



Tom Corbett
Governor

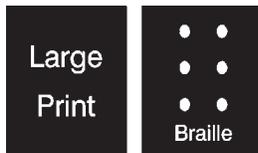
Commonwealth of Pennsylvania
Partners in the Arts
A program of the Pennsylvania Council on the Arts



2014 - 2015
Guide to the Pennsylvania Partners in Arts
PROGRAM STREAM
Full Application

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



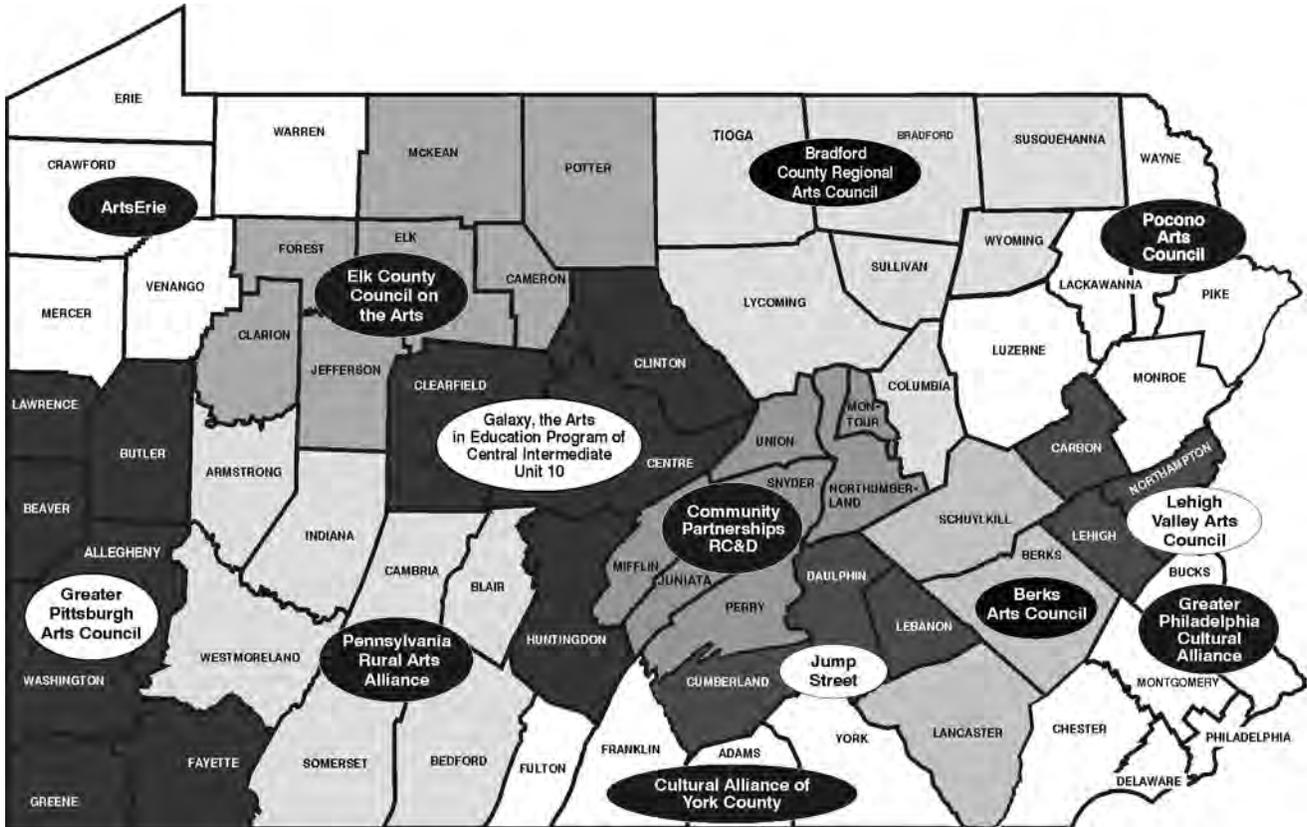
ABOUT THE PENNSYLVANIA PARTNERS IN THE ARTS

Pennsylvania Partners in the Arts (PPA) is a partnership between local organizations and the PCA. Serving all 67 counties in Pennsylvania, PPA re-grants funds to support a wide variety of local and community arts activities.

Pennsylvania Partners in the Arts Goals

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

PPA Contact Information



ArtsErie

Serves: Erie, Crawford, 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@artserie.org

Web: www.artserie.org

Berks Arts Council

Serves: Berks, Lancaster, Schuylkill

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

Contact: Karen Haver,
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: Jen Swain,
Communications Director and
PPA Program

Phone: 570-268-2787

Fax: 570-265-4558

Email: jen@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: Beth Miller,
Program Manager

Phone: 717-248-4901

Fax: 717-513-1031

Email: bmiller@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,
Vice President & Acting Executive
Director

Phone: 717-812-9255

Fax: 717-812-0614

Email: maryanne@culturalalliance-york.org

Web: www.culturalalliance-york.org

Elk County Council on 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

**Galaxy, the Arts in Education Program
of CIU 10**

Serves: Centre, Clearfield, Clinton,
Huntingdon

Address: 345 Link Road
West Decatur, PA 16878

Contact: Kristen Baughman-Gray,
Galaxy Program Coordinator

Phone: 814-342-0884 x 3099

Fax: 814-342-5137

Email: kgray@ciu10.org

Web: www.galaxy.ciu10.com

Greater Philadelphia Cultural Alliance

Serves: Bucks, Chester, Delaware,
Montgomery, Philadelphia

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

Contact: Tracy Buchanam,
Program Manager

Phone: 215-399-3525
or 215-557-7811

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: Ann Mulgrave,
Manager of Grants & Accesibility

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: 610-437-5916

Email: info@lvartscouncil.org

Web: www.lvartscouncil.org

Pennsylvania Rural Arts Alliance

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

Address: PO Box 9
Loretto, PA 15940-0009

Contact: Rebecca Catelinet,
Executive Director

Phone: 814-472-3927

Fax: 814-472-2837

Email: praa@francis.edu

Web: www.praa.net

Pocono Arts Council

Serves: Lackawanna, Luzerne, Monroe,
Pike, Wayne

Address: 18 North Seventh St.
Stroudsburg, PA 18360

Contact: Tassy Gilbert, PPA Coordinator

Phone: 570-476-4460

Fax: 570-426-7293

Email: tassy@poconoarts.org

Web: www.poconoarts.org

PENNSYLVANIA PARTNERS IN THE ARTS CROSS-REFERENCED 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	ArtsErie
Cumberland	Jump Street
Dauphin	Jump Street
Delaware	Greater Philadelphia Cultural Alliance
Elk	Elk County Council on the Arts
Erie	ArtsErie
Fayette	Greater Pittsburgh Arts Council
Forest	Elk County Council on the Arts
Franklin	Cultural Alliance of York County
Fulton	Cultural Alliance of York County
Greene	Greater Pittsburgh Arts Council
Huntingdon	Galaxy, the Arts in Education Program of Central Intermediate Unit 10
Indiana	Pennsylvania Rural Arts Alliance
Jefferson	Elk County Council for the Arts
Juniata	Community Partnerships Resource Conservation & Development

PENNSYLVANIA PARTNERS IN THE ARTS CROSS-REFERENCED 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	ArtsErie
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	ArtsErie
Warren	ArtsErie
Washington	Greater Pittsburgh Arts Council
Wayne	Pocono Arts Council
Westmoreland	Pennsylvania Rural Arts Alliance
Wyoming	Bradford County Regional Arts Council
York	Cultural Alliance of York County

INTRODUCTION TO THE PENNSYLVANIA PARTNERS IN THE ARTS PROGRAM STREAM

Eligibility

The Pennsylvania Partners in the Arts (PPA) Program Stream is open to organizations, fiscal sponsors, subsidiaries or departments of non-arts organizations that have consistently received PCA funding and provide arts programming and/or arts services in Pennsylvania.

Organizations will be notified by the PCA for inclusion in the PPA Program Stream. The Council, on the advice of staff and advisory panels, makes the final determination of eligibility to this program.

Unincorporated groups must apply to the PPA Program Stream through a non-profit organization that acts as a fiscal sponsor. The fiscal sponsor is legally responsible for the administration of the contract, including all reporting requirements. Applicants applying through a fiscal sponsor organization must meet the same requirements as other applicants except for non-profit status.

Description

Program Stream currently has over 300 arts organizations and arts programs that are supported by the PCA. Features of the PPA Program Stream include:

- Two-year application, simple interim application in off years
- Application based on past performance, rather than projections
- Formula funding based on advisory panel review assessment totals, fiscal size, and previous award amount.

Application Postmark Deadline: January 13, 2014

Advisory Panel Process

Advisory panels convene to make recommendations to the Council for assessment totals. It is the decision of the PCA which panel will review your application.

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 review each application and supplemental enclosures one criterion at a time 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 only to the PPA Program Stream application process and to the subsequent procedures once an award has been made. Please read all guidelines carefully prior to submitting an application.

Application Process for Full Applications

PPA staff review Full Applications for compliance and any substantive changes in the applicant's operations or status. Fiscal Year 2014-15 funding recommendations will be submitted to Council for consideration and action in July 2014. The award for Fiscal Year 2014-15 will be based upon your assessment total. Adjustments occur as a result of changes necessitated by any change in state and/or federal appropriation levels for the PCA; amount of funding for the Program Stream; and any other factors that affect the amount available for PCA Responsive Grants. Fiscal Year 2014-15 awards also are contingent upon staff review and acceptance of the Full Application and a completed Award Agreement.

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 and/or PPA partner 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 PPA Program Stream. The formula simultaneously incorporates the average fiscal size of applicants, Assessment Totals, and any previous award from PCA.
- The Council annually reviews funding options and sets the guidelines for the formula that determines funding amounts.
- During Interim Application years assessment totals from the previous panel review are used in the funding formula.
- Those receiving awards will be sent a Grant Award Agreement (contract). Recipients must return completed Grant Award Agreements for the award process to begin. The recipient will use the Grant Award Agreement to specify how funds will be used and to provide revised budget information and project descriptions.

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 to PPA Partner 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 PPA Program Stream

- Failure to meet one or more established deadlines (Full/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 PPA Program Stream on-line. Any accommodations must be discussed and approved by the PPA Partner in advance of the deadline. Collecting this data on-line will enable the PPA to provide a higher level of service and increase our ability to report.

Apply online at <http://ppa.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: www.pacdp.org

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 to your regional PPA Partner in your region. Please see the information on pages 4-6 to determine your partner's mailing address.

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 standardized 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 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.

APPLICATION INSTRUCTIONS FOR FULL APPLICATIONS

Postmark due date by January 13, 2014

Complete the following

- PPA Program Stream Full application form, pages 1-6. Page count may vary based on length of narrative responses.

AND

- The PACDP for your most recently completed fiscal year.

PPA Program Stream Full Application Form

1. Go to the PCA's eGrant website at <http://ppa.egrant.net>
2. After you have logged in, select "Opportunities" from the column to the left.
3. Select the 2014-15 PPA Program Stream - Full, click, "Proceed".
4. When you have completed the eGrant, press the submit button and print the complete Full Program Stream 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 ORGANIZATION INFORMATION

PPA Partner: Please select your PPA Partner. Your PPA Partner is based on your organization's county of residence. To determine your Partner, please refer to Appendix A.

Arts Organization vs Arts Program: 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, though the parent organization may not. The information in this application must be representative of the arts program and not the parent organization.

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

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

INSTRUCTIONS FOR ORGANIZATION INFORMATION II

Signatures: 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 accepted.) 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.

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.

INSTRUCTIONS FOR ORGANIZATION INFORMATION III

Benefit and Participation: This information is used for PCA reporting requirements only. It will not appear on the printed application.

Organization Race/Ethnicity: This information is used for PCA reporting requirements only. It will not appear on the printed application.

Enter in the code from the drop-down list that best describes the predominant racial characteristics of your organization. The organization/program should be racially classified according to the characteristics of its staff OR its board of directors OR its membership. If at least half of your staff, board of directors, or membership belong to one of the listed racial groups, then your organization should be coded with that race/ethnicity classification. If your organization does not have at least half of its staff, board or membership within one racial group, then you should use the code for general (99).

Activity Race/Ethnicity: This information is used for PCA reporting requirements only. It will not appear on the printed application.

Enter in the code from the drop-down list that best reflects the predominate racial characteristics of your organization's activities. The activities should be racially classified according to the emphasized or reflected traditions or culture of any particular race. If at least half of your

activities reflect the traditions or culture of any particular race, then the activities should be coded with that race/ethnicity classification. If the activities do not fit within one code, then use the code for general (99).

Information: Check the applicable box(es) if the corresponding activity was more than 50% of your last year's PPA/PCA grant. For example, if your primary activity is to present performing or exhibiting artists, check the box next to Presenting/Touring. Leave boxes empty if they do not apply.

INSTRUCTIONS FOR NARRATIVE QUESTIONS

Please respond to the following narrative questions in each of the corresponding sections in eGRANTSM. The narrative should not exceed four pages or a total of 2,000 words. eGrant will automatically keep track of the number of pages used.

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, availability and management. PCA recommends that applicants contact the appropriate PPA Partner for panel comments from the last FULL application review. Keep in mind that membership on advisory panels rotate so applicants should not assume that the panelists have any prior knowledge of their organizations.

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: eGrant 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.

DEFINITIONS

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

Education: “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.

INSTRUCTIONS FOR NARRATIVE G

Mission: Provide your mission statement. If you represent an arts program within a larger non-arts organization, provide the goals or summarize the plan of the arts program.

Organization or Program Summary: Provide a brief overview and history of your organization/program for the two most recently completed fiscal years. Note any significant changes to the purpose or direction of your artistic activities.

Highlights: Summarize the highlights of your arts activities/accomplishments during the two most recently completed fiscal years. List key artists and artistic leadership involved with your artistic product, process and/or services.

Artistic Statement: Define artistic vision and success for the two most recently completed fiscal years. Include how artistic decisions were made and by whom and how the artistic activities support the mission. Describe your evaluation process of the organization’s artistic product, process or service.

INSTRUCTIONS FOR NARRATIVE H

Audience: Describe the audiences and communities that participated in your organization’s activities over the two most recently completed fiscal years. Include data such as a demographic snapshot of your audiences and attendance and program activity data (reference page 3D of the PACDP). Briefly describe how you reached the audiences and communities and the steps you took to maximize participation in your activities.

Community Activities: Describe your organization’s community activities and outreach activities over the two most recently completed fiscal years. Include information on how you reached new, non-traditional and/or underserved audiences and increased participation of all audiences.

Education: Describe how your organization has defined and measured educational success for the two most recently completed fiscal years. Include a summary of your organization’s arts education, arts-in-education, and/or arts infusion activities that targeted school students (PreK thru 12th grade) and the general public. If you do not offer arts education activities, please indicate.

INSTRUCTION FOR NARRATIVE I

Organization: Briefly describe how your organization was managed over the two most recently completed fiscal years. Include the work of the board, committees, staff, and volunteers to support the activities and mission.

Planning: Briefly describe your most recently completed planning process. Include dates, which areas were targeted (i.e. marketing, audience development, strategic, long-range, etc.), who conducted the process, and how your community was involved. Indicate the goals and objectives that came out of the planning process.

Marketing and Promotion: Describe how your organization marketed and promoted activities to your audiences and communities over the two most recently completed fiscal years. Include any innovative and/or successful strategies your organization used.

Evaluation: Briefly describe how your organization evaluated your artistic programs, the effectiveness of your services to audience and community, and operations over the two most recently completed fiscal years. Highlight how the information was used to improve these areas of your organization.

Challenges: Present one or two primary challenges (internal or external) your organization faced over the two most recently completed fiscal years and how your staff and board addressed them.

Financial Information and Other Data: Using the PACDP as a guide, summarize the financial condition of your organization over the two most recently completed fiscal years. Address any issues regarding the financial information and other data in anticipation of any questions from the review panel, such as significant changes in the amounts of line items, deficits, multiple-year grants, etc. If there is an accumulated deficit, note plans to address it.

INSTRUCTIONS FOR KEY ARTISTIC & MANAGERIAL STAFF

Use eGrant to complete information for up to 5 current key artistic and managerial staff of your arts organization/arts program. List the first and last name, position, direct phone number, email, responsibilities of the position, and brief qualifications for each key position.

INSTRUCTIONS FOR BOARD AND ACTIVITIES

Upload a one-page complete list of your organization’s 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.

This attachment will be uploaded as a PDF in eGrant. When you have completed the application, please print the PDF and include it in your supplementary materials.

FOR PROGRAMS (SUBSIDIARIES): For departments or subsidiaries of larger organizations (i.e. 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, please describe the management structure of your department or subsidiary. Include in the description how decisions are made for the arts program.

Activities: Upload a list, maximum of 2 pages, of the highlights of your organization’s activities from the last two recently completed years. This list will be a summary of your activities including, but not limited to, exhibitions, workshops/classes, special programming recitals, performances and concerts, and other services.

This attachment will be uploaded as a PDF in eGrant. When you have completed the application, please print the PDF and include it in your supplementary materials.

IMPORTANT: For instructions on how to create a PDF, please review the “How do I create a PDF to upload?” instructions located on eGrant.

INSTRUCTIONS FOR DESCRIPTION OF WORK SAMPLES AND SUPPLEMENTARY MATERIALS

WORK SAMPLES

Work samples are an important component in the panel review process. For example, audio/video work samples are important for performing arts disciplines. Please contact your PPA Partner if you have any questions about selecting or preparing work samples.

Submit two copies of your work sample. Label all work.

Required, two copies of

- Up to 10 PowerPoint slides or pictures; and/or
- DVD with a representative 4-minute selection with timing information listed in the Description of Work Samples; or
- Compact Disc indicating 4-minute selection; or
- Program Materials; 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.

SUPPLEMENTARY MATERIALS

Submit one copy of your supplementary materials.

Required

- Copy of your IRS Determination Letter certifying your non-profit status

Optional

- Press clippings, brochures and/or other materials that support your application. Be very selective.

INSTRUCTIONS FOR PACDP FINANCIAL PROFILE

NOTE: The Pennsylvania Cultural Data Project (PACDP) form is due by January 13, 2014.

IMPORTANT: In addition to the PCA's standard data profile report (section 3 pages A to D), Full Program Stream applicants are required to print and submit two (2) copies of the Certification Page, 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 PPA's Program Stream — Application Form. If line 8 on the Certification Page shows net assets were released from restrictions in the past fiscal year, please provide detail on lines 9 and 10. Then sign the form. Two copies of this form are required to assemble your Program Stream Full Application.

(PACDP) Form

Instructions for the use of the Pennsylvania CDP

1. If you have never completed the PACDP, register your organization on the Pennsylvania CPD Web site (www.pacdp.org) by clicking on "New User Registration" and creating an organizational login ID and password. If you are already registered and have submitted data for previously completed fiscal year, you can skip to instruction number 5.
2. Your organization's data set for a given year constitutes its "Cultural Data Profile" for that year.
3. Using your Board-approved financial audit/review or financial statements, complete a Cultural Data Profile. If this is your first year of use, **complete a Cultural Data Profile for each of the TWO most recently completed fiscal years, beginning with the earliest year.**
 - a. Organizations that are not audited or reviewed will enter data based on board-approved year-end statements.
 - b. Arts program and departments within larger institutions will complete the Cultural Data Profile based on the internal financial statements of their program or department and will indicate that they have a parent organization.
 - c. Please note: **DO NOT enter projected budgets** into the Pennsylvania CDP.

4. Submit your Cultural Data Profile and proceed through the error check process. Call the Pennsylvania CDP Help Desk with any questions.
5. When you have resolved all errors and successfully submitted your profile, click on “Other Actions” next to the most recently entered fiscal year. In the pop-up box, click on “Funder Reports (new page)”.
6. Click on “Pennsylvania Council on the Arts” and click on “View Report” next to the PPA Program Stream - FULL Application.
7. **Review your Funder Report.**
8. Include the Funder Report along with your application to the PCA. This represents Part 2 of your application. As outlined in the instructions, combine Part 1 and Part 2 as well as supporting materials as requested.

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

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

Please direct questions concerning the Cultural Data Profile to:

Pennsylvania CDP Help Desk:

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

Email help@culturaldata.org

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

INSTRUCTIONS TO ASSEMBLE YOUR GRANT APPLICATION

Please use the Checklist to assemble your application package to your PPA Partner.

Submit two copies of your application and two copies of your work sample, and one copy of supplemental materials to your designated PPA Partner (Refer to contact list Appendix B).

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

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

Check N/A (Not Available) if you do not use or have the item(s) requested.



PCA USE ONLY
 Apply application label here

A. Organization Information

A1 PPA Partner: _____

A2 Please check one: Arts Organization Arts Program

A3 Program Artistic Discipline: PPA Program Stream

A4 Federal ID #: _____

A5 Name of Organization: _____

A6 Subsidiary/Department (if any): _____

A7 Address, Line 1: _____

A8 Address, Line 2: _____

A9 City: _____

A10 State: _____

A11 Zip + 4: _____ Check this box if the above is a new address.

A12 County: _____

A13 Phone #: _____

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 Council.

Please provide **TWO (2) DIFFERENT** signatures on the application

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



Pennsylvania Council on the Arts
FULL PROGRAM STREAM Application Form

Organization/Subsidiary Name: _____

A. Organization (continued)

- A17 State House District #: _____
- A18 State Senate District #: _____
- A19 Federal Congressional District #: _____
- A20 Year Organization Founded: _____
- A21 Year Organization Incorporated: _____
- A22 Date IRS Tax-Exemption Received: _____

B. Board of Directors

	FY 2011-2012	FY 2012-2013
B1 Number of Board Members:	_____	_____
B2 Number Who Provided Goods/Service:	_____	_____
B3 Number of Board Meetings per Year:	_____	_____

C. Funded Activity

- C1 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
 - International
 - Presenting/Touring
 - Technology
 - Youth at Risk

D. Arts Education Activity

- D1 Check the one box that best describes the percentage of funded Arts Education activities directed to the provided audience categories:
- | | More than 50% directed to: | Less than 50% directed to: |
|--|----------------------------|----------------------------|
| a. K-12 Students | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Higher Education Students | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Pre-Kindergarten Children | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Adult Learners (including teachers and artists) | <input type="checkbox"/> | <input type="checkbox"/> |
- None of the activities involve Arts Education

Full - Program Stream Application

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

G1. Mission

G2. Organization or Program Summary

G3. Highlights

G4. Artistic Statement

H. Narratives: Access to the Arts

H1. Audience

H2. Community Activities

H3. Education

I. Narratives: Management

I1. Organization

I2. Planning

I3. Marketing and Promotion

I4. Evaluation

I5. Challenges

I6. Financial Information and Other Data



Pennsylvania Council on the Arts

FULL PROGRAM STREAM Application Form

Organization/Subsidiary Name: _____

Circle page number:

8 9

Key Artistic and/or Managerial Staff

Empty space for listing Key Artistic and/or Managerial Staff.



Description of Work Samples

Check which of the following you have enclosed:

- Up to 10 PowerPoint Slides (2 copies)
- Up to 10 Pictures (2 copies)
- DVD (2 copies)
- Compact Disc (2 copies)
- Program Materials
- 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.



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. Program Stream Full Application Checklist (this page)

AND

- 2 copies  2. Program Stream Application Form (Pages 1-2 and Pages 4-10)

AND

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

AND

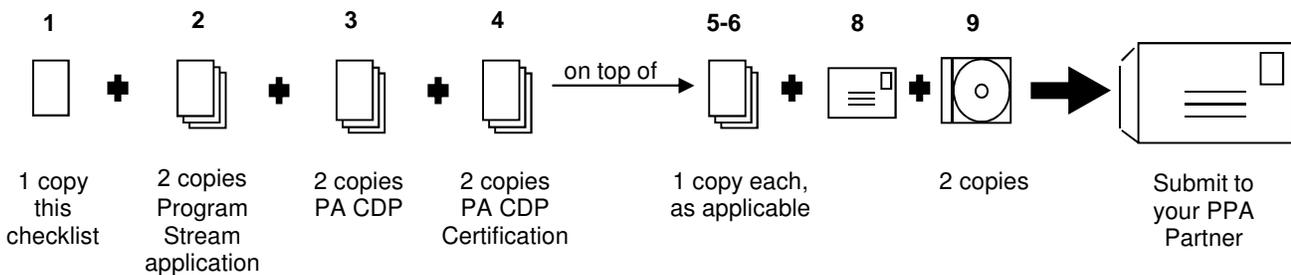
- 2 copies  4. PA Cultural Data Project Certification Page (PCA Funder Report with signature line)

Check and provide ONE (1) copy of 5 and 6 and TWO (2) copies of 8: 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. IRS Determination Letter confirming nonprofit 501(c) status. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Program brochures, press clippings, and/or marketing materials. |
| <input type="checkbox"/> | <input type="checkbox"/> |  | 7. Self-addressed stamped envelope suitable for the return of work samples. |
| <input type="checkbox"/> | <input type="checkbox"/> |  | 8. Work Samples (DVD's, tapes, CDs, etc.) |

Assemble the application package as illustrated below:





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

<p>8 Net Assets Released From Restrictions (From CDP Section 3, Line 32)</p> <p style="font-size: small;">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.</p> <p>9 Assests released for non-programmatic purposes: (Such as land or building fixed assets or endowment funds)</p> <p>10 Assets released for programmatic activities: (Arts programming and operations that support your mission)</p> <p>11 Total Net Assets Released from Restrictions (line 9 + line 10)</p>	<p>FY 20xx</p> <div style="background-color: #cccccc; width: 100px; height: 20px; margin: 0 auto;"></div> <p>Write in Amount Here \$ _____</p> <p>Write in Amount Here \$ _____</p> <p>Write in Amount Here \$ _____</p>
--	---

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

Do Not Staple



Pennsylvania Council on the Arts

Full Program Stream Application - 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

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

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



the Arts

Full Program Stream Application - 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
Full Program Stream Application - PA Cultural Data
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

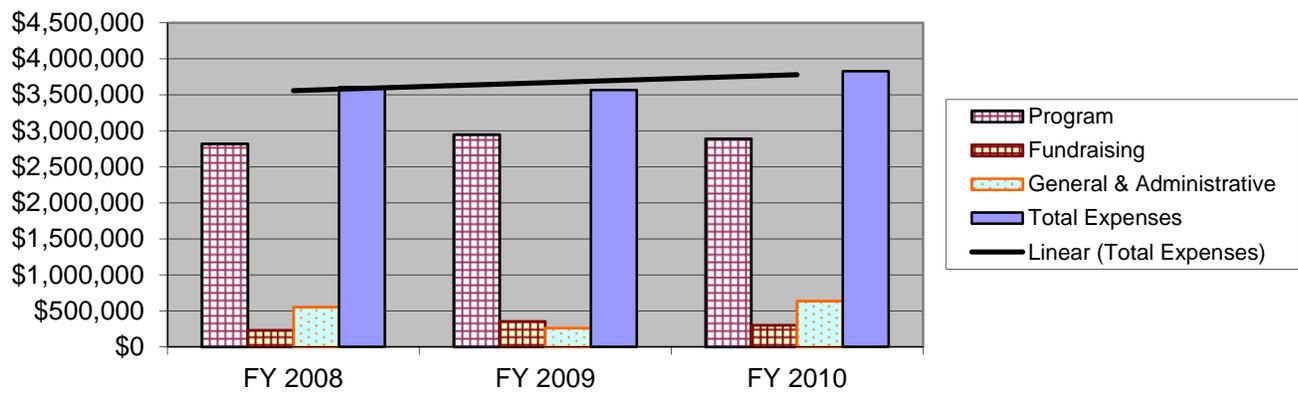
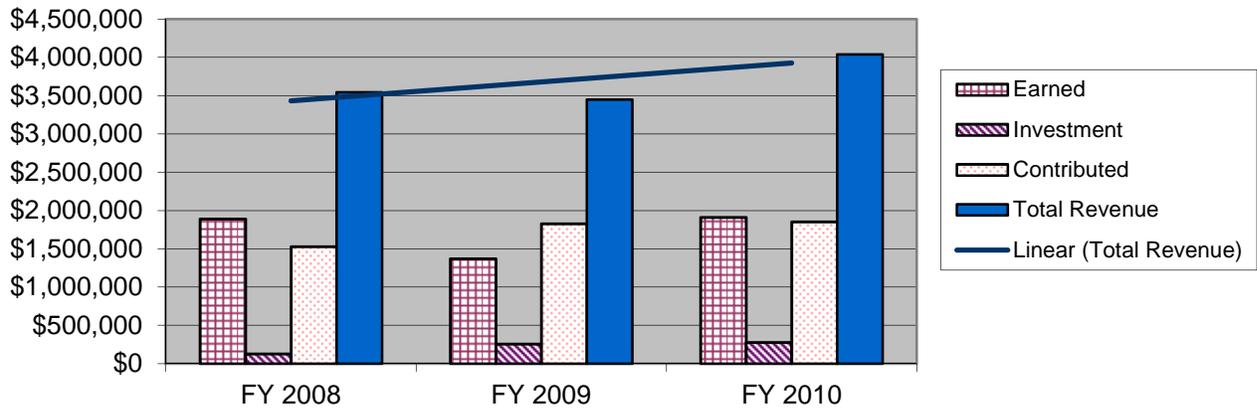
Full Program Stream Application - PA Cultural Data Project

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	_____	_____	_____

PCA STAFF LIST

Executive Staff:

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

Charon Battles, Deputy Director for Programs
cbattles@pa.gov – 717-787-1521

Heather Doughty, Deputy Director for Communications and
Special Assistant for External Affairs:
hdoughty@pa.gov – 717-787-1517

Amy Gabriele, Deputy Director for Administration:
agabriele@pa.gov – 717-525-5547

Tina Mozingo, Executive Assistant to the Council
and the Executive Director:
tmozingo@pa.gov – 717-787-1524

Program Directors:

Charon Battles, Dance, Preserving Diverse Cultures Division:
cbattles@pa.gov – 717-787-1521

Jamie Dunlap, Arts in Education Partnerships & Projects,
Individual Artists Information Services:
jadunlap@pa.gov – 717-525-5542

Amy Gabriele, Accessibility, Music, Literature:
agabriele@pa.gov – 717-525-5547

Caroline E. Savage, Art Museums, Crafts, Film & Electronic Media,
Folk & Traditional Arts, Visual Arts:
csavage@pa.gov – 717-425-7600

Matthew Serio, Pennsylvania Partners in the Arts, Arts Education Organizations,
Art Service Organizations, Entry Track, Local Arts, Presenting Organizations, Theatre:
mserio@pa.gov – 717-787-1523

PCA STAFF LIST (CONTINUED)

Program Associates:

Jewel Jones-Fulp Senior Program Associate, AIE and PPA Partners,
All Council-Initiated Grants, Preserving Diverse Cultures,
Professional Development & Consulting
jjonesfulp@pa.gov – 717-525-5544

Vacant, Arts Education Organizations, Dance, Entry, Film & Electronic Media,
Literature, Local Arts, Theatre, Visual Arts
717-787-1524

Administration:

Seth Poppy, Manager of Grants & Information Technology:
spoppy@pa.gov – 717-787-1520

Jewel Jones-Fulp, Office Manager/Senior Program Associate:
jjonesfulp@pa.gov – 717-525-5544

Vacant, Administration/Accounting:
717-787-1524

Consultants:

Mira Johnson, Folk and Traditional Arts Consultant ,FolkArtPA:
c/o Jump Street, 100 North Cameron Street, Harrisburg PA 17101
717-238-1887 x 106, mjohnsonfolkartpa@gmail.com

Pennsylvania Council on the Arts

Room 216, Finance Building, Harrisburg, PA 17120
Telephone: 717-787-6883 Fax: 717-783-2538
TTY Users: 800-654-5984



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

