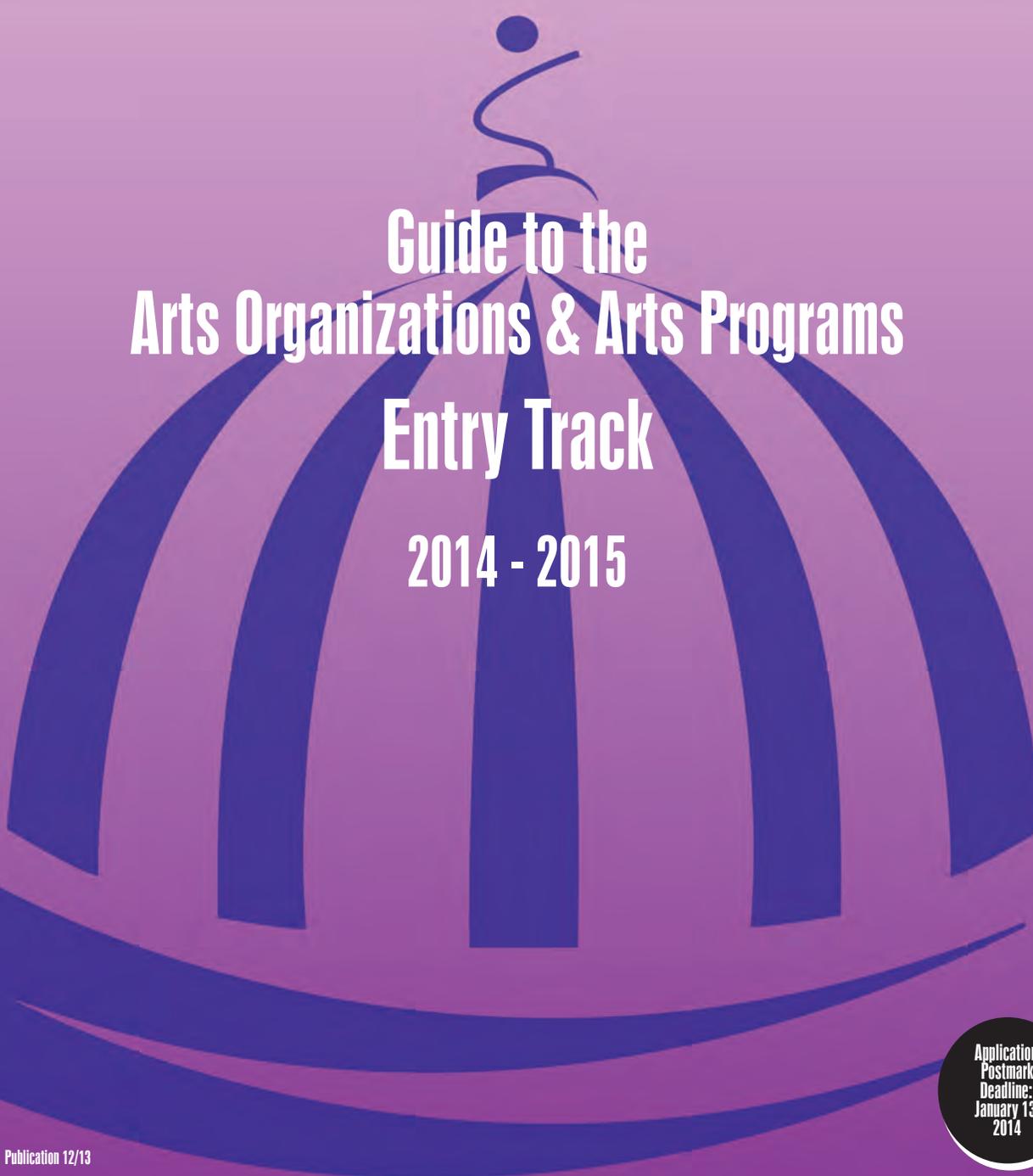




Tom Corbett
Governor

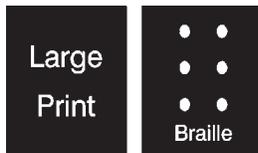
Commonwealth of Pennsylvania
Pennsylvania Council on the Arts



Guide to the
Arts Organizations & Arts Programs
Entry Track
2014 - 2015

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

- PCA Strategic Plan 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

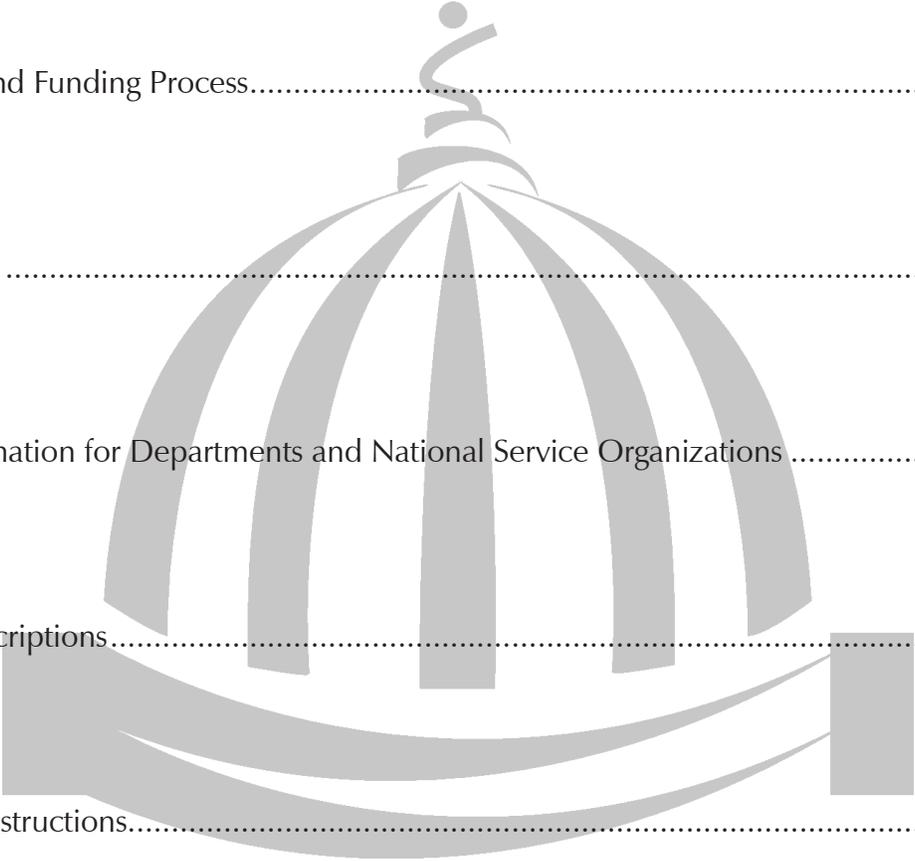
www.pacouncilonthearts.org

Office Hours:

8:30 – 5:00 Monday thru Friday

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

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

Laura E. Ellsworth Esq., Pittsburgh
Jeffery W. Gabel, Gettysburg
Susan H. Goldberg, Philadelphia
Stephen J. Harmelin, Esq., Philadelphia
Gayle Isa, Philadelphia
Justin Laing, Pittsburgh
William Lehr, Jr., Palmyra
Senator Charles T. McIlhinney, Jr., Doylestown
Representative Tina Pickett, Towanda

Robert W. Pullo, York
Marilyn J. Santarelli, Dallas
Representative Brian Sims, Philadelphia
Lee Steadman, McKean
Paula Vitz, Red Lion
James A. West, Jr., Pittsburgh
Senator Anthony H. Williams, Philadelphia
Jen Holman Zaborney, New Cumberland

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 of 12 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



INTRODUCTION TO THE ENTRY TRACK

Eligibility

The Entry track is the point of entry for organizations or programs to the Arts Organization and Arts Program track (AOAP). The Entry track supports eligible arts organizations and arts programs that generally have a history of at least one year of consistent arts/cultural programming.

Description

This track is for arts organizations and arts programs that can demonstrate:

- An average fiscal size over \$200,000
- At least one year of arts programming
- Status as a nonprofit, tax exempt corporation, unit of government or school district providing arts programming and/or arts services in Pennsylvania. An arts program may apply to the Entry Track through a fiscal sponsor

Organizations or programs stay in Entry track until they are recommended for AOAP, based on panel review and assessment totals. Applicants must apply and qualify to enter the AOAP track. The AOAP track provides ongoing support through a multi-year application based completely on the past two most recently completed fiscal years. Applicants that do not qualify for AOAP may apply to a PPA partner for a Project Stream Grant.

AOAP Disciplines

- Art Museums
- Art Service Organizations
- Arts in Education
- Crafts
- Dance
- Film and Electronic Media
- Folk and Traditional Arts
- Literature
- Local Arts
- Music
- Presenting Organizations
- Theatre
- Visual Arts

Application Postmark Deadline: January 13, 2014

Advisory Panel Process

The Entry track advisory panel convenes every year to review applications and to make recommendations to the Council for support.

The emphasis in the review process is on the applicant's analysis and presentation of data from past activities. Applicants may be penalized for incomplete or unclear applications.

Advisory panels apply the following weighted criteria to an applicant's past performance to recommend assessment totals to the Council. (0 is the lowest, and 30 or 35 is highest). Advisory panels in their deliberations review applications and supplemental enclosures to determine assessment totals.

Application Review Criteria

Quality of Artistic Product/Process/Service.....	0 to 35 points
Access to the Arts.....	0 to 35 points
Management	0 to 30 points

Appeals Process

The PCA recognizes that errors may occur in the 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 decisions 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 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 is not grounds for an appeal.

Applicants considering an appeal should contact the PCA's Deputy Director for Programs for advice and guidance. The appeal of an award decision must be made in writing ten business days from the date of the notification of the award from the designated PPA Partner. Letters of appeal should be addressed to the PCA's 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 PCA's Council, funds will be awarded only if they are available.

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 for Entry Applications

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 state government 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 state and federal agencies, have certain reporting requirements. Some of the information requested is used for reporting purposes. The PCA also asks for 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 their applications. Reference the **General Provisions** and **Additional Terms and Conditions Governing Grants-in-Aid** for more information.

Funding Process

- The PCA uses a formula to determine funding for the Entry track. The formula simultaneously incorporates average fiscal size of organizations, assessment totals, and previous award from PCA.
- The Council annually reviews funding options and sets the guidelines for the funding formula.
- Those receiving awards will be sent a Grant Award Agreement (contract). Recipients must return completed invoices, revised budgets, project descriptions, and copies of the signed Grant Award Agreement in order for the award process to begin. The recipient will use the Grant Award Agreement to specify how funds will be used.

Funding Process (continued)

• Upon signing the Award Agreement, recipients certify that they accept the terms, conditions, and provisions referred to in the Award Agreement. Copies of the terms and conditions are available on the PCA website for download or upon request.

Recipients must return the completed Grant Award Agreement and other materials 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 or reduction of the award at the sole discretion of the PCA.***

In general, The PCA does not fund the following, nor may these expenses be used as a match for PCA funds:

- Capital expenditures, including equipment costing \$500 or more per item;
- Activities for which post-secondary 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;
- Benefit activities;
- Hospitality expenses, i.e., receptions, parties, gallery openings;
- Lobbyists' payments;
- Competitions.

Possible causes for removal from Entry track:

- Failure to meet one or more established deadlines (Interim Applications, Final Reports, Grant Award Agreement paperwork, or any other forms required by the PCA to process applications and awards)
- Failure to keep the PACDP profiles complete and accurate
- Failure to comply with the ***General Provisions*** and ***Additional Terms and Conditions Governing Grants-in-Aid***
- Consistently low assessment totals
- Failure to comply with Commonwealth of Pennsylvania tax obligations (the Commonwealth is prohibited from processing any award materials if an organization is delinquent in tax obligations)

HOW TO APPLY

Step 1

Mandatory on-line application process

It is mandatory to apply to the PCA on-line. Any accommodations must be discussed and approved by the PCA in advance of the deadline. Collecting this data on-line will enable the PCA to provide a higher level of service and increase our ability to report.

Apply online at <http://pacouncilonthearts.egrant.net>

Step 2

Data collection (financial and statistical) summary

The PACDP form collects information such as income and expense, investments, loans, physical capacity, attendance, program activity and staff numbers.

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

Step 3

Print, sign, and mail

The completed application must be printed, signed by the necessary members of your organizations and combined with the PACDP form. This will then be mailed directly to the PCA.

Application Postmark Deadline is January 13, 2014

The Pennsylvania Cultural Data Project

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. The PCA, along with other funders in Pennsylvania, requires applicants to complete a “Data Profile” through the PACDP Web site (<http://www.pacdp.org>). Applicants will fill out the PACDP Data Profile once each year and use that data as part of their application to all participating funders throughout the state.

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

Please contact the PACDP Help Desk at help@pacdp.org or by phone at 866-21-PACDP (866-217-2237, Monday to Friday, 9:00 am to 5:00 pm) if you have any questions about the PACDP forms or about setting up your accounts or Data Profiles.

PACDP Requirements for Departments

If this application is for a department, subsidiary or ongoing arts program (not a stand alone arts organization) within a larger non-profit umbrella organization, you must complete the PACDP Data Profile for the department and not the umbrella organization.

Most often the department will not have a specific audit, but the umbrella organization will. If this is the case, the department will answer “No” to Section 1 – Organization Information, Question 6 and complete the PACDP Data Profile with data specific to the department.

In some cases the umbrella organization will complete a PACDP Data Profile for other funders. If this is the case, the department should not provide a copy of the full PACDP Data Profile from the umbrella organization. Instead the department must complete a Data Profile specific to the department’s finances and activities.

PACDP Requirements for National Service Organizations

The PCA may also accept applications from national service organizations based outside of Pennsylvania that have a strong presence in Pennsylvania. In this case, the service organization will complete the PACDP Data Profile for only its Pennsylvania component when applying to the PCA.

In some cases the national service organization will complete a PACDP Data Profile for other funders. If this is the case, the organization should not provide a copy of the full PACDP Data Profile. As part of the PCA application, the organization should treat its Pennsylvania component like a “department” (as described above) and complete an additional PACDP Data Profile specific to the organization’s finances and activities in Pennsylvania.

PROGRAM DESCRIPTIONS

Programs have different requirements and restrictions in addition to the general requirements. Be sure to include all necessary attachments with your application.

Entry Track Applications Due January 14, 2013

COMMUNITY ARTS

Arts Education Organizations

Description:

The PCA supports organizations whose primary mission and activities are arts education or arts in education and that include a significant public participation component. Single discipline arts organizations or programs whose primary mission is to provide art education programming and activities can apply in this program. Arts education programming can be arts workshops, classes, and/or programs. Arts in education organizations and programs may also apply for support to the Arts in Education Division under Partnerships and Initiatives for artist residencies if these applications do not duplicate any activities funded in this program.

Additional Required Materials and Work Samples:

Submit electronically in eGrant:

- Sample curriculum/lesson plan.
- Educational assessment and/or evaluation tools.
- PDFs of representative press releases, newspaper articles and features, newsletters, flyers, membership brochures, etc. from the last two years (hard copies also accepted).

This Program Does Not Fund:

Public schools, school districts, intermediate units, other local educational agencies or private and parochial schools. However, these organizations may apply to the Arts In Education Division for artist residencies. Call the PCA for more information.

Arts Service Organizations

Description:

The PCA supports organizations whose primary mission is to provide services to Pennsylvania arts organizations and artists. National service organizations can only be funded for arts services provided in Pennsylvania.

PROGRAM DESCRIPTIONS

Additional Required Materials and Work Samples:

Submit electronically in eGrant:

- List of membership, dues, and benefits (if applicable).
- PDFs of representative press releases, newspaper articles and features, newsletters, flyers, membership brochures, etc. from the last two years (hard copies also accepted).

Folk and Traditional Arts

Description:

The PCA supports traditional arts programming, services to artists and communities practicing traditional arts and customs, and the conservation of the traditional arts and customs found in the Commonwealth. The program supports traditions and practitioners that are part of a living tradition within a community.

The folk and traditional arts are shaped and shared within communities and in ethnic, language, religious and regional-based communities. They are learned and practiced within community settings and include crafts, music, dance and stories, as well as other traditional practices. Often, these traditions are passed down from one generation to another and are learned through on-going participation in community-based activities, and through observation or imitation of master practitioners.

Within the framework of traditions that reflect a community's values, identity, and experiences, folk and traditional artists display their artistry through creativity, style, and repertoire.

Additional Required Materials and Work Samples:

Submit electronically in eGrant:

- Choose one or more of the following: 20 JPG images, MP3 audio selection (10 minutes maximum), video sample (5 minutes maximum). Work sample should illustrate the art forms, the artists, and their community or work settings. If you submit a video sample on eGrant also include three exact copies of a DVD (mail DVDs to PCA) if longer than 5 minutes.
- Two or three letters of support from knowledgeable community members, artists or cultural specialists demonstrating the appropriateness and significance of your work.
- PDFs of representative interpretive informational material such as program notes, newsletters, etc. from the last two years (hard copies also accepted).

PROGRAM DESCRIPTIONS

This Program Does Not Fund:

- Oral history programs that do not include contemporary traditions.
- The production or marketing of historical crafts or other traditions that are not part of the living heritage of particular communities.

The Pennsylvania Council on the Arts, in partnership with the Institute for Cultural Partnerships, provides services to the field of folk and traditional arts. For additional information and assistance in developing your program and application or referrals to other resources, please contact:

Pennsylvania Folk Arts Program Director
Folkart PA
c/o Jumpstreet
100 North Cameron Street
Harrisburg, PA 17101
717-238-1770

Local Arts

Description:

The PCA supports organizations and programs that provide a wide range of arts activities and significant public participation in the arts in a specified community or region. These agencies support, coordinate and provide a broad range of arts programs and administrative services based on the needs and resources of the designated community.

Applicants to the Local Arts Program must be a multi-discipline arts center, multi-discipline arts council, multi-discipline arts festival, and/or a multi-discipline arts program in a social service center or other nonprofit organization or a government agency.

Additional Required Materials and Work Samples:

Submit electronically in eGrant:

- PDFs of representative press releases, newspaper articles and features, newsletters, flyers, membership brochures, etc. from the last two years (hard copies also accepted).
- Choose one or more of the following: 20 JPG images, MP3 audio selection, video sample (5 minutes maximum). If you submit a video sample on eGrant also include three exact copies of a DVD (mail DVDs to PCA) if longer than 5 minutes. Work sample should illustrate highlights of the past two years.

This Program Does Not Fund:

- Single-discipline arts organizations or programs.

PERFORMANCE AND PRESENTING

Dance

Description:

The PCA supports nonprofit dance organizations or ongoing dance programs whose primary purpose includes public performances. The PCA supports ethnic, modern, classical, jazz, tap, and vernacular dance projects.

Additional Required Materials and Work Samples:

Submit electronically in eGrant:

- List of company's repertoire in chronological order from the past two years.
- List of dancers performing with the company from the last two years.
- PDFs of representative press releases, newspaper articles and features, newsletters, flyers, etc. from the last two years (hard copies also accepted).
- Video sample (5 minutes maximum). If you submit a video sample on eGrant also include three exact copies of a DVD (mail DVDs to PCA) if longer than 5 minutes. Work sample should illustrate highlights of the past two years. On the Description of Work Sample Page list choreographer, title of work, dates and location of performances.

This Program Does Not Fund:

- Dance schools, civic ballets, training institutions and nonprofessional dance companies, except for those activities which engage professional guest teachers and choreographers.
- Programs in which a professional performing organization is contracted by another organization to perform. In that case, the presenting organization should apply to the Presenting Organizations Program.

Literature

Description:

The PCA supports publications, readings and other activities that deliver programs and services. Funds are awarded to publishers of fiction and poetry, creative nonfiction, children's literature, and for public readings that make the work of contemporary writers more available in the state. College-based literature programs and publications will be considered if the activity is not for academic credit and if the applicant can demonstrate broad community participation.

PROGRAM DESCRIPTIONS

Applicants should provide a clear editorial vision and the literary impact of the publication(s), the diversity of authors, and clear evidence that writers are paid fees generally accepted as fair and in cash. Circulation and marketing strategies, production quality and quality-cost ratio, and design are considered.

Panelists consider the diversity and excellence of the writers that have been presented, the organization's demonstrated ability to expand or develop new and diverse audiences, the quality of previous programming, and the effectiveness of promotional strategies.

Additional Required Materials and Work Samples:

Submit electronically in eGrant:

- Copy of magazine and presses (hard copy accepted).
- A publication schedule in chronological order from the past two years.
- PDFs of representative press releases, newspaper articles and features, newsletters, flyers, etc. from the last two years (hard copies also accepted).

This Program Does Not Fund:

- Scholarly writing.
- Publications printing primarily student work or student-run publications.
- Vanity press publications or self-publication.
- Literary projects for which academic credit is given.
- Writing competitions, prizes or awards.

Music

Description:

The PCA supports music organizations and programs whose primary purpose includes public performances.

Additional Required Materials and Work Samples:

Submit electronically in eGrant:

- PDF's of representative press releases, newspaper articles and features, newsletters, flyers, etc. from the last two years (hard copies also accepted).
- MP3 audio selection (10 minutes maximum)
- Video sample (5 minutes maximum). If you submit a video sample on eGrant also include three exact copies of a DVD (mail DVDs to PCA) if longer than 5 minutes.

PROGRAM DESCRIPTIONS

- Work sample should illustrate highlights of the past two years. On the Description of Work Sample Page list details of works.

The work samples must be of, live performances, unedited (not studio recordings) from the last two years. There should be three to five selections on the work samples, and if choral, at least one should be a cappella. Work samples should contain between twenty and forty-five minutes of music. Do not submit work samples of performances which feature guest soloists to the exclusion of the ensemble. The advisory panel is interested in reviewing the quality of the applicant itself, and is not concerned with the performance of a guest soloist. Work samples must be clearly labeled with the applicant's name and titles of the selections. Opera companies, due to the visual nature of the art, must submit a DVD of a performance and three exact copies, keeping in mind that the audio quality must not be compromised.

This Program Does Not Fund:

- Programs in which a professional performing organization is contracted by another organization to perform. In that case, the presenting organization should apply to the Presenting Organizations Program.
- Music education programs for non-profit organizations. In that case, the applicant should apply to the PCA's Arts in Education Division.

Presenting Organizations

Description:

The PCA supports organizations that present professional performing artists. These presentations may occur in a variety of settings. A performing arts presenter organization engages professional touring artists, pays their fees, handles the local presentation, promotion and ticket sales, and arranges for the facilities and technical support for the event(s). Presenters work with artists, managers, educators, and community groups to bring artists into a community in concerts and less formal arrangements. The presenting field includes cultural centers; theatres; galleries and museums; arts centers; libraries; college and university artist series; festivals; concert, music, dance or theatre associations; civic or cultural organizations; and, programs that promote cooperative programming and activity between Pennsylvania presenting organizations.

Organizations and programs that exclusively present local artists should apply to the Local Arts Program.

PROGRAM DESCRIPTIONS

Additional Required Materials and Work Samples:

Submit electronically in eGrant:

- Presenting Organization's Past Activities Chart from the last two years (available in eGrant).
- PDFs of programs and season brochure from the last two years (hard copies also accepted).
- PDFs of representative press releases, newspaper articles and features, newsletters, flyers, etc. from the last two years (hard copies accepted).

This Program Does Not Fund:

- Presenters who present seasons of nonprofessional, avocational, student or school-related faculty artists or ensembles.
- Pennsylvania artists or ensembles in their self-produced home seasons or local performances. These are supported by the various PCA programs (Dance, Music, Theatre, etc.).
- Programs that only present readings of poetry or fiction. These are supported by the PCA Literature Program.

Theatre

Description:

The PCA supports production and presentation of plays, the writing and production of new plays, the exploration of new theatre forms, touring, ticket subsidy, and other programs that make theatre more available to Pennsylvania citizens of all ages.

Additional Required Materials and Work Samples:

Submit electronically in eGrant:

- PDFs of programs and season brochure from the last two years (hard copies also accepted).
- PDFs of representative press releases, newspaper articles and features, newsletters, flyers, etc. from the last two years (hard copies also accepted).
- Choose one or more of the following: 20 JPG images, MP3 audio selection (10 minutes maximum), video sample (5 minutes maximum). If you submit a video sample on eGrant also include three exact copies of a DVD (mail DVDs to PCA) if longer than 5 minutes. Work samples should illustrate highlights of the past two years.

PROGRAM DESCRIPTIONS

This Program Does Not Fund:

- Theatre that is intended solely as recreation or therapy for the participants.
- Student performing groups or productions.
- Play competitions.

VISUAL ARTS AND ELECTRONIC MEDIA

Art Museums

Description:

The PCA supports organizations whose primary mission is to present, interpret, and preserve fine art objects of outstanding aesthetic quality. The PCA seeks to ensure the enlightened interpretation and care of the state's artistic heritage and to foster the relationships between museums and their communities through support for exhibitions, educational programs, collections care programs and institutional operations.

Additional Required Materials and Work Samples:

- 20 JPG images, three images should show the physical site, i.e. the galleries, exterior of the exhibition space(s), etc. The remainder of the images should show exhibitions and/or other programs offered in the last two years.
- PDFs of catalogues produced during the past two years (hard copies also accepted).
- PDFs of representative press releases, newspaper articles and features, newsletters, flyers, etc. from the last two years (hard copies also accepted).

This Program Does Not Fund:

Organizations that provide only ongoing exhibition programs. Please refer to Crafts or Visual Arts descriptions depending on the focus of the exhibition series.

Craft

Description:

The Crafts Program supports a wide range of craft organizations and ongoing programs whose primary mission is to present exhibitions and provide instruction, criticism, long-term residencies and other professional development to craft artists.

Additional Required Materials and Work Samples:

Submit electronically in eGrant:

PROGRAM DESCRIPTIONS

- 20 JPG images, three images should show the physical site, i.e. the galleries, exterior of the exhibition space(s), etc. The remainder of the images should show exhibitions and/or other programs offered in the last two years.
- PDFs of catalogues produced during the past two years (hard copies also accepted).
- PDFs of representative press releases, newspaper articles and features, newsletters, flyers, etc. from the last two years (hard copies also accepted).

Film and Electronic Media

Description:

The PCA supports organizations or programs that create, produce, exhibit or distribute media arts and have a commitment to advancing the field through an emphasis on the creative use of the medium.

NOTE: Past applicants to the Broadcast of the Arts Project category must contact the Film and Electronic Media Program Director (Matthew Serio) for guidance.

Additional Required Materials and Work Samples:

Submit electronically in eGrant:

- PDFs of programs and program notes and/or season brochure from the last two years (hard copies also accepted).
- PDFs of representative press releases, newspaper articles and features, newsletters, flyers, etc. from the last two years (hard copies also accepted).
- For production choose one or more of the following: 20 JPG images, MP3 audio selection, video sample (5 minutes maximum). If you submit a video sample on eGrant you must also include three exact copies of a DVD (mail DVDs to PCA). Work sample should illustrate highlights of the past two years.

This Program Does Not Fund:

- Commercial, strictly instructional, promotional, fundraisers or archival projects.
- Profit-making theatres/exhibitors.
- Student organizations.
- Public TV or radio.

Interdisciplinary Arts

Description:

The Interdisciplinary Arts program has been folded into other programs. Please contact the Entry Track Coordinator if you have questions. Past applicants have been notified about where to apply.

Visual Arts

Description:

The PCA supports contemporary visual arts organizations and ongoing programs whose primary mission is to provide high-quality exhibitions and other programs and activities such as publications and education/instruction. The PCA defines visual arts as including, but not limited to, painting, sculpture, graphic art, photography, architecture, interdisciplinary arts, electronic and digital art.

Additional Required Materials and Work Samples:

Submit electronically in eGrant:

- 20 JPG images, three frames should show the physical site, i.e. the galleries, exterior of the exhibition space(s), etc. The remainder of the frames should show exhibitions and/or other programs offered in the last two years.
- PDFs of catalogues produced during the past two years (hard copies also accepted).
- PDFs of representative press releases, newspaper articles and features, newsletters, flyers, etc. from the last two years (hard copies also accepted).

APPLICATION INSTRUCTIONS FOR ENTRY TRACK

Postmark due date by January 13, 2014

Complete the following

- Entry track application form pages 1-3.
AND
- The PACDP for your most recently completed fiscal year.

Entry Track Application Form

1. Go to the PCA's eGrant website at <http://pacouncilonthearts.egrant.net>
2. After you have logged in, under "Create a new application".
3. Select the 2014-15 Entry track, click, "Proceed".
4. When you have completed the eGrant press the submit button and print the complete Entry track application. Submitted applications can be found in "History."
5. Sign the printed application forms in blue ink.

Pennsylvania Cultural Data Project (PACDP) Form

Instructions for the use of the PACDP

1. Login to www.pacdp.org.
2. Complete your "Cultural Data Profile" using your organization's data for that year.

For assistance, please contact the PACDP Help Desk at help@pacdp.org or by phone at 866-21-PACDP (866-217-2237, Monday to Friday, 9:00 am to 5:00 pm) if you have any questions about the PACDP forms or about setting up your accounts or Data Profiles.

Instructions for Entry track

A. ORGANIZATION INFORMATION

To determine if you need to apply with a full or interim application, see Program Descriptions or call the appropriate PCA Program Director.

A1. Check the appropriate box describing your organization. An “Arts Organization” is an organization established for the sole purpose of conducting arts-related activities.

An “Arts Program” is a department, division, or subsidiary of a parent organization, where the subsidiary has been established to conduct arts-related activities, although the parent organization may not. The information in this application must represent only the arts program and not the parent organization.

The PCA defines departments and subsidiaries as ongoing programs covered by a larger “umbrella” or “parent” organization, such as a university, YMCA, or community center. A department or subsidiary has its own budget and usually an advisory committee to guide the art program.

A2. PCA Program: Refers to the artistic discipline or category under which you are applying (e.g. “Theatre”). If you are not certain of the category your organization belongs to, please contact your PCA Program Associate or Program Director for assistance. You may wish to reference your prior PCA award records for this information.

A4. Name of Organization: The organization or subsidiary name. If the applicant organization does not have a “parent,” the name must appear as it is listed on the IRS Determination Letter.

A5. Name of Parent Organization: If applicable, the parent organization name must appear as it is listed on the IRS Determination Letter.

Note: If you will be applying using a fiscal sponsor, please contact the appropriate PCA Program Director before submitting your application.

A13. DUNS#: Developed by Dun and Bradstreet, the “Data Universal Numbering System” is a coding method developed to track businesses in their database. Application to the National Endowment for the Arts requires DUNS numbers. You can register online by visiting the Dun & Bradstreet website at <https://iupdate.dnb.com>. You will receive your number via email in as few as five business days.

A14. Vendor #: All grantees that receive funds must register for a vendor number with the Commonwealth’s Payable Service Center at <http://www.vendorregistration.state.pa.us>

CERTIFICATION AND STATEMENT OF ASSURANCES

Two different individuals from the non-profit or fiscal sponsor organization must sign in blue ink on each copy of the application. (Photocopied signatures are not acceptable.) The Chairman, President or Board Member must sign on the first line, and an individual who can legally obligate the organization must sign on the second line.



PCA USE ONLY
 Apply application label here

A. Organization Information

A1 Please check one: AOAP ENTRY
 Please check one: Arts Organization Arts Program

A2 PCA Program Name: _____

A3 Federal ID #: _____

A4 Name of Organization: _____

A5 Name of Parent Organization (if any): _____

A6 Address, Line 1: _____

A7 Address, Line 2: _____

A8 City: _____

A9 State: _____

A10 Zip + 4: _____ Check this box if the above is a new address.

A11 County: _____

A12 Phone #: _____

A13 DUNS #: _____

A14 Vendor #: _____

A15 Web Address (URL): _____

A16 Contact Person: _____

A17 Contact Title: _____

A18 Email Address: _____

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

Signatures **Must Be ORIGINAL** (Not Photocopied) On each Copy of the Application **USE BLUE INK**

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

Instructions Entry track

A. ORGANIZATION (CONTINUED)

A20. – A22. Legislative #'s: To determine your legislative districts use the following web page at <http://www.legis.state.pa.us> or call the League of Women Voters at 1-800-692-7281. Philadelphia and Allegheny County constituents should contact their local Board of Elections to determine their legislative districts.

A26. Organization Race/Ethnicity: This information is used for PCA reporting requirements. Enter the code that best represents 50% or more of your staff or board or membership (not audience).

50% or more American Indian/Alaska Native	N
50% or more Asian	A
50% or more Black/African American.....	B
50% or more Native Hawaiian/Pacific Islander	P
50% or more Hispanic/Latino.....	H
50% or more White	W
No single group represents 50% or more of staff or board or membership	99

A27. Activity Race/Ethnicity: If activities predominantly emphasize or reflect the traditions or culture of any particular race, then use the appropriate code listed above. If the activities do not fit within one code, then use the code for general (99).

C. BENEFIT AND PARTICIPATION

C1. Total Number of Individuals Benefiting: The total number of individuals who were directly involved in the funded activity as artists, non-artist project participants or audience members between the grant or project start and end dates.

Figures should encompass only those individuals directly affected by or involved in the funded activity, and should include the totals from the Artists Participating (C2) and Youth Benefiting (C3) fields. Include actual audience numbers based on paid/free admissions or seats filled. Do not double-count repeat attendees. If actual figures or reliable estimates cannot be secured leave blank to indicate that data are not available.

C2. Number of Artists Participating: The total number of artists directly involved in providing art or artistic services specifically identified with AOAP funded activities. Include living artists whose work is represented, regardless of whether the work was provided by the artist or by an institution.

C3. Total Number of Children and Youth Benefiting: For each Fiscal Year give the total number of children and youth (Include people less than 18 years old, students, participants, and audience members) benefiting directly by your activities funded under your AOAP award.

D. INFORMATION

Use the check boxes and drop down list on eGrant.net to choose the codes that best describes your organization or activities.



Organization/Subsidiary Name: _____

A. Organization (continued)

A18 Executive/Managing Director: _____

A19 Artistic Director: _____

A20 State House District #: _____

A21 State Senate District #: _____

A22 Federal Congressional District #: _____

A23 Year Organization Founded: _____

A24 Year Organization Incorporated: _____

A25 Date IRS Tax-Exemption Received: _____

A26 Organization Race/Ethnicity: _____

A27 Activity Race/Ethnicity: _____

FY 2011-12

FY 2012-13

B. Board of Directors

FY 2011-12

FY 2012-13

B1 Number of Board Members: _____

B2 Number Who Made Financial Contributions: _____

B3 Number Who Provided Goods/Service: _____

B4 Number of Board Meetings per Year: _____

C. Benefit and Participation

FY 2011-12

FY 2012-13

C1 Total Number of Individuals Benefiting: _____

C2 Number of Artists Participating: _____

C3 Total Number of Children and Youth Benefiting (students, audience, participants): _____

D. Information

D1 Check the descriptors that comprise 50 percent or more of your resources/activities. Mark all that apply. If none apply, or if they apply to a small or indeterminate portion your activities, leave blank.

Accessibility Technology
 International Youth at Risk
 Presenting/Touring

D2 Do you manage a festival as part of your activities?

Select the code that best describes your organization/activity:

D3 Status Code D4 Discipline (Organization)
D5 Type of Activity D6 Discipline (Project)
D7 Applicant Institution D8 Arts Education Activity

Instructions for Entry track

NARRATIVE QUESTIONS

The narrative response to the questions must not exceed six pages. Respond to the questions on the facing page.

See Program Descriptions for any required information specific to that program.

The advisory panel will apply the following weighted criteria to an applicant's past performance to recommend an assessment to the Council: 0 is the lowest, 35 is the highest.

- Quality of Artistic Product/Process/Service (0-35 points)
- Access to the Arts (0-35 points)
- Management (0-30 points)

The narrative is the primary source of information for the review panel. A clearly presented application narrative will help the panel understand your organization's quality, access to the arts and management. The PCA recommends that applicants contact the appropriate Program Director for panel comments from the last application review.

Reminder: Universities and colleges must describe in their narrative how their programming served the general public.

DEFINITIONS

K2 and L3 Under-Served Populations: Potential arts participants, selected by communities, who are not currently served. Under-served populations include but are not limited to members of immigrant or ethnic groups, rural residents, urban or rural youth, unemployed people and homeless people

"Arts education" activities include instruction in the various arts disciplines in a setting owned or controlled by your organization, your program, or your program's parent entity.

"Arts in education" activities are those services you provide at a school or educational setting where arts and cultural resources are utilized within the school curriculum or educational environment to further curriculum goals or to provide arts enrichment experiences; primarily focused on in-school but including before- or after-school activity.

"Arts infusion" is the technique of integrating the arts in the teaching of other subject areas; using the study of arts disciplines as the linking element to bridge distinct areas of the curriculum.

J. NARRATIVES: QUALITY OF ARTISTIC PRODUCT/PROCESS/SERVICE

J1. Mission: Provide your mission statement. Indicate the last time your mission was reviewed and (re)approved by the board. If you represent an arts program within a larger non-arts organization provide the goals or summarize the plan of the arts program.

J2. Arts Organization or Arts Program Summary: Provide an overview and history of your arts organization or arts program with a focus on the past two years. Note any significant changes to the purpose or direction of artistic activities.

J3. Highlights: Summarize the highlights and accomplishments of your arts activities/services over the past two completed fiscal years.

J4. Artistic Statement: In a statement by the artistic leadership, define artistic vision and success. Include how artistic activities support the mission, and the process for artistic decisions.

K. NARRATIVES: ACCESS TO THE ARTS

K1. Audience: Describe the audiences and communities your organization serves. Include data such as demographics, and reference the attendance and program activity data (CDP Section 11).

K2. Community Activities and Public Awareness: Over the past two years describe and include the impact your organization had on:

- serving as a resource for your community or region;
- partnerships, collaborations, or initiatives relating to community activities and/or public awareness.
- outreach activities including new and non-traditional audiences;
- reaching underserved constituents.

K3. Education: Highlight your organization's arts education programs over the past two years. Include your definition of educational success and how it is measured.

K4. Education, Pre-Kindergarten to 12th grade: Describe arts-in-education and arts infusion activities targeted to school students (PreK to 12) over the past two years and the impact of these activities. If you do not offer PreK to 12 activities please indicate.

L. NARRATIVES: MANAGEMENT

L1. Organization: Describe your organization's structure including responsibilities and level of involvement of the board, staff, committees, and volunteers over the past two years.

L2. Planning: Summarize your organization's plan(s) and type(s) (such as strategic, long-range, marketing, audience development, etc.), and your progress. Describe the planning process including dates, who conducted, and how your community was involved.

L3. Marketing and Promotion: Describe how your organization markets and promotes activities to the community at large and the target audience. Note any innovative and/or successful strategies to reach underserved, new, and/or nontraditional audiences.

L4. Evaluation: Describe your organization's evaluation methods. How is information and data from your evaluations used to plan or to improve future artistic activities, access issues, or operations?

L5. Challenges: Explain and analyze the primary challenges (internal or external) your organization faced in the last two years and how you addressed it.

L6. Financial Information and Other Data: Using the CDP as a guide, summarize the financial condition of your organization over the past two years. Address any significant trend line item changes. If there is an accumulated deficit, note plans to address it.

Instructions for Entry track

NARRATIVE QUESTIONS

Respond to the narrative questions in each of the corresponding sections in eGrant. When you have completed eGrant, print the application. Identify page numbers by circling the appropriate number at the top of the page.

Cut and paste – You can use your word processor or text editor to compose your narrative responses. These tools often have spell-checking capabilities, which you may find helpful. Many tools will allow you to copy from your word processor or text editor by hitting CTRL+C on selected text, and allow you to paste into the appropriate eGrant form box with CTRL+V.

NOTE: e-Grant will not accept word processing conventions, such as bold or italic, used to bring attention to narrative responses. You can format your narrative responses with the use of extra carriage returns. To separate blocks of text, type items in ALL CAPS to bring attention to them, and *use* asterisks.

REVIEW CRITERIA

Used by review panel to assess applications

Quality of Artistic Product/Process/Services

35 POINTS

- Evidence that activities relate to and advance the mission
- Evidence that artistic activities meet organization's vision of success
- Quality of artistic leadership, artists, and activities
- Quality of work sample (if applicable)
- Quality of materials-design and content (if applicable)

Access to the Arts

35 POINTS

- Effective resource in serving audience and community
- Impact on reaching new and non-traditional audiences
- Effort and impact in reaching underserved constituents
- Evidence of effective education activities
- Impact of K-12 activities (if applicable)

Management

30 POINTS

- Effective organizational structure to support activities and mission
- Ability to effectively plan and implement plan
- Ability to market and promote activities
- Ability to effectively evaluate and improve
- Ability to effectively address challenges
- Effective fiscal management
- Degree to which narrative and CDP correlate

Pennsylvania Council on the Arts
Full - AOAP Grant Application

J. Narratives: Quality of Artistic Product/Process/Service

J1. Mission

J2. Arts Organization or Arts Program Summary

J3. Highlights

J4. Artistic Statement

K. Narratives: Access to the Arts

K1. Audience

K2. Community Activities and Public Awareness

K3. Education

K4. Education, Pre-Kindergarten to 12th grade

L. Narratives: Management

L1. Organization

L2. Planning

L3. Marketing and Promotion

L4. Evaluation

L5. Challenges

L6. Financial Information and Other Data

Instructions for Entry track

KEY ARTISTIC & MANAGERIAL STAFF

Use eGrant to complete the following information for the top five key artistic and managerial staff.

List the first and last name, position and brief qualifications for each key position.

When you have completed eGrant, print the application. Identify page number by circling the appropriate number at the top of the page.

BOARD OF DIRECTORS INCLUDING PROFESSIONAL AFFILIATIONS

Attach a one page PDF of your complete board of directors.

Label the page clearly with your organization's legal name and "Board of Directors". Include name, occupation (if applicable), and position on the board if one is held.

The Board of Directors will be Page 12 of the application

For Programs (Subsidiary)

For departments or subsidiaries of larger organizations, (universities, etc.) the "Board of Directors" is the governing or advisory body, or committee for the department. The governing body or committee directs the arts program for which you apply. Do NOT list the board of directors for a college or university. If there is not a committee or governing body, describe management structure under narrative questions, Management, L1. Describe how decisions are made for the arts program.

HIGHLIGHTS OF ACTIVITIES FROM THE LAST TWO YEARS

Attach a PDF, two page maximum, of highlights from your past two years of activities. List highlighted activities in chronological order from most recent to oldest, also include date, and a short description of the activity.

The Highlights of Activities will be Page 13 and 14 of the application



Pennsylvania Council on the Arts
AOAP and ENTRY TRACK Application Form

Organization/Subsidiary Name: _____

Circle page number:
10 11

Key Artistic & Managerial Staff

DRAFT

Instructions for Entry Track

DESCRIPTION OF WORK SAMPLES

Most programs require work samples. See the Program Descriptions & Additional Required Information, Materials and Work Samples.

Work samples are an important component in the panel review process.

Please contact the appropriate PCA Program Director if you have questions about selection or preparation of your work samples.

20 JPG images submitted in eGrant:

For Art Museums, Crafts and Visual Arts, list the images numbered 1-20 on the page, list the medium, size of the object in inches (HxWxD), date of creation, and title of work. The order of the 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.

For Theatre, list the images numbered 1-20 on the page. List the title of the play/work, date and location of performance, Director. (Optional: Actors names, set, lighting, sound and or costume designers).

For other programs, list the images numbered 1-20 and list relevant information about the images.

MP3 audio submitted in eGrant:

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.

Video Sample and or DVDs (three exact copies mailed to the PCA)

Provide a description of video sample and or DVD content. Include all relevant information such as creator(s), date(s), location(s), etc. Also include time marks of different segments or portions of the video. Note which segments you prefer the panel to view first.

The Video Sample is limited to a maximum of 5 minutes, and should have a representative portion of the complete DVD with the strongest work. Panelist will be able to view the sample prior to the meeting. At the panel meeting, panelists will review DVDs for a maximum of 10 minutes, so the strongest work should be noted on the Description of Work Sample with time marks. Play through all DVDs after recording to assure that they play properly.

Marketing Material

Submit as much of the material as possible in eGrant. This will enable the panel to view prior to the panel meeting. 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 work samples. However, the PCA cannot accept responsibility for lost or damaged work samples or other materials.



Pennsylvania Council on the Arts
AOAP and ENTRY TRACK Application Form

Organization/Subsidiary Name: _____

Circle page number:
12 13

Description of Work Samples

Check which of the following you have enclosed:

- | | |
|--|---|
| <input type="checkbox"/> 20 JPG images submitted in eGrant.net | <input type="checkbox"/> Video Sample submitted in eGrant.net |
| <input type="checkbox"/> MP3 audio submitted in eGrant.net | <input type="checkbox"/> 3 copies of DVDs mailed to PCA |
| <input type="checkbox"/> Marketing and Promotional Materials | <input type="checkbox"/> Other (Please Describe Below) |

Use Only the Space Below

Description of the subject material on work samples (with timing information below). No more than the required amount of material will be reviewed by the advisory panel.

Instructions for Entry Track

INSTRUCTIONS FOR ENTRY APPLICATION PACKAGE ASSEMBLY CHECKLIST

Please use the “Full Application Package Assembly Checklist” to assemble your application package to the PCA.

Be sure to include one copy of the Checklist as the first page in your package.

The application must be completed in eGrant (online electronic granting system). Once it has been submitted electronically, it must be printed, signed, and mailed to the PCA.

Postmark due date January 13, 2014

Pennsylvania Cultural Data Project Form

Complete the PACDP at:

<http://www.pacdp.org>

IRS Determination Letter

IMPORTANT – your organization information on your application must match the information listed on your IRS Determination Letter. If your address, phone number, organization name has changed in the past two years you must notify the IRS. Call the IRS directly at 1-877-829-5500 to update your information and request a new Determination Letter.

The Commonwealth of Pennsylvania requires a current IRS Determination Letter to process Grant Award Contracts (awards). Failure to submit a current letter will delay the processing of your check.

Full Application Package Assembly Checklist

Check and provide single-sided and collated copies of the follow pages

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

- 1 copy 1. AOAP Full Application Checklist (this page)

AND

- 6 copies 2. AOAP Application Form (Pages 1-2 and Pages 4-13)

AND

- 2 copies 3. PA Cultural Data Project (PCA Funder Report, pages 3A to 3F)

AND

- 2 copies 4. PA Cultural Data Project Certification Page (PCA Funder Report with signature line)

Submit supplemental materials and work samples in eGRANT

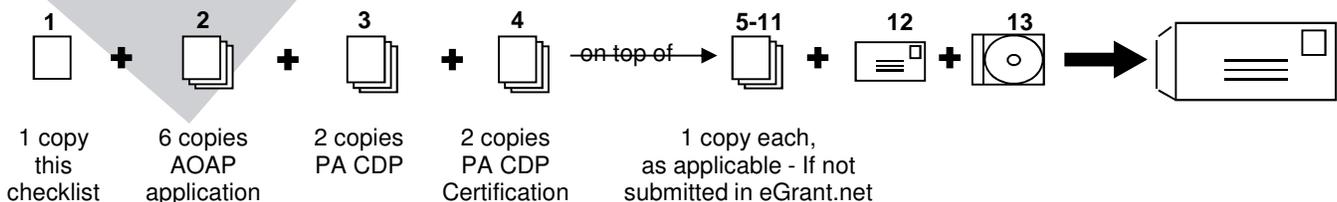
(you may send hard copies, only if you can not submit electronically)

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"/> 5. Organization Chart |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> 6. Marketing Plan (Executive Summary). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> 7. Long-Range or Strategic Plan (Executive Summary). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> 8. IRS Determination Letter confirming nonprofit 501(c) status. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> 9. 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"/> 10. Annual report from your most recently completed fiscal year. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> 11. Additional materials required by your program. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> 12. Self-addressed stamped envelope suitable for the return of work samples. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> 13. Work Samples (DVD's, tapes, CDs, etc.)
Check "Description of Work Samples" page for number of copies. |

Assemble the application package as illustrated below:



INSTRUCTIONS FOR PACDP FINANCIAL PROFILE

NOTE: The Pennsylvania Cultural Data Project (PACDP) form is due by January 14, 2013.

Steps – to get started

1. Go to <http://www.pacdp.org>.
2. Review the New User Orientation.
3. Login using your existing login and password, or review the New User Orientation.
4. Read the instructions for information about the Data Profile Manager.
5. Create Data Profile for your most recently completed fiscal year.
6. Continue to enter all relevant data until complete.
7. Submit the profile, when complete.
8. Print the reports under Pennsylvania Council on the Arts for assembling your AOAP/Entry Track application. (pages 3A-3F, and the Certification Report).

NOTE: There are linked instructions for each page and for each line item.

For Programs (Departments and Subsidiaries):

See pages 5, 6, and 7 before starting your PACDP profile.

For help contact:

PACDP Help Desk

Pennsylvania Cultural Data Project

email: help@pacdp.org

Toll Free 866-217-2237 (or 1-866-21PACDP)

Visit the web site for on-line help and orientation

www.pacdp.org

PACDP CERTIFICATION REPORT

In addition to the PCA's standard data profile report (section 3 pages A to F), applicants are also required to print and submit the PCA's Certification report, which highlights summary data, net assets released from restrictions, and authorizing signature.

From your PACDP account and data profile, under the Funder Reports listing, print and review the PCA's Certification report. If line 8 shows net assets were released from restrictions in the past fiscal year, please write on lines 9 and 10. Then sign the form. Two copies of this form are required to assemble your AOAP/Entry Track applicatio

Do Not Staple



Pennsylvania Council on the Arts

AOAP and ENTRY TRACK - PA Cultural Data Project - Section 3

FY 2014-2015 33-K-420

Postmark Deadline: January 13, 2014

Organization/Subsidiary Name: _____



PA CULTURAL DATA PROJECT SECTION

Financial Activity Summary Page

Revenue	FY 20xx	FY 20xx	% chg	FY 20xx	% chg
Unrestricted Activity					
Earned					
1 Program					
2 Non-Program					
3 Total Earned					
4 Total Investment					
5 Total Contributed					
6 Total Unrestricted Revenue					
Expenses	FY 20xx	FY 20xx	% chg	FY 20xx	% chg
7 Program					
8 Fundraising					
9 General & Administrative					
10 Total Expenses					
Balance					
11 (Total Revenue - Total Expenses)					
12 Net Unrestricted Activity					
13 Net Temp. Restricted Activity					
14 Net Perm. Restricted Activity					
15 Net Total Activity					
Balance Sheet Summary	FY 20xx	FY 20xx	% chg	FY 20xx	% chg
16 Total Assets					
17 Total Liabilities					
18 Total Net Assets					
19 Total Liabilities & Net Assets					

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



the Arts

AOAP and ENTRY TRACK - PA Cultural Data Project -

FY 2014-2015 33-K-420

Organization/Subsidiary Name: _____



INCOME

EARNED	FY 20xx % total	FY 20xx % total	FY 20xx % 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 20xx % total	FY 20xx % total	FY 20xx % 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 20xx % total	FY 20xx % total	FY 20xx % total
35 Individuals			
36 Board			
37 Corporate			
38 Foundation			
39 Government (Federal, State & Local)			

*Indicates additional details, see bottom of Page 3E



Pennsylvania Council on the Arts

**AOAP and ENTRY TRACK - PA Cultural Data Project -
FY 2014-2015 33-K-420**



Organization/Subsidiary Name: _____

EXPENSES

PROGRAM	FY 20xx % total	FY 20xx % total	FY 20xx % 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)			



Pennsylvania Council on the Arts

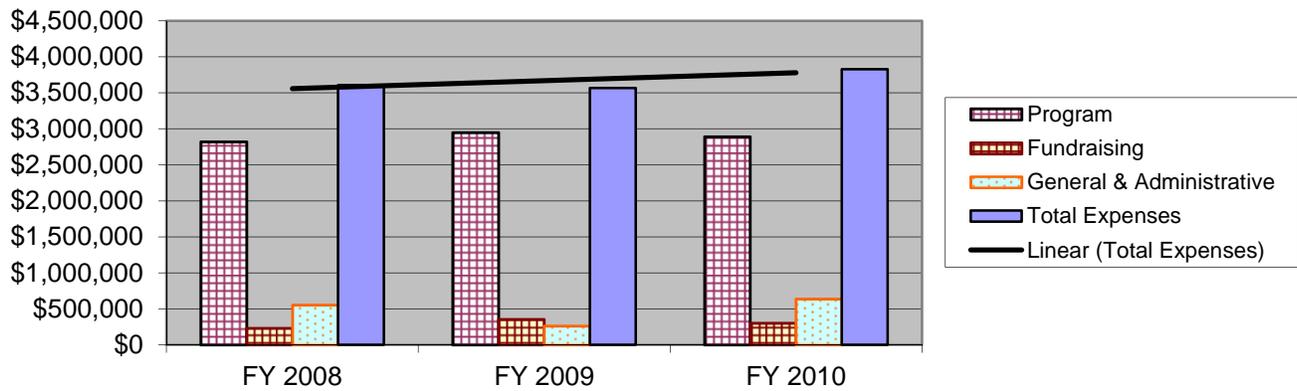
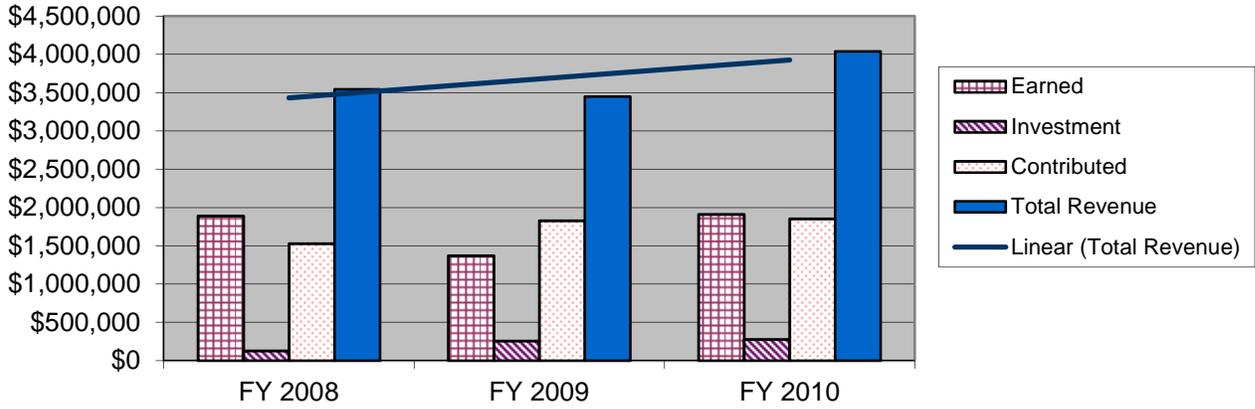
AOAP and ENTRY TRACK - PA Cultural Data Project - Section 3

FY 2014-2015 33-K-420



Organization/Subsidiary Name: _____

INCOME AND EXPENSES BY CATEGORY



INVESTMENTS

	FY 2007	FY 2008	FY 2009
1 Endowment - Board Restricted Investment Investments Balance - End of Year			
2 Endowment - Term Investments Balance - End of Year			
3 Endowment - Permanently Restricted Investments Balance - End of Year			
4 Investment Balance - All Other Investments Balance - End of Year			

LOANS

CREDIT LINE	FY 20xx	FY 20xx	FY 20xx
5 Balance - Beginning of Year			
6 Additional Borrowings During Fiscal Year			
7 Total Repayments (must be a negative number)			
8 Balance - End of Year			
9 Credit Line Limit			
10 Credit Line Rate			



Pennsylvania Council on the Arts

AOAP and ENTRY TRACK - PA Cultural Data Project - Section 11

FY 2014-2015 33-K-420

Organization/Subsidiary Name: _____



NON FINANCIAL INFORMATION

SQUARE FOOTAGE AND PHYSICAL CAPACITY

OWNED SPACE - FY 20xx	Square Footage	Capacity	# of Venues
1 Exhibition space	_____	_____	_____
2 Performance venues	_____	_____	_____
3 Educational spaces	_____	_____	_____
4 Administrative spaces	_____	_____	_____
5 Gift Shop space	_____	_____	_____
6 Concession spaces	_____	_____	_____
7 Public spaces	_____	_____	_____
8 Total	_____	_____	_____

RENTED SPACE - FY 20xx	Square Footage	Capacity	# of Venues
9 Exhibition space	_____	_____	_____
10 Performance venues	_____	_____	_____
11 Educational spaces	_____	_____	_____
12 Administrative spaces	_____	_____	_____
13 Gift Shop space	_____	_____	_____
14 Concession spaces	_____	_____	_____
15 Public spaces	_____	_____	_____
16 Total	_____	_____	_____

PRICING (In Dollars)	FY 20xx	FY 20xx	FY 20xx
17 Average Adult Admission Price	_____	_____	_____
18 Average Child Admission Price	_____	_____	_____
19 Average Senior Citizen Admission Price	_____	_____	_____
20 Average Student Admission Price	_____	_____	_____
21 Highest Single Ticket Price	_____	_____	_____
22 Lowest Single Ticket Price	_____	_____	_____
23 Median Ticket Price	_____	_____	_____

SUBSCRIBERS & MEMBERS	FY 20xx	FY 20xx	FY 20xx
24 Subscribers	_____	_____	_____
25 Members	_____	_____	_____
26 Both Members & Subscribers	_____	_____	_____

27 Other Earned Revenue Memo (if applicable):



NON FINANCIAL INFORMATION

PROGRAM ACTIVITY - NUMBER OF EVENTS	FY 20xx	FY 20xx	FY 20xx
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			

ATTENDANCE - NUMBER OF PEOPLE	FY 20xx	FY 20xx	FY 20xx
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 - NUMBER OF PEOPLE	FY 20xx	FY 20xx	FY 20xx
31 Full-Time Permanent Employees			
32 Part-Time/Seasonal Employees			
33 Part-Time/Seasonal Empl. - FTEs			
34 Full-Time Volunteers			
35 Part-Time Volunteers			
36 Part-Time Volunteers - FTEs			
37 Independent Contractors			
38 Independent Contractors - FTEs			
39 Interns/Apprentices			
40 Interns/Apprentices - FTEs			



Pennsylvania Council on the Arts

PACDP - Certification Page

FY 2014-2015 33-K-420

Postmark Deadline: January 14, 2014

Organization/Subsidiary Name: _____

PCA USE ONLY
Apply application label here



PA CULTURAL DATA PROJECT SUMMARY

Financial Activity		FY 20xx	FY 20xx	% chg	FY 20xx	% chg
1	Total Unrestricted Revenue	_____	_____	_____	_____	_____
2	Total Expenses	_____	_____	_____	_____	_____
3	Net Total Activity	_____	_____	_____	_____	_____
Balance Sheet Summary		FY 20xx	FY 20xx	% chg	FY 20xx	% chg
4	Total Assets	_____	_____	_____	_____	_____
5	Total Liabilities	_____	_____	_____	_____	_____
6	Total Net Assets	_____	_____	_____	_____	_____
7	Total Liabilities & Net Assets	_____	_____	_____	_____	_____

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

Net Assets Released from Restrictions - ACTION REQUIRED

8 Net Assets Released From Restrictions FY 20xx
(From CDP Section 3, Line 32) _____

If Line 8 on this form is populated, breakout the non-programmatic and programmatic funds below.
Handwrite in the breakout on Line 9 and/or 10. Line 11 must add up to Line 8.

9 Assets released for **non-programmatic** purposes: Write in Amount Here \$ _____
(Such as land or building fixed assets or endowment funds)

10 Assets released for **programmatic** activities: Write in Amount Here \$ _____
(Arts programming and operations that support your mission)

11 Total Net Assets Released from Restrictions (line 9 + line 10) Write in Amount Here \$ _____

Certification - ACTION REQUIRED

I understand that the PCA reviewers will assess the organization based, in part, on the information contained in the PACDP. I have reviewed and understand the information and have, as necessary, included notes to explain any variances.

Signature of Officer Date (mm/dd/yy)

Printed Name of Officer

Title of Office Held

PCA STAFF LIST

Executive Staff:

Philip Horn, Executive Director:
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PCA STAFF LIST (CONTINUED)

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Vacant, Arts Education Organizations, Dance, Entry, Film & Electronic Media,
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Consultants:

Mira Johnson, Folk and Traditional Arts Consultant ,FolkArtPA:
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