions, and changes as the Council 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 Governing Grants-in-Aid" and "General Provisions," when conducting any activity for which the applicant receives financial assistance from the Council.

Two (2) DIFFERENT, ORIGINAL signatures in BLUE INK, required on each copy.

_____	_____	_____	_____
Chairman, President, or Board Member	Date	Authorized Staff Member	Date
_____	_____	_____	_____
Typed Name & Title	Date	Typed Name & Title	Date

A. Organization (Continued)

A21-A23. Legislative #'s: To determine your legislative districts use the following web page: <http://www.legis.state.pa.us> or call the League of Women Voters at 1-800-692-7281 to determine your legislative districts (Philadelphia and Allegheny County constituents should contact their local Board of Elections to determine their legislative districts).



The Legislative Information is mandatory.

Advanced Level applicants can request up to \$20,000 in one category. If you elect to request funding in two or three funding areas (staff, program or consultant) the total request can not exceed \$20,000.



Pennsylvania Council on the Arts
Preserving Diverse Cultures Division
Strategies for Success: Intermediate & Advanced Level

Due Date: March 4, 20110
 Application must be typed
 Submit 6 copies
 Do Not Staple

Organization Name: _____

A. Organization Information (continued)

A19 Date Organization/Program Founded: _____

A20 Date Organization/Program Incorporated: _____

A21 State House District Number: _____

A22 State Senate District Number: _____

A23 Federal Congressional District Number: _____

A24 Check one:

	Intermediate	Advanced
* Please include a letter with the application outlining the circumstances to request an extension.	<input type="checkbox"/> Year 1	<input type="checkbox"/> Year 1
	<input type="checkbox"/> Year 2	<input type="checkbox"/> Year 2
	<input type="checkbox"/> Year 3	<input type="checkbox"/> Year 3*
	<input type="checkbox"/> Year 4*	

A25 Check if changes made to the mission statement after the last review: Yes

A26 Facility/Office space (check those that apply):
 None Donated Rented Leased Mortgaged (being purchased) Owned

A27 Office Address (if different from mailing): _____

A28 Check all those that apply to your program(s) or project(s):

Age: Children (up to 18) Adults (over 18) Seniors (over 65)

Gender: Male Female

Type: Individual Artists Individuals with Disabilities

Arts Organizations and Arts Professionals

Other (specify): _____

B. Grant Request

B1 Staff: \$ _____
 Title of Position: _____

B2 Programming Funds: \$ _____
 For: _____

B3 Consultant Fees: \$ _____
 For: _____

B4 Total Request Amount (B1+B2+B3):
Intermediate Level Only (not to exceed \$10,000) \$ _____
Advanced Level Only (not to exceed \$20,000) \$ _____

C. QUALITY OF ARTISTIC PRODUCT/PROCESS/SERVICES

1. MISSION: What is your mission?
2. Detailed Project Description: Please address the following areas:
 - a. Specific Activities of the Project: (i.e. What is the job description of the proposed staff position? Please include the schedule of the requested staff position, program activities of the project(s) described in the narrative. Schedule of staff, activities of project and number of participants.)
 - b. Objectives of the Project (Impact on both the designated and mainstream communities.)
 - c. Identify the target audience within the designated community. List the artist directly working in the arts/cultural programs listed above. What is the selection process for artist? Staff?
 - d. How does the organization define artistic success as it relates to the application.
 - e. Describe the evaluation process for programs? Staff?

D. AVAILABILITY OF THE ARTS

3. Outreach: How will you market/publicize the project? Identify collaborations and/or partnerships.
4. Outcomes: Describe the intended outcomes of the project implementation/or augmentation of the staff position.

E. MANAGEMENT

5. **Organization:** Describe your organization's structure. How will the implementation/augmentation of requested staff position assist in the organizations growth and/or stabilization? What is the level of volunteer involvement of the Board? Community? Does the organization have a strategic plan for infrastructure and growth? If yes, please provide a brief outline of key strategies. Did the organization complete any of the above outlined points in the strategic plan?
6. **Planning:** Describe your organization's long range arts cultural plans. Include explanation to eliminate deficit equal to or greater than 20% or plans for 20% or more surplus (if applicable).
7. **Budget:** Describe the organization's strategic plans to stabilize the budget. What is the timetable to incorporate the staff position as an ongoing expense in the general operating budget? Explain any line item with a 20% or more change.
8. **Stabilization:** What is the time frame for stabilization? (List the schedule of fundraising events, pending foundation proposals, and earned income events for the proposed project year.) If you don't charge an admission price or workshop fee explain the rational.
9. **A. Development:** What is the role Strategies for Success will play in the organization's development?
B. Past & Current Strategies Grantees: What progress was your organization able to achieve from prior Strategies for Success funds?

F. INSTITUTIONALIZATION (Advanced Level Organizations Only)

10. **Institutional Status:** Describe the activities that cause the community to define your organization as an institution within the community.

Instructions for Narrative Questions

Pages 3, 4, 5

Please submit a narrative not to exceed three pages that responds directly to the questions on the following page. See Strategies for Success Intermediate/Advanced Level descriptions for any required information specific to that program. Please number, type and answer the questions in the order listed. Only organizations applying to the Advanced Level of Strategies for Success need answer question #10 Institutional Status.

Use copies of the PCA supplied page with the numbers on the top of the page to answer the questions. Identify each of your pages by circling the appropriate number at the top.

Set margins to the following:

Top – 1.5 inches
Right – 1.0 inch

Bottom – 1.0 inch
Left – 1.25 inches



Use font size of 10 point or greater.

Please re-state the question number, **bold** word or phrase, followed by your answer. For example:

1. **Mission:** The mission of the 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 state.



Pennsylvania Council on the Arts
Preserving Diverse Cultures Division
Strategies for Success: Intermediate & Advanced Level

Organization Name: _____

Due Date: March 4, 2011
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Page
3, 4, 5
(please circle one)

Narrative Questions

Strategies for Success – Application Instructions Intermediate & Advanced Page 6A, 6B, 7A, & 7B

New for PDC Intermediate and Advanced Level Only

Partnership with the Pennsylvania Cultural Data Project

This year marks the first year that the Pennsylvania Council on the Arts, Preserving Diverse Cultures (PDC) Division is engaging in a partnership with the Pennsylvania Cultural Data Project (PACDP). The PACDP is a state-wide collaborative effort of public and private funders throughout Pennsylvania and consists of an online system for collecting and standardizing historical financial and organizational data. PCA, along with other funders in Pennsylvania, requires applicants to complete a Cultural Data Profile once each year and use that data as part of their application to all participating funders throughout the state.

The PACDP will provide the cultural community with consistent, reliable, comprehensive data on arts and culture in Pennsylvania, enabling organizations to view trends in their data, benchmark themselves against peer organizations, and enhance their organizational capacity.

Data Collection (financial and statistical) summary

The Pennsylvania Cultural Data Project (PACDP) was implemented in 2004-05. The PACDP application is due at the March 5, 2010 deadline.

The PACDP also provides the opportunity for you to generate more than 70 customized reports based on your organization's submitted data. These valuable reports are provided to you at no cost. These reports can save you considerable time and effort in generating reports and charts for your board, staff and other stakeholders. Please look for these reports on the PACDP website.

Strategies for Success, Intermediate & Advanced Programs (PDC) Application Form

Go to the PCA's website www.pacouncilonthearts.org. Under "Find it Fast" click on "Guidelines", scroll down to Preserving Diverse Cultures read the information. Then click on the link to the "Intermediate/Advanced Excel Spreadsheet format".

Download the application form. Complete the applications, when you have completed the PCA portion of your application, print the entire completed PDC application and the signed appropriate number of copies, send to the Pennsylvania Council on the Arts, Room 216, Finance Building, Harrisburg, PA 17120.

Pennsylvania Cultural Data Project (PACDP) Form

Instructions for the use of the PACDP

1. Register your organization on the Pennsylvania CDP Web site (www.pacdp.org) by clicking on "New User Registration" and creating an organizational login ID and password. If you are already registered and have submitted data from your most recently completed fiscal year, you can skip to the last instruction.
2. Your organization's data set for a given year constitutes its "Cultural Data Profile" for that year.
3. Using your Board-approved financial audit/review or financial statements, complete a Cultural Data Profile. If this is your first year of use, **complete a Cultural Data Profile for each of the most recently completed fiscal years, beginning with the earliest year.**
 - a. Organizations that are not audited or reviewed will enter data based on board-approved year-end statements
 - b. Arts programs and departments within larger institutions will complete with Cultural Data Profile based on the internal financial statements of their program or department and will indicate that they have a parent organization.
 - c. Please note: **DO NOT enter project budgets** into the PACDP. Project budgets and narratives will remain part of the PCA application.
4. Submit your Cultural Data Profile and proceed through the error check process. Call the PACDP Help Desk with any questions.
5. When you have resolved all errors and successfully submitted your profile, go to the "Funder Reports" section of the Pennsylvania CDP Web site.
6. Click on the predefined Funder Report for PCA PDC Program and print.
7. **Review your Funder Report.**
8. Include the Funder Report along with your application to the PCA. This represents Part 2 of your application. As outlined in the instructions, combine Part 1 and Part 2 as well as supporting materials and submit them to PCA by the due postmark date, March 4, 2011.

Please Note: As part of the effort to ensure the accuracy of your data, the PACDP Help Desk will review each of your submitted Data Profile(s) and contact you with suggested revisions. **It is your responsibility to respond to the Help Desk and to make any necessary changes to the submitted Cultural Data Profile(s).**

The complete instructions for the use of the PACDP are available on the PACDP Web site (www.pacdp.org).

Please direct questions concerning the Cultural Data Profile directed to:

PACDP Help Desk:

Toll Free: 1-866-21-PACDP or 1-866-217-2237, Email help@pacdp.org

The PACDP Help Desk is available Monday-Friday from 9:00 am to 5:00 pm.

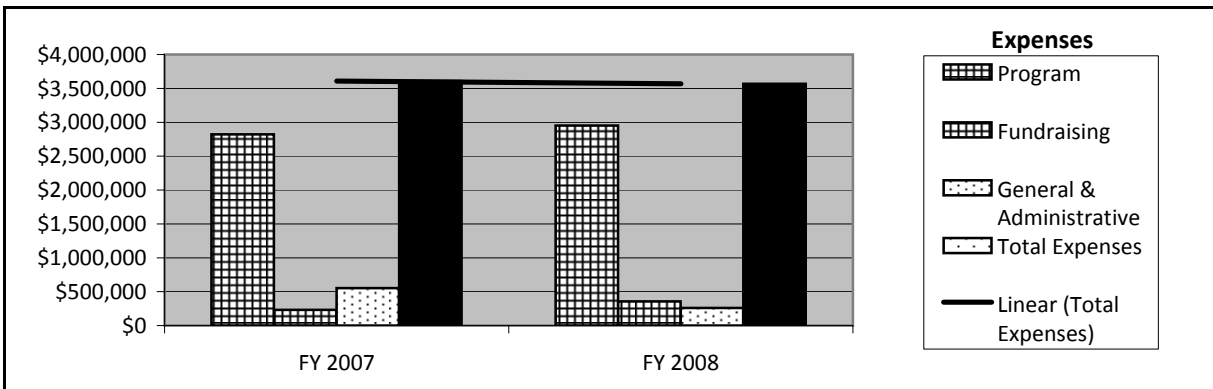
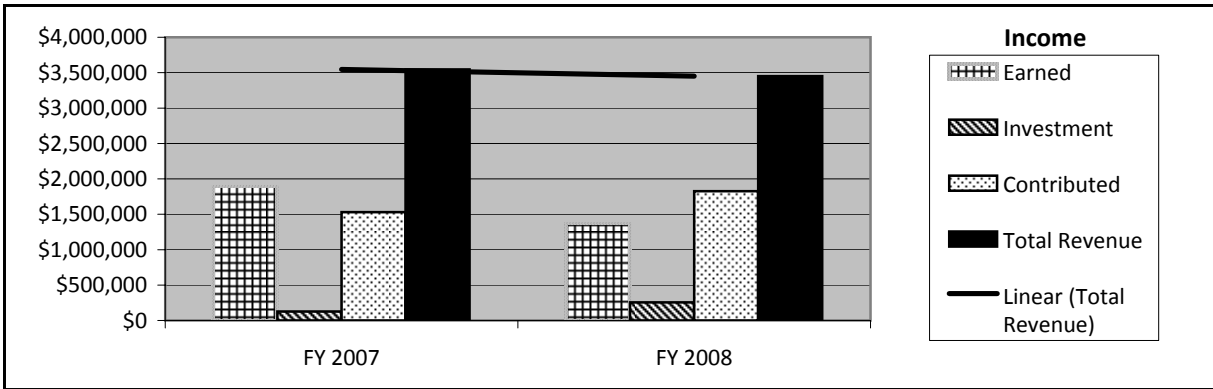


PA CULTURAL DATA PROJECT SECTION

Financial Activity Summary Page

Revenue	FY 2009	FY 2010	% chg
Unrestricted Activity			
Earned			
1 Program			
2 Non-Program			
3 Total Earned			
4 Total Investment			
5 Total Contributed			
6 Total Unrestricted Revenue			
Expenses	FY 2009	FY 2010	% chg
7 Program			
8 Fundraising			
9 General & Administrative			
10 Total Expenses			
11 Balance (Total Revenue - Total Expenses)			

INCOME AND EXPENSES BY CATEGORY





INCOME

EARNED		FY 2009	% total	FY 2010	% total
1	Admissions				
2	Ticket Sales				
3	Tuition				
4	Workshop & Lecture Fees				
5	Touring Fees				
6	Special Events - Other				
7	Gift Shop/Merchandise Sales				
7a	Gallery Sales				
8	Food Sales/ Concession Revenue				
8a	Parking Concessions				
9	Memberships				
10	Subscriptions				
11	Contracted Services/Performance Fees				
12	Rental Income - Program Use				
13	Rental Income - Non-Program Use				
14	Advertising Revenue				
15	Sponsorship Revenue				
16	Investments-Realized Gains/Losses				
17	Investments-Unrealized Gains/Losses				
18	Interest & Dividends				
19	Other Earned Revenue*				
20	Total Earned				
SUPPORT		FY 2009	% total	FY 2010	% total
21	Trustee/Board Contributions				
22	Individual Contributions				
23	Corporate Contributions				
24	Foundation Contributions				
25	Government - City				
26	Government - County				
27	Government - State				
28	Government - Federal				
29	Special Events - Fundraising				
30	Other Public Support				
30a	Parent Organization Support				
31	In-Kind Contributions				
32	Net Assets Released from Restrictions				
33	Total Support				
34	Total Revenue				
NUMBER OF CONTRIBUTORS		FY 2009		FY 2010	% chg
35	Individuals				
36	Board				
37	Corporate				
38	Foundation				
39	Government (Federal, State & Local)				

SAMPLE use!
 www.pacdp.org



Pennsylvania Council on the Arts

Preserving Diverse Cultures Division- PA Cultural Data Project

FY 2011-2012

Organization/Subsidiary Name: Example Theatre

EXPENSES

PROGRAM	FY 2009	% total	FY 2010	% total
1 Total Salaries & Fringe				
2 Accounting				
3 Advertising and Marketing				
4 Artist Commission Fees				
5 Artists & Performers - Non-Salaried				
6 Audit				
7 Bank Fees				
8 Building & Grounds Maintenance				
9 Catering & Hospitality				
10 Collections Conservation				
11 Collections Management				
12 Conferences & Meetings				
13 Cost of Sales				
14 Depreciation				
15 Dues & Subscriptions				
16 Equipment Rental & Maintenance				
17 Facilities - Other				
18 Fundraising Expenses - Other				
19 Fundraising Professionals				
20 Grantmaking Expense				
21 Honoraria				
22 In-Kind Contributions				
23 Insurance				
24 Interest Expense				
25 Internet & Website				
26 Investment Fees				
27 Legal Fees				
28 Lodging & Meals				
29 Major Repairs				
30 Office Expense - Other				
31 Other				
32 Postage & Shipping				
33 Printing				
34 Production & Exhibition Costs				
34a Programs - Other				
35 Professional Development				
36 Professional Fees - Other				
37 Public Relations				
38 Rent				
39 Sales Commission Fees				
40 Supplies				
41 Telephone				
42 Touring				
43 Travel				
44 Utilities				
45 Total Expenses				
46 Balance (Income and Expenses)				

SAMPLE use!
www.pacdp.org



NON FINANCIAL INFORMATION

PROGRAM ACTIVITY - NUMBER OF EVENTS	FY 2009	FY 2010
1 Productions		
2 Public Performances - At Home		
3 Public Performances - Away (on tour)		
4 Permanent Exhibitions		
5 Temporary Exhibitions		
6 Educational Classes/Workshops (public)		
7 Educational Classes/Workshops (professionals)		
8 Tours		
9 Films		
10 Lectures		
11 Openings		
12 World Premieres		
13 National Premieres		
14 Local Premieres		
15 Works Commissioned		
16 Workshops or readings of new works		
17 Programs - Other		
18 Off-site School Programs		
19 Facility Rentals - By the org. for program use		
20 Facility Rentals - By the org. for non-program use		
21 Facility Rentals - Of the org. for program use		
22 Facility Rentals - Of the org. for non-program use		
23 Average (per week) open to public		

SAMPLE use!
www.pacdp.org

ATTENDANCE - NUMBER OF PEOPLE	FY 2009	FY 2010
24 Total Paid Attendance		
25 Total Free Attendance		
26 Total Attendance		
27 School Children		
28 Groups of School Children (# of Groups)		
29 Other Groups (# of Groups)		
30 Attendance - Classes/Workshops		

STAFF & NON-STAFF STATISTICS - NO. OF PEOPLE	FY 2009	FY 2010
31 Full-Time Permanent Employees		
32 Part-Time/Seasonal Employees		
34 Full-Time Volunteers		
35 Part-Time Volunteers		

PRICING (In Dollars)	FY 2009	FY 2010
36 Average Adult Admission Price		
37 Average Child Admission Price		
38 Average Senior Citizen Admission Price		
39 Average Student Admission Price		

-0% signifies a value of less than +/- 0.5%.

In chronological order list your activities by activity name, beginning date, end date and an activity description. Activities must occur between September 1, 2009 and August 31, 2011.





Pennsylvania Council on the Arts
Preserving Diverse Cultures Division
Strategies for Success: Intermediate & Advanced Level

Due Date: March 4, 2011
Application must be typed
Submit 6 copies
Do Not Staple

PAGE
8, 9

Organization Name: _____

J. *Schedule of Activities*

List the schedule and type of activities for your two most recent years. All activities must occur between September 1, 2009 and August 31, 2010 (past) and September 1, 2010 and August 31, 2011 (current).

Date/Place/Activity:

Key Artistic & Managerial Staff

List the first and last name, position, brief bio, and qualifications, and race/ethnicity for each key position.





Pennsylvania Council on the Arts
Preserving Diverse Cultures Division
Strategies for Success: Intermediate & Advanced Level

Organization Name: _____

Due Date: March 4, 2011
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PAGE
10, 11

K. Key Artistic & Managerial Staff

Empty box for listing Key Artistic & Managerial Staff.

Board of Directors with Professional Affiliations & Race/Ethnicity

List the first and last name, position, professional affiliation and ethnic community for each person. The Board of Directors is the governing or advisory body, or committee for non-arts organizations. The governing body or committee directs the arts program for which you apply.





Pennsylvania Council on the Arts
Preserving Diverse Cultures Division
Strategies for Success: Intermediate & Advanced Level

Organization Name: _____

Due Date: March 4, 2011
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Do Not Staple

PAGE
12

L. Board of Directors with Professional Affiliations & Race/Ethnicity

Empty response area for the section titled "L. Board of Directors with Professional Affiliations & Race/Ethnicity".

Work Samples are required. If you would like your work samples returned, you must enclose a self-addressed envelope with adequate postage.

SUBMIT THREE COPIES OF THIS FORM WITH YOUR WORK SAMPLES.

20 Images in a PowerPoint Presentation:

List the images numbered 1-20 on the page, noting the medium, size of the object in inches (HxWxD), date of creation, and title of work. The order of the PowerPoint images must correspond with this list, and, if an image illustrates a detail of a previously listed work, it should be so noted. The first few images should depict an overview of the exhibition space with an installed exhibition. The remainder of the images should depict highlights from the past two years' exhibitions. If images are not submitted correctly in a PowerPoint presentation, they may not be shown to the advisory panel. The PowerPoint presentation may be submitted on a PC compatible CD or emailed to the appropriate program director.



Three DVD's, or compact discs:

(All copies must be in labeled cases or slipcases suitable for shipping). List the title of the work(s), composer or creator, date of performance and/or creation, location of performance, number of performers or members in the ensemble, and any relevant technical information. Label all CD, DVD's or discs and cases with the applicant's name as it appears on the application and the cuing information listed above. Panelist will review a maximum of 10 minutes per application so the strongest work should appear first on any tape. Play through all CD/DVD's after recording to assure that they play properly and will allow the panel to assess the quality of the work.

Marketing Material

See Program Descriptions for any requirements specific to that program and call the appropriate Program Director if you have any questions.

If you would like your work samples returned, you must enclose a self-addressed envelope with adequate postage.

Note: DO NOT send originals or your only copy. Every attempt will be made to return your work samples. However, the PCA cannot accept responsibility for lost or damaged work samples or other materials.



Organization Name: _____

H. Description of Work Samples

Required for Basic, Intermediate, and Advanced level Strategies. Check which of the following you have enclosed:

- 20 Images in PowerPoint (CD ROM/Disk)
- 3 Compact Disks
- 3 DVDs
- Marketing Materials
- Other (Please Describe Below)

Use Only the Space Below

Description of the subject material on slides, audiotape, or compact disc (with timing information below). No more than the required amount of material will be reviewed by the advisory panel.

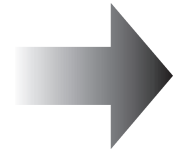
I. Discipline or Program

Check the **ONE** discipline that best describes your Organization or Activities.

- Art Museums
- Art Education
- Arts Service
- Crafts
- Dance
- Film & Electronic Media
- Folk & Traditional Arts
- Literature
- Local Arts (Multi-Discipline Arts Centers, Arts Councils, and Arts Festivals)
- Music
- Presenting Organizations
- Theatre
- Visual Arts

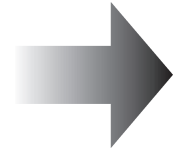
Distribute to each consultant who has worked with your organization from September-March. Have them complete and mail under separate cover to:

ATTN: Charon Battles
PA Council on the Arts
Room 216, Finance Building
Harrisburg, PA 17120



Instructions for Attachments & Checklist Page

Please use the Attachments & Checklist Page to assemble your application package to the PCA. Be sure to include the Checklist as the first page in your package. If you do not use or have the item(s) requested, check the N/A box. Submit only one copy of the Attachment & Checklist Page.










Organization Name: _____

Application Package Assembly Checklist

- ONE (1) copy of the following item:
1. This checklist



Check and provide single-sided and collated copies of the application forms:

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

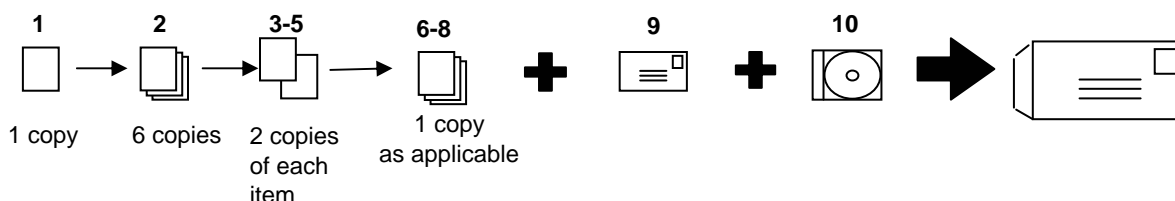
-  SIX (6) copies of the following items:
2. PDC, Strategies for Success: Intermediate/Advanced Level & PACDP Application PCA Appl Form (pages 1 to 5, 8 - 12), PACDP Appl. Form (pages (6A - 7B))
-  TWO (2) copies of the following items:
3. Description of Work Samples (page 13)
-  **4. Three Year Plan**
-  **5. Summary of your Organization's History**
-  **6. Copy of Last Completed Year Financial Statements**

Check and provide ONE (1) copy of the applicable following items:

Note: Check "N/A" for "Not Available" if your organization does not have the listed item.

- | Y | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> 6. IRS Tax Exempt Letter confirming non-profit 501c3 status. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> 7. Budget from your most recently completed calendar or fiscal year. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> 8. Audits (or IRS form 990 if you do not have an Audit) from your most recently completed fiscal year. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  9. Self-addressed stamped envelope suitable for the return of work samples. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  10. Work Samples (slides, tapes, CDs, etc.)
(See page 13 for number of copies of work sample) |

Assemble the application package as illustrated below:



PCA STAFF LIST

Executive and Communication Offices:

Philip Horn, Executive Director:
phorn@state.pa.us – 717-787-1530

Brian Rogers, Deputy Executive Director:
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Heather Doughty, Deputy Director for Communications and
Special Assistant for External Affairs:
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Charlotte Flynn Michalski, Executive Assistant to the Council
and the Executive Director:
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PCA STAFF LIST (CONTINUED)

Program Directors:

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Charon Battles, Dance, Challenge Program, Preserving Diverse Cultures:
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Commonwealth of Pennsylvania
Council on the Arts
216 Finance Building
Harrisburg, PA 17120

