Commonwealth of Pennsylvania

Pennsylvania Council on the Arts

Tom Corbett
Governor

PENNSYLVANIA COUNCIL ON THE ARTS A STATE AGENCY

PROJECT STREAM 2014-2015

Project Guidelines

&

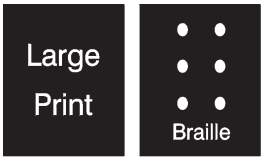
Sample Application

Application Postmark Deadline:
June 20, 2014

Publication 4/14

The following information is no longer printed in this book. Please go to the PCA's website to view.

- PCA Mission and Goals
- General Provisions
- Additional Terms and Conditions Governing Grants-in-Aid
- Additional information about the PCA's programs and services



This Guideline is available for individuals with sight impairments in the following alternative formats. Please allow two (2) weeks for delivery.

Grade 2 Braille
Large Print

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

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

Web Site:
www.pacouncilonthearts.org

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

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

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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:

Attn: Tina Mozingo

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
PCA Staff and E-Mail Addresses are listed on the inside back cover

ART WORKS.
arts.gov

ABOUT PENNSYLVANIA PARTNERS IN THE ARTS

Pennsylvania Partners in the Arts 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 Pennsylvania Council on the Arts 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, 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.

GUIDE TO PROJECT STREAM APPLICATION

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 Appendix A for PPA contact information.

APPLICATION DEADLINE

Applications are due postmarked on or before June 20, 2014. Late applications may not be accepted

ACTIVITY PERIOD

All funded project activities must take place between September 1, 2014 and August 31, 2015.

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 in Appendix A (pages 14-16).

- 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.

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.

Note: Your PPA Partner, with PCA staff, will determine whether your project is conducted with or in a PCA-supported arts organization or program. If you would like a list of the arts organizations and programs currently supported by the PCA, please contact your PPA Partner. Refer to the PPA contact information in Appendix A.

REQUEST AMOUNT

Grant requests may not exceed $2,500. Last year, the average grant was $1,400.

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

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.

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 email or postal service 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.

APPEALS PROCESS

PCA recognizes that errors may occur in the PPA application process. 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 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 and the PCA 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 Matthew Serio Program 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 successful, funds will be awarded only if they are available.

PROJECT STREAM APPLICATION INSTRUCTIONS

Postmark Deadline: June 20, 2014

Submit application form via eGRANT.
Go to http://ppa.egrant.net

Submit your application and supplementary materials to your PPA Partner.
(Refer to Appendix A for contact infomation.)

APPLICATION INSTRUCTIONS PROJECT STREAM

Postmark due date by June 20, 2014.

Pennsylvania Partners in the Arts Project Stream applications must be submitted electronically via eGRANT[sm]

Project Stream Application Form

1. Go to the Pennsylvania Partners in the Arts eGrant at http://ppa.egrant.net.
2. **FOR NEW eGrant USERS:** You must create an account in eGrant. You will provide general contact information and choose a login name and password. Please keep a record of your login and password.

   FOR RETURNING eGrant USERS: Login using your previous login and password. If you do not remember your password you can follow the link and it will be sent to you. If you do not remember your login or the e-mail that was used previously you can contact your PPA partner or the PCA for assistance.

   DO NOT CREATE A NEW LOGIN IF YOUR ORGANIZATION HAS CREATED ONE PREVIOUSLY.
3. In the drop down box labeled "Select a Grant Type," select 2014-2015 PPA Project Stream from the drop-down box and click "Create New Form."
4. The new application will appear in your account menu. Click the corresponding green "Edit" button to begin working on the forms.
5. When you have completed the eGRANT[sm] forms, submit your application electronically.
6. Once you have submitted your completed Project Stream application, print the application by clicking the yellow "View" button from your account menu.
7. 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 contact information. The application is not complete until authorized and signed hardcopies have been received.

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

APPLICANT INFORMATION

PPA Partner: Select the PPA Partner that serves the county in which your project will occur. Refer to PPA contact information in Appendix A.

Federal ID: Please enter your federal ID or social security number in the following format: xx-xxxxxxx.

Applicant Type: Select your applicant type as Individual, Organization - Non-Profit, Government or Fiscal Sponsor.

Parent Organization or Fiscal Agent/Sponsor (if any): 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.

Or list the organization's fiscal agent/sponsor which 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. A project cannot be advertised or listed as a project of the fiscal agent/sponsor.

Please note, if a group or individual submits an application to the PCA through a fiscal agent/sponsor and the grant is awarded, the check will be written to the fiscal agent/sponsor

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

Phone & Fax Numbers: Please enter phone and fax numbers in the following format: (xxx) xxx-xxxx.

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

APPLICANT INFORMATION II

Authorizing Signature: The application must be signed by a 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.)

Legislative District Numbers: To determine your legislative districts use the following page: www.legis.state.pa.us or call the League of Women Voters at (800) 692-7281. Philadelphia and Allegheny County constituents should contact their Board of Elections to determine legislative districts.

PROJECT INFORMATION

Project Location(s)/Venue(s) and County(ies): List up to 5 Project Venues. Include the physical address of the venue. Do not use PO Box addresses. If no venue has yet to be determined, enter the applicant's physical address.

Project Artist Discipline: Select the artistic discipline that best describes your project. If your project has multi-disciplines, you should select Multidisciplinary.

NOTE: The regional project question is required for projects only in Bucks, Chester, Delaware, Montgomery, and Philadelphia Counties.

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.

Project Title: Please title your project. This is very important if your project is only part of your organization's overall programming.

PROJECT BUDGET

Project Dates: List the beginning and end dates for your project activities. Funded project activities must take place between September 1, 2014 and August 31, 2015.

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.

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.

NARRATIVE INFORMATION I

Please submit a narrative not to exceed three pages or a total of 1500 words that responds to the narrative questions listed below. Please refer to Appendix D for the review criteria utilized by the advisory review panels.

Quality of Artistic Product/Process/Service ..... (35 points)

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

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.

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.

NARRATIVE INFORMATION II

Access to the Arts ..... (35 points)

INTENDED AUDIENCE: Describe intended participants/audience for the proposed project. Include in the description the composition of the audience members. How did you decide to focus on this audience?

REACHING INTENDED AUDIENCE: Describe how the proposed project will be publicized and promoted to reach your intended audience.

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

ATTENDANCE: Provide an estimate of how many participants this project will serve. This number includes, but is not limited to, individuals who attend, perform, and/or teach. If you have past attendance figures for activities similar to your proposed project, please include a brief sentence supporting the estimated number.

NARRATIVE INFORMATION III

Management ..... (30 points)

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.

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.

WORK SAMPLES

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 IRS Determination 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

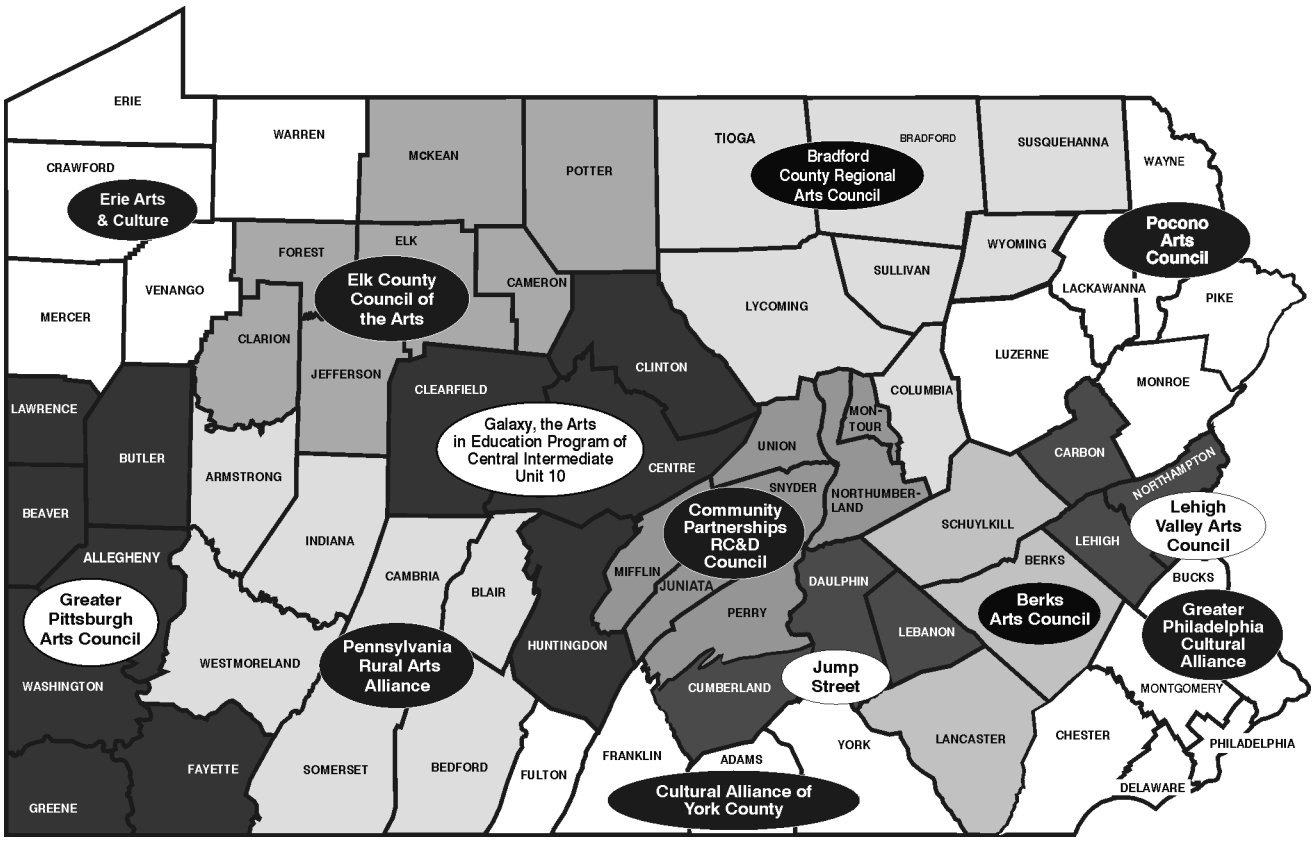
- Press clippings and/or other materials that support your application.
- Two (2) copies of the same work sample and description of work sample(s). You may submit:
    - Up to 10 PowerPoint slides or pictures; and/or
    - Video DVD indicating a representative 4-minute selection; or
    - Audio CD indicating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

APPENDIX A

PPA Contact Information



Berks Arts Council

Serves: Berks, Lancaster, Schuylkill

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

Contact: Karen Haver,
Executive Director

Phone: 610-898-1930
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: Cat Badger,
PPA Program and
NTPAIE Coordinator

Phone: 570-268-2787
Fax: 570-265-4558
Email: ntpaie@bcrac.org
Web: www.bcrac.org

Community Partnerships RC&D
Serves: Juniata, Mifflin, Montour, Northumberland, Perry, Snyder, Union

Address: 23 N. Main Street
Lewistown, PA 17044

Contact: Molly Bolick,
Cultural Coordinator

Phone: 570-490-6393-
Fax: 717-248-4902
Email: mbolick@cpartnerships.com
Web: www.cpartnerships.com

Cultural Alliance of York County
Serves: Adams, Franklin, Fulton, York

Address: 14 West Market Street
York, PA 17401

Contact: Mary Anne Winkelman,
President

Phone: 717-812-9255
Fax: 717-812-0614
Email: maryanne@culturalalliance-york.org
Web: www.culturalalliance-york.org

Elk County Council of the Arts
Serves: Cameron, Clarion, Elk, Forest, Jefferson, McKean, Potter

Address: 237 Main Street
Ridgeway, PA 15853

Contact: Abbi Peters,
Executive Director

Phone: 814-772-7051
Fax: 814-772-7049
Email: ppa@eccota.com
Web: www.eccota.com

Erie Arts & Culture
Serves: Crawford, Erie, Mercer, Venango, Warren

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

Contact: Melinda Meyer,
Grants Manager

Phone: 814-452-3427
Fax: 814-452-3128
Email: melinda@erieartsandculture.org
Web: www.erieartsandculture.org

Galaxy, the Arts in Education Program of CIU 10
Serves: Centre, Clearfield, Clinton, Huntingdon

Address: 345 Link Road
Decatur, PA 16878

Contact: Kristen Baughman-Gray,
Program Coordinator

Phone: 814-342-0884 x3569
Fax: 814-342-5137
Email: kgray@ciu10.org@ciu10.org

Greater Philadelphia Cultural Alliance
Serves: Bucks, Chester, Delaware, Montgomery, Philadelphia

Address: 1315 Walnut Street, Suite 732
Philadelphia, PA 19107

Contact: Tracy Buchanan,
Grants & Program Coordinator

Phone: 866-526-8689
or 215-399-3525
Fax: 215-557-7823
Email: tracyb@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: Anne Mulgrave,
Manager of Grants & Accessibility

Phone: 412-391-2060 x238
Fax: 412-394-4280
Email: amulgrave@pittsburghartscouncil.org
Web: www.pittsburghartscouncil.org

Jump Street
Serves: Cumberland, Dauphin, Lebanon

Address: 100 North Cameron St., Suite 108
Harrisburg, PA 17101

Contact: Melissa Snyder,
Chief Operating Officer

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: Marilyn Roberts,
PPA Coordinator

Phone: 610-437-5915
Fax: 610-437-5259
Email: info@lvartscouncil.org
Web: 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: 814-472-4131
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

APPENDIX B
PENNSYLVANIA PARTNERS IN THE ARTS

Partner Cross Reference Guide by County

County	Partner
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 for 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	Erie Arts & Culture
Cumberland	Jump Street
Dauphin	Jump Street
Delaware	Greater Philadelphia Cultural Alliance
Elk	Elk County Council on the Arts
Erie	Erie Arts & Culture
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 for the Arts
Juniata	Community Partnerships Resource Conservation & Development

PENNSYLVANIA PARTNERS IN THE ARTS

Partner Cross Reference Guide by County

County	Partner
Lackawanna	Pocono Arts Council
Lancaster	Berks Arts Council
Lawrence	Greater Pittsburgh Arts Council
Lebanon	Jump Street
Lehigh	Lehigh Valley Arts Council
Luzerne	Pocono Arts Council
Lycoming	Bradford County Regional Arts Council
McKean	Elk County Council on the Arts
Mercer	Erie Arts & Culture
Mifflin	Community Partnerships Resource Conservation & Development
Monroe	Pocono Arts Council
Montgomery	Greater Philadelphia Cultural Alliance
Montour	Community Partnerships Resource Conservation & Development
Northampton	Lehigh Valley Arts Council
Northumberland	Community Partnerships Resource Conservation & Development
Perry	Community Partnerships Resource Conservation & Development
Philadelphia	Greater Philadelphia Cultural Alliance
Pike	Pocono Arts Council
Potter	Elk County Council for the Arts
Schuylkill	Berks Arts Council
Snyder	Community Partnerships Resource Conservation & Development
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
Venango	Erie Arts & Culture
Warren	Erie Arts & Culture
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

APPENDIX C

Pennsylvania Council on the Arts
PROJECT STREAM Application Form
FY 2014-2015
Application Deadline: Postmarked by June 20,2014
Do Not Staple

PCA USE ONLY
Apply application label here

PAGE 1

A. Applicant Information

A1 PPA Partner: _____

A2 Applicant Type: _____

A3 Name of Applicant: _____

A4 Name of Parent Organization (if any): _____

A5 Address Line 1: _____

A6 Address Line 2: _____

A7 City: _____

A8 State: _____

A9 Zip + 4: _____

A10 County: _____

A11 Contact Name: _____

A12 Contact Title: _____

A13 Phone Number: _____

A14 Fax Number: _____

A15 E-mail Address: _____

A16 Web Address: _____

A17 Federal ID: _____

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 _____

Application Deadline: Postmarked by June 20,2014

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 Race: _____

B3 Project Director Name: _____

B4 Project Director Title: _____

B5 Project Director Phone Number: _____

B6 Project Director Email: _____

B7 List the Project Start and End Dates: _____

B8 Project Location(s)/Venue(s) where project activities will take place:

	Name of Venue Location	County
1		
2		
3		
4		
5		

B9 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. ☐ Yes ☐ No

B10 Will this project be conducted with or in an organization funded through PPA Program Stream, AOAP Track or Entry Track? ☐ Yes ☐ No

B11 Project Title: Give a short title for your Project.

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 $2,500)**		$
C2		☐	$
C3		☐	$
C4		☐	$
C5		☐	$
C6		☐	$
C7		☐	$
C8		☐	$
C9		☐	$
C10		☐	$
C11	Subtotal matching income (add lines C2 thru C10):		$
C12	Total project income (C1 + C11):		**$**

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

Pennsylvania Partners in the Arts

Project Stream Application

Narratives: Quality of Artistic Product/Process/Service

Project Description

Goals and Objectives

Artistic Qualifications

Narratives: Access to the Arts

Intended Audience

Reaching Intended Audience

Reaching General Public

Attendance

Narratives: Management

Budget

Key Staff Qualifications

PROJECT STREAM Application Form

Application Deadline: Postmarked by June 20,2014

Do Not Staple

Applicant Name: _____

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

APPENDIX D

REVIEW CRITERIA

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

Quality of Artistic Product/Process/Service ..... 35 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 Arts ..... 35 points

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

Management ..... 30 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 effectively manage and implement programming

APPENDIX E

PROJECT STREAM APPLICATION TIMELINE

June 20, 2014	**Postmarked application due date.** (for funding period 9/1/14 to 8/31/15)
July-Aug., 2014	**Partner Advisory panels meet to assess the applications.**
Sept.-Oct., 2014	**Applicants are notified and grantees are invited to attend awards ceremonies.**
	Grant award agreements are due to PPA Partners.
Sept. 1, 2014	**Grant activity period begins.**
Aug. 31, 2015	**Grant activity period ends.**
Sept. 30, 2015	**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.

Glossary of Terms

- **In-kind (non cash) contributions –** non cash contributions of goods, services, and/or transactions, (such as use of venue) not involving money or measured in monetary terms.
- **Secured income source –** project revenue that is confirmed the applicant has received or will be receiving on a date certain.
- **Shared services –** a way of organizing administrative functions among two or more organizations to optimize the delivery of cost-effective, reliable services to all participating organizations.
- **Advisory review process –** panels of 4 to 8 regional representatives [with knowledge of the arts and the community] review applications and reach a consensus on how well each makes the case for PPA support using published criteria.
- **Match and cash match –** for every grant dollar awarded by the PCA through the PPA partner, a third-time applicant must secure an equal amount in "matching" revenue through fundraising, earned income, or their operational budget. In-kind (non cash) contributions and PCA funds may not be used toward the match. First and second-time PPA Project Stream recipients are not required to match the requested amount.
- **Capital expenditures –** funds spent by an applicant to acquire (or upgrade) fixed, physical, non-consumable assets, such as buildings and equipment. Projects funds may not be used for capital expenditures (including equipment costing $500 or more per item).
- **Academic credit –** post secondary-school course credits awarded as part of the project or a participant in the project is required to complete a college or post-secondary course.
- **Hospitality expenses –** funds used for receptions, parties, gallery openings, etc. Funds can be used for the expenses of the project, such as rental space or installation costs for an exhibition.
- Competitions – any event for which prizes or awards are given. Juried exhibitions are acceptable.

Project Stream Online Grant Writing Presentations

For more information on how to complete the 2014-15 application and best practices on writing grant narratives for the PCA, join us online for a presentation that covers the basics. It is a step by step Prezi which you view at your own pace. Look for the link on your regional PPA partner's website or on the PCA site at www.pacouncilonthearts.org.

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