



TOWN OF CLAYTON

Cultural Arts Funding Request Form Fiscal Year 2013-2014

Due: Friday, December 6, 2013

The purpose of the Cultural Arts Fund is to foster development and growth of the arts for the benefit of Town of Clayton residents, to equitably and efficiently allocate resources to strengthen organizations and cultural programs, to promote partnerships between the Town and cultural organizations, and to provide sound and clear methods for decisions.

Your request will be evaluated based on the following criteria: Leadership (demonstrable expertise and resources, including staff, volunteers, budget); potential audience/service population; location of program/organization; community support; community benefit; compatibility with Town's goals, priorities and programs. If you are a tax-exempt organization, please list your Federal ID below, however, non tax-exempt entities and individuals are welcome to apply.

Name of organization: _____

TAX EXEMPT FEDERAL ID # _____

Specific program(s) requesting funding: _____

Contact Information:

Contact person regarding this request: _____

Mailing address: _____

Telephone number: _____

Email address: _____

Website (if applicable): _____

Amount Requested _____

Please fill in answers to every question or enter "not applicable". If you have any questions while filling out this form, please contact Public Information Officer Stacy Beard at sbeard@townofclaytonnc.org or by phone at (919) 553-5002. You are encouraged to attach supporting documents, spreadsheets, etc.

All organizations are required to attach a financial statement summarizing the most recent fiscal year. Please be advised that selected organizations will be required to submit a final budget report (included herein) at the close of the fiscal year. The end of year report form includes information regarding audience attendance figures, marketing plan and actions and a detailed record demonstrating how the funding was utilized. Failure to submit this report may result in a denial of funding in future years.

About your organization:

Mission Statement, Structure and Resources

Describe your organization's mission, your current organizational structure (board of directors, officers and volunteers) and how often and where your organization meets.

Major Programs and Activities

Provide a list of your major programs, activities and/or services during the last year.

Project Description

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

About Your Request

Provide a detailed and itemized budget for the requested funds including income and expenses specific to the program fund request.

Audience and Targeted Populations

Please describe whom you are targeting for this program and how you will reach this audience. Also include estimated attendance numbers. If you have held a similar program in the past, please include audience figures for past programs.

Benefit to Community

Describe how your project or organization will benefit our community and specifically how the project or organization is coordinated with other local cultural programs/organizations. List services that will specifically benefit the Town of Clayton and its citizens.

Income and Expense Statement

Attach complete income and expense statements (an audit may be substituted) for your last fiscal year **and** complete budget for the upcoming fiscal year. Your statement should include:

Last FY:

Itemized list of actual income and funding sources (government, private grants, fundraising, sales, membership dues, etc...)

Itemized list of expenses (specific marketing expenses, hard and soft goods, personnel, artist fees, outside fees and service, etc...)

Upcoming FY:

Projected income and funding sources (government, private grants, fundraising, sales, membership dues, etc...)

Projected list of expenses (specific marketing expenses, hard and soft goods, personnel, artist fees, outside fees and service, etc...)

Recognition of Partnership

The Cultural Arts Fund is intended to foster development and growth of the arts for the benefit of Clayton residents, and to promote partnerships between the Town and cultural organizations. In support and recognition of this partnership, any cultural groups receiving funding should include the following statement in all formal advertising (print ads, programs, website, flyers etc.): *"The [organization] is funded in part by the Town of Clayton Cultural Arts Fund."* Failure to include this recognition may result in denial of funding in future years.

Certification

We understand that failure to respond to any of the above items may adversely affect the consideration of this application. We certify that we are committed to the proposed project, mission and/or services in compliance with granting procedures. We certify that the information in this application, including attachments and supporting materials is true and correct to the best of our knowledge.

Name and Position of Authorizing Official _____

Signature of Authorizing Official _____ Date _____

Instructions for submittal

Be sure to include your financial statement, current year budget, and all other materials requested herein. Packages may be emailed (as a single scanned pdf), mailed, or delivered in person. All submissions must be postmarked or hand delivered no later than **5:00 p.m., Friday, December 6, 2013** to the address below. Absolutely no applications will be considered after the deadline.

Email: sbeard@townofclaytonnc.org [email submissions receive a confirmation receipt]

Mail: Town of Clayton
Attn: Stacy Beard, Public Information Officer
P. O. Box 879
Clayton, NC 27528

Deliver: 111 East Second Street
Clayton NC 27520

