



Tom Corbett
Governor

Commonwealth of Pennsylvania
Pennsylvania Council on the Arts

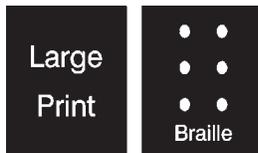


2013-2014
Preserving Diverse
Cultures Division

Application
Postmark Deadline:
March 1, 2013

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

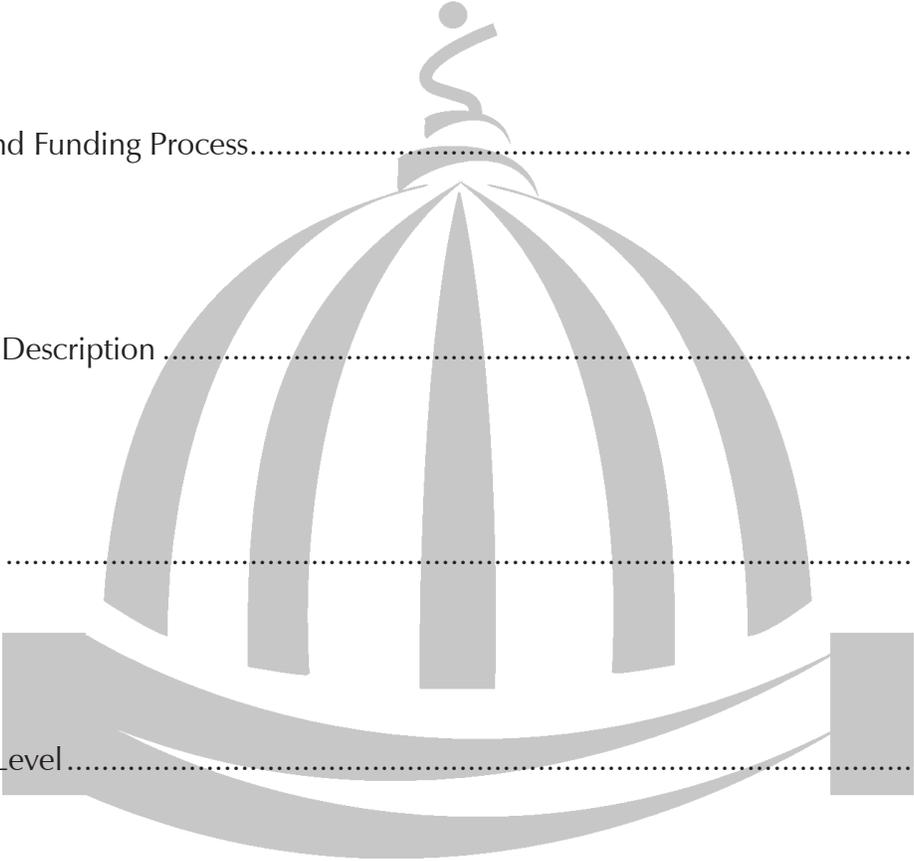
www.pacouncilonthearts.org

Office Hours:

8:30 – 5:00 Monday thru Friday

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

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

Robert W. Pullo, York
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Representative Brian Sims, Philadelphia
Lee Steadman, McKean
Paula Vitz, Red Lion
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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
717-787-1524 (Phone)
717-783-2538 (Fax)
tmozingo@pa.gov

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



Funding Categories for Preserving Diverse Cultures Division

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

If you

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

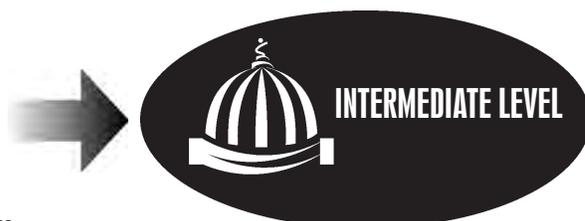
* Applicants to this program may submit one additional .. application to the Pennsylvania Partners in the Arts, a regional re-granting program of the PCA.



If you

- have a federal identification number and pending or received a 501(c)(3) status
- intend to create a new or augment an existing paid administrative position
- have an average arts/cultural fiscal size of \$24,000-\$125,000
- intend to develop an increased capacity building strategic plan

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



If you

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

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



Note: Pennsylvania Partners in the Arts (PPA Program) is the PCA's regional re-granting program.

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

Note: See the Level descriptions for complete eligibility criteria.

APPLICATION AND FUNDING PROCESS

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

Application Process

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

- The information provided in the application is the principal source of information for advisory panel review.
- Applications should be clear, complete, and compelling in presenting all information.
- The responsibility for making a compelling case for 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 require 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

Once the applications have been received at the PCA, they will be processed for advisory panel review. The advisory panel will make recommendations for Council action. Once the Council has approved the awards, the Award Agreement packets will be mailed to the applicants. The applicant must return the Award Agreement with a one-page outline of scheduled activities between September 2014 and August 2015. Certain terms, conditions, and restrictions may be placed on PCA support or support may be withheld at the discretion of the PCA until the applicant can demonstrate the ability to meet its obligations. The PCA will initiate the payment after the completed packets are returned to the PCA.

Funding Process (continued)

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.

PRESERVING DIVERSE CULTURES DIVISION DESCRIPTION

Definition of Preserving Diverse Cultures:

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

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

Matching Requirements:

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

This Division Funds:

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

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

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

Division-Specific Information:

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

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

All Basic and Intermediate Level organizations must attend the two-day Preserving Diverse Cultures Organizational Development Conference, or an approved alternative conference. Organizations must identify a board or staff person to participate in administrative development

activities designed for them by PCA. Applicants to the Strategies for Success Basic and Intermediate Levels should discuss with their board of directors the impact a consultant will have on the growth of the organization and plan accordingly.

This Division Does Not Fund:

Funding in the Preserving Diverse Cultures Division is restricted to organizations and artists from the African American, Asian American, Latino/Hispanic and Native American communities.

Additional Enclosures Required

In addition to the general enclosures required for all applicants, organizations applying to the Preserving Diverse Cultures Divisions must also submit the following material: **First time applicants to all levels of Strategies for Success must submit three letters of support from the above referenced designated communities they serve.**

Technical Assistance & Professional Development

Organizational Short-Term Professional Development and Consultation (PD&C) Professional Development and Consultation awards of up to \$2,000 non-matching funds are available to ALNAH organizations that may be ineligible to participate in the Strategies for Success Program. To expedite delivery of funds, the application should be postmarked eight weeks before the assistance is needed. Generally grantees receiving Basic or Intermediate grants are not eligible for PD&C

Please submit:

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

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

Individual artists must be domiciled in Pennsylvania and work within the communities designated by Strategies for Success (African Americans, Asian Americans, Hispanic/Latinos and Native Americans.)

Please submit:

- **Three copies of Professional Development and Consultation Application.**
- **Two copies of a professional résumé (max. two pages).**
- **Appropriate support materials (i.e., invoices, brochures, letters of intent, etc.).**
- **Two additional supplemental support materials (submit two copies of brochures, flyers, etc.).**

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

The Division's Publications – accepts submissions to the **ALNAH (African American, Latino, Native American, Asian, and Hispanic)** e-bulletin.

BASIC LEVEL

Basic Level-Strategies for Success Description

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

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

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

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

Additional Required Information and Work Samples

First and second year applicants (only) must submit:

- **Three copies of Basic Level application.**
- **Two copies of the resumé of the designated Strategies representative not to exceed two pages.**
- **Two copies of promotional materials, brochures, flyers, etc. Performance groups must submit work samples of the ensemble in concert. Include representation of all cultural programs.**

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

APPLICATION FORM

Postmark Deadline: March 10, 2014



Incomplete applications may not be submitted for panel review!

IMPORTANT NOTE ABOUT DEADLINES

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



A. Organization/Program Information

A1 Check if new address:

A2 Federal ID #: _____

A3 Name of Organization/Program: _____

A4 Name of Parent Organization (if any): _____

A5 Address, Line 1: _____

A6 Address, Line 2: _____

A7 City, State, Zip + 4: _____

A8 County: _____

A9 Strategies Designated Representative: _____

A10 Contact Name (if different from above): _____

A11 Phone #: _____

A12 Fax #: _____

A13 Email Address: _____

A14 Web Address (URL): _____

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

A16 Check one:

Basic Level Year 1 Basic Level Year 3

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

Certification and Statement of Assurances

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

1. The information contained herein and in all attachments and supporting material is true and correct, the filing of the application has been duly authorized by the governing body of the applicant, and the undersigned have authority to execute this application on behalf of the applicant.
2. The applicant accepts in advance any grant awarded by the Council, agreeing: a.) That any funds received as a result of the application will be expended solely for the described projects and programs, in accordance with the provisions of the "Additional Terms and Conditions Governing Grants-in-Aid" and "General Provisions." b.) To such other restrictions, conditions, and changes as the Council may impose, unless the applicant objects within 30 days of mailing of the award letter setting forth the terms of the grant in writing.
3. Any organization that the applicant assists will also comply with the provisions of the "Additional Terms and Conditions Governing Grants-in-Aid" and "General Provisions," when conducting any activity for which the applicant receives financial assistance from the Council.

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

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

Instructions for Narrative Questions

Page 2, 3, 4

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

Set margins to the following:

Top – 1.5 inches

Bottom – 1.0 inch

Right – 1.0 inch

Left – 1.25 inches



Use font size of 10 point or greater.

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

1. **Mission:** The mission of the PCA is to foster the excellence, diversity, and vitality of the arts in Pennsylvania and to broaden the availability and appreciation of those arts throughout state.

BASIC LEVEL NARRATIVE QUESTIONS

A. QUALITY OF ARTISTIC PRODUCT/PROCESS/SERVICES

1. **Mission:** What is the mission of the organization?
2. **History:** Provide a brief history of the organization. Focus on past projects or funding for projects from the PCA and other funders.
3. **A. Development:** What is the role Strategies for Success will play in the organization's development? (Include in the narrative how the organization, will spend the requested funds. An example is illustrated below.)

Example: The (name of organization) requests acceptance into the Strategies for Success Basic Level. The request is for \$5,000 to be used for the following expenditures: \$2,500 programmatic funds for (artists' fees, printing, contracted services, space rental) and \$2,500 for consultant fees for (board development, fund raising, fiscal management, etc.). **Note:** List consultant funds in prioritized order, no more than three areas for technical assistance.

B. Past & Current Strategies Grantees Only: What progress was your organization able to achieve from prior Strategies for Success funds?

4. **Artistic Success:** Describe the need for your organization within the designated communities (Native American, African American, Hispanic/Latino, or Asian American). Incorporate the role your organization plays in collaborations with other organizations or events. How does your organization/program define artistic success?

B. ACCESS TO THE ARTS

5. **Audience:** Specify a service or specific services your organization/program provides to ALNAH community addressed by your activities. Describe the participants and/or audience. Provide the total number of participants/audience in workshops, performances, etc.

Example: The PCA offers technical assistance workshops to 50 new applicants within the dance community.

6. **Outreach:** Describe the facility(s) the organization currently uses to provide programming.

C. MANAGEMENT

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

Pennsylvania Council on the Arts
Preserving Diverse Cultures Grant Application

Narratives: Quality of Artistic Product/Process/Services

1. Mission

2. History

3A. Development

3B. Past & Current Strategies Grantees (only)

4. Artistic Success

Narratives: Access to the Arts

5. Audience

6. Outreach

Narratives: Management

7. Organization

8. Planning

Instructions for Strategies for Success – Basic

Page 5

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

Income

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

Expenses

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





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

Postmark Due Date: March 3, 2014
Applications must be typed
Submit 4 copies
Do not staple

Organization Name: _____

B. Income:

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

C. Project Expenses:

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

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

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

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





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

Postmark Due Date: March 3, 2014
Applications must be typed
Submit 4 copies
Do not staple

Organization Name: _____

D. Consultant: To Be Completed By The Consultant

Consultant: _____

Questions:

- 1 What goal(s) is the Organization currently working on?

- 2 Have they encountered any difficulties in implementing and/or planning their goal(s)?

- 3 How is the Organization/Program progressing its development?

- 4 Name the individuals in the Organization/Program and their titles, that are working with you. What is their role in the project?

Consultant Signature:

Date:

Key Artistic & Managerial Staff

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

Board of Directors with Professional Affiliations & Race/Ethnicity

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

Highlights of Activities from Last Completed and Current Years

List the types of activities and schedule.

(All activities must occur between September 1, 2012 and August 31, 2013 (past) and September 1, 2013 and August 31, 2014 (current).

Below is a screenshot from eGrant for this section

Staff, Board and Activities

* Required Fields

Attach a PDF of your Key Artistic and Managerial Staff. Attach a PDF of your Board of Directors. Attach a PDF of highlights from your past year and current year of activities. See instructions for more detail.

Key Artistic and Managerial Staff

Files must be valid PDF files. [Click here](#) for more information about this file format.

Maximum file size is **10MB**.

Prior to uploading, be sure that the file name of the file on your computer does not contain any characters other than a-z, A-Z and 0-9. The file name also has to be a continuous string of characters, it cannot contain blank spaces. Additionally, the file name must have the .pdf extension. An example of a valid file name would be keystaff.pdf.

Uploaded File: PDCfacts_2013rev12_13.pdf * [Delete](#) [View](#)

Board of Directors with Professional Affiliations and Race/Ethnicity

Files must be valid PDF files. [Click here](#) for more information about this file format.

Maximum file size is **10MB**.

Prior to uploading, be sure that the file name of the file on your computer does not contain any characters other than a-z, A-Z and 0-9. The file name also has to be a continuous string of characters, it cannot contain blank spaces. Additionally, the file name must have the .pdf extension. An example of a valid file name would be boardofdirectors.pdf.

Uploaded File: PDCfacts_2013rev12_131.pdf * [Delete](#) [View](#)

Highlights of Activities from Last Two Completed Years

Files must be valid PDF files. [Click here](#) for more information about this file format.

Maximum file size is **10MB**.

Prior to uploading, be sure that the file name of the file on your computer does not contain any characters other than a-z, A-Z and 0-9. The file name also has to be a continuous string of characters, it cannot contain blank spaces. Additionally, the file name must have the .pdf extension. An example of a valid file name would be highlights.pdf.

Uploaded File: PDCfacts_2013rev12_132.pdf * [Delete](#) [View](#)

SUBMIT DOCUMENTATION OF YOUR ARTS/CULTURAL PROGRAMS

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

Submit three (3) copies of the Work Sample Description page.

If you submit images: submit 20 jpegs as a Power Point Presentation. List and describe the images on the work sample description sheet. You may submit on a CD or in an email which contains your applicant name and pdcBASIC in file name.

If you submit a DVD: send in three (3) copies of a 10 minute documentation of an example of your performance(s) festivals, or workshops in mp4 or . mov files. List and describe the DVD on the Work Sample Description page, including creators, performers, venue(s) and dates. Test the discs before sending.

If you submit an audio CD: send in a ten (10) minute example of your musical performance(s) as an mp3 file. List and describe the CD on the Work Sample Description page, including creators, performers, venue(s) and dates. Test the discs before sending.

Marketing Material

Include a brief summary of marketing, promotional materials, brochures, flyers, etc. that you are including with your application.

Note: DO NOT send originals or your only copy. Every attempt will be made to return your work samples. ***If you would like your work samples returned, you must enclose a self-addressed envelope with adequate postage.*** However, the PCA cannot accept responsibility for lost or damaged work samples or other materials.



Organization Name: _____

H. Description of Work Samples

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

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

Use Only the Space Below

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

I. Discipline or Program

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

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

Instructions for Attachments & Checklist Page

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

Submit only one copy of the Attachment & Checklist Page.





Organization Name: _____

Application Package Assembly Checklist

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

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

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

-  FOUR (4) copies of the following items:
 2. **PDC, Strategies for Success: Basic Level Application Form** (pages 1 to 11).

-  THREE (3) copies of the following item:
 3. **Work Samples** (slides, tapes, CDs, etc.)

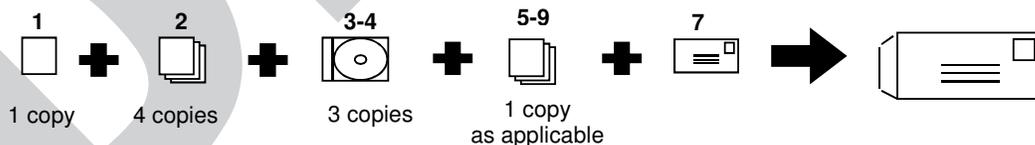
-  4. **Description of Work Samples** (page 12).

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

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

- | Y | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> 5. IRS Tax Exempt Letter confirming non-profit 501c3 status. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> 6. Budget from your most recently completed calendar or fiscal year. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> 7. 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"/>  8. Self-addressed stamped envelope suitable for the return of work samples. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> 9. Marketing Materials (posters, programs, newspaper articles, etc.) |

Assemble the application package as illustrated below:



Note: The "Consultant Program Report" (page 14) must be completed and signed by the consultant. It may be mailed along with the other application materials, or mailed by the consultant under separate cover.

Mail all application materials to:

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

FOR YOUR NOTES

INTERMEDIATE LEVEL

Intermediate Level-Strategies for Success Description

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

- an average fiscal size from \$24,000 to \$125,000
- Federal I.D. Number and pending or received a 501(c)(3) status;
- formal board of directors with committee structure and regular meetings;
- Intent to develop an increased capacity building strategic plan
- formal bookkeeping system, regular office hours and accessible place of business;
- evidence of fund raising;
- demonstrated consistent community and audience support;
- annual programming that is an artistically significant and effective presentation of cultural activities;
- three consecutive years of operation;
- and at least one staff position with 20 hours per week.

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

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

Quality of Artistic Product/Process/Service 35 points

Access to the Arts 35 points

Management 30 points

PDC Award Process – Once the applications have been received at the PCA, they will be processed for advisory panel review. The advisory panel will make recommendations for Council action. Once the Council has approved the awards, the Award Agreement packets will be mailed to the applicants. The applicant must return the Award Agreement with a one-page outline of scheduled activities between September 2013 and August 2014. Certain terms, conditions, and restrictions may be placed on PCA support or support may be withheld at the discretion of the PCA until the applicant can demonstrate the ability to meet its obligations. The PCA will initiate the process to payment after the completed and approved packets are returned to the PCA.

Additional Required Information and Work Samples

All applicants must submit:

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

ADVANCED LEVEL

Advanced Level-Strategies for Success Description

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

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

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

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

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

Quality of Artistic Product/Process/Service 35 points

Access to the Arts 35 points

Management 30 points

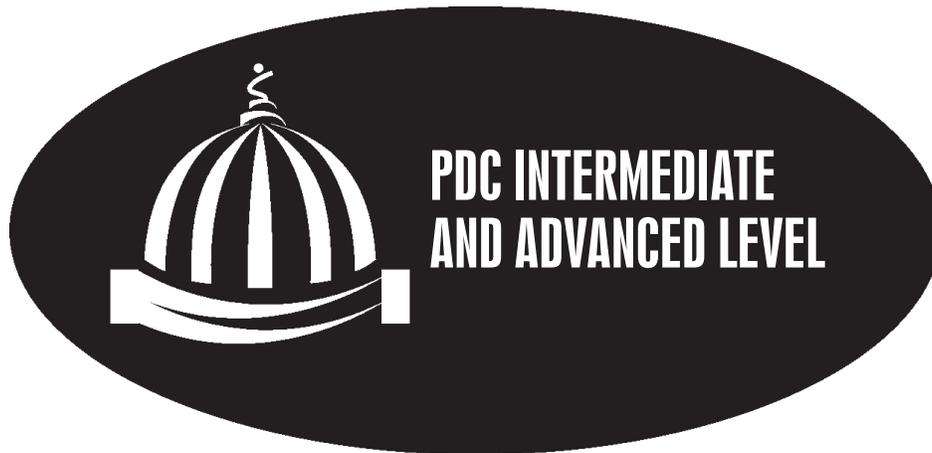
PDC Award Process – Once the applications have been received at the PCA, they will be processed for advisory panel review. The advisory panel will make recommendations for Council action in June. Once the Council has approved the awards, the Award Agreement packets will be mailed to the applicants. The applicant must return the Award Agreement with a one-page outline of scheduled activities between September 2014 and August 2015. Certain terms, conditions, and restrictions may be placed on PCA support or support may be withheld at the discretion of the PCA until the applicant can demonstrate the ability to meet its obligations. The PCA will initiate the payment process after the completed packets are returned to the PCA.

Additional Required Information and Work Samples

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

Cultural Data Project

Intermediate and Advanced Level applicants are required to complete the Cultural Data Project.



The forms in this guide are a sample of how your application will look when it is completed and printed in eGrant.net

Complete the following:

- Postmarked Deadline of March 10, 2014 – Complete the application form pages 1-5 and pages 8-13.
- AND
- Complete the PACDP for your most recently completed fiscal year.

Important information about eGrant

If you applied last year using eGrant.net, please use that login and password. DO NOT create a new registration. For eGrant.net help please contact Seth Poppy at spoppy@pa.gov or (717) 787-1520.

The address of the new eGrant is <http://pacouncilonthearts.egrant.net>

If you never applied using eGrant.net you will need to register your organization in the new eGrant. Follow the above link and click on the register link to create your organization login and password.

On the Application Main Menu page, select “2014-2015 PDC (Preserving Diverse Cultures)” and click the Create New Application button. Begin working on your application like you have in the past. There are navigation buttons on the top of each page as well as a Save and Next button on the bottom.

Your financial data is collected through the Pennsylvania Cultural Data Project, available at www.pacdp.org.

Modifications to the PDC Application and Process

PCA has modified the submission and review process. A summary of those modifications is below. Please review these guides for more detail.

1. Review criteria weighting category name

Quality of Artistic Product/Process/Service0 to 35 points

Access to the Arts0 to 35 points

Management0 to 30 points

2. Electronic submission of support materials through eGrant. This will enable all of the panelists to review your support materials prior to the panel meeting. See eGrant for instructions.

APPLICATION FORM

Postmark Deadline: March 10, 2014



Incomplete applications may not be submitted for panel review!

IMPORTANT NOTE ABOUT DEADLINES

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



A. Organization/Program Information

A1 Check if new address: Yes

A2 Check one: Intermediate Level Advanced Level

A3 Name of Organization/Program: _____

A4 Name of Parent Organization (if any): _____

A5 Address, Line 1: _____

A6 Address, Line 2: _____

A7 City, State, Zip + 4: _____

A8 County: _____

A9 Contact Name: _____

A10 Artistic Director Name: _____

A11 Phone #: _____

A12 Fax #: _____

A13 Email Address: _____

A14 Web Address (URL): _____

A15 Federal ID #: _____

A16 Date Received IRS Tax Exemption: _____

A17 Date Registered with PA Bureau of Charitable Organizations: _____

A18 Dates of Organization's Fiscal Year: _____

Certification and Statement of Assurances

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

1. The information contained herein and in all attachments and supporting material is true and correct, the filing of the application has been duly authorized by the governing body of the applicant, and the undersigned have authority to execute this application on behalf of the applicant.
2. The applicant accepts in advance any grant awarded by the Council, agreeing: a.) That any funds received as a result of the application will be expended solely for the described projects and programs, in accordance with the provisions of the "Additional Terms and Conditions Governing Grants-in-Aid" and "General Provisions." b.) To such other restrictions, conditions, and changes as the Council may impose, unless the applicant objects within 30 days of mailing of the award letter setting forth the terms of the grant in writing.
3. Any organization that the applicant assists will also comply with the provisions of the "Additional Terms and Conditions Governing Grants-in-Aid" and "General Provisions," when conducting any activity for which the applicant receives financial assistance from the Council.

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

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

A. ORGANIZATION (CONTINUED)

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



The Legislative Information is mandatory.

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



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

Postmark Due Date: March 3, 2014
 Applications must be typed
 Submit 4 copies
 Do not staple

Organization Name: _____

A. Organization Information (continued)

A19 Date Organization/Program Founded: _____

A20 Date Organization/Program Incorporated: _____

A21 State House District Number: _____

A22 State Senate District Number: _____

A23 Federal Congressional District Number: _____

A24 Check one:

* Please include a letter with the application outlining the circumstances to request an extension.

Intermediate

Advanced

- Year 1
- Year 2
- Year 3
- Year 4*

- Year 1
- Year 2
- Year 3*

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

A26 Facility/Office space (check those that apply):

- None Donated Rented Leased Mortgaged (being purchased) Owned

A27 Office Address (if different from mailing): _____

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

- Age: Children (up to 18) Adults (over 18) Seniors (over 65)
 Gender: Male Female
 Type: Individual Artists Individuals with Disabilities
 Arts Organizations and Arts Professionals
 Other (specify): _____

B. Grant Request

B1 Staff: \$ _____

Title of Position: _____

B2 Programming Funds: \$ _____

For: _____

B3 Consultant Fees: \$ _____

For: _____

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

Advanced Level Only (not to exceed \$20,000) \$ _____

C. QUALITY OF ARTISTIC PRODUCT/PROCESS/SERVICES

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

D. ACCESS TO THE ARTS

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

E. MANAGEMENT

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

F. INSTITUTIONALIZATION (Advanced Level Organizations Only)

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

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 favorite 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

Access to the Arts

35 POINTS

Management

30 POINTS

Pennsylvania Council on the Arts
Preserving Diverse Cultures Grant Application

Narratives: Quality of Artistic Product/Process/Service

Mission

Mission statement:

Detailed Project Description

Narratives: Access to the Arts

Outreach

Outcomes

Narratives: Management

Organization

Planning

Budget

Stabilization

Development

Past & Current Strategies Grantees

Narratives: Institutionalization (Advanced Level Organizations Only)

Institutional Status

PDC Intermediate and Advanced Level Only

Partnership with 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. PCA, along with other funders in Pennsylvania, requires applicants to complete a Cultural Data Profile once each year and use that data as part of their application to all participating funders throughout the state.

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

Data Collection (financial and statistical) summary

The Pennsylvania Cultural Data Project (PACDP) was implemented in 2004-05. The PACDP section of the application is due at the March 10, 2014 deadline.

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

Pennsylvania Cultural Data Project (PACDP) Form

If it is your first time using the CDP you will need to register.

1. Register your organization on the Pennsylvania CDP Web site (www.pacdp.org) by clicking on “New User Registration” and creating an organizational login ID and password. If you are already registered and have submitted data from your most recently completed fiscal year, you can skip to the last instruction.
2. Your organization’s data set for a given year constitutes its “Cultural Data Profile” for that year.
3. Using your Board-approved financial audit/review or financial statements, complete a Cultural Data Profile. If this is your first year of use, complete a Cultural Data Profile for each of the most recently completed fiscal years, beginning with the earliest year.
 - a. **Organizations that are not audited or reviewed will enter data based on board-approved year-end statements**
 - b. Arts programs and departments within larger institutions will complete with Cultural Data Profile based on the internal financial statements of their program or department and will indicate that they have a parent organization.
4. Submit your Cultural Data Profile and proceed through the error check process. Call the PACDP Help Desk with any questions.
5. When you have resolved all errors and successfully submitted your profile, go to the “Funder Reports” section of the Pennsylvania CDP Web site.
6. Click on the predefined Funder Report for PCA PDC Program and print.
7. Review your Funder Report.
8. Include the Funder Report along with your application to the PCA. This represents Part 2 of your application. As outlined in the instructions, combine Part 1 and Part 2 as well as supporting materials and submit them to PCA by the postmark due date, March 10, 2014.

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

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

Please direct questions concerning the Cultural Data Profile directed to:

PACDP Help Desk:

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

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

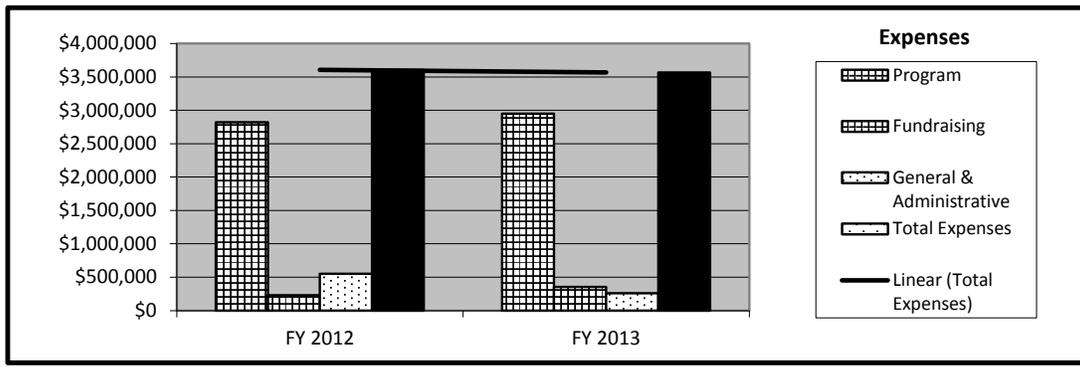
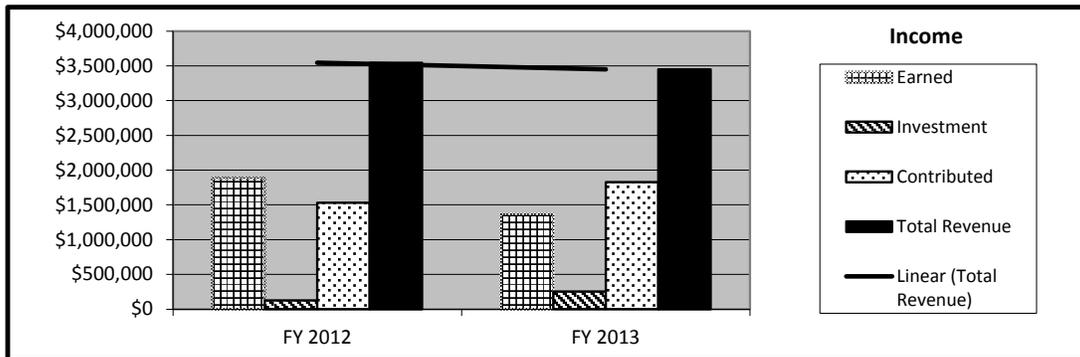


PA CULTURAL DATA PROJECT SECTION

Financial Activity Summary Page

<u>Revenue</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>% chg</u>
Unrestricted Activity			
Earned			
1 Program			
2 Non-Program			
3 Total Earned			
4 Total Investment			
5 Total Contributed			
6 Total Unrestricted Revenue			
Expenses	FY 2012	FY 2013	% chg
7 Program			
8 Fundraising			
9 General & Administrative			
10 Total Expenses			
11 Balance (Total Revenue - Total Expenses)			

INCOME AND EXPENSES BY CATEGORY





Pennsylvania Council on the Arts
Preserving Diverse Cultures Division-PA Cultural Data Project
 FY 2014-2015

Organization/Subsidiary Name: _____

INCOME				
EARNED	FY 2012	% total	FY 2013	% 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 2012	% total	FY 2013	% 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 2012		FY 2013	% chg
35 Individuals				
36 Board				
37 Corporate				
38 Foundation				
39 Government (Federal, State & Local)				



Pennsylvania Council on the Arts
Preserving Diverse Cultures Division- PA Cultural Data Project
 FY 2014-2015

Organization/Subsidiary Name: _____

EXPENSES

PROGRAM	FY 2012	% total	FY 2013	% 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)				



NON FINANCIAL INFORMATION

PROGRAM ACTIVITY - NUMBER OF EVENTS	FY 2012	FY 2013
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 2012	FY 2013
24 Total Paid Attendance		
25 Total Free Attendance		
26 Total Attendance		
27 School Children		
28 Groups of School Children (# of Groups)		
29 Other Groups (# of Groups)		
30 Attendance - Classes/Workshops		
STAFF & NON-STAFF STATISTICS - NO. OF PEOPLE	FY 2012	FY 2013
31 Full-Time Permanent Employees		
32 Part-Time/Seasonal Employees		
34 Full-Time Volunteers		
35 Part-Time Volunteers		
PRICING (In Dollars)	FY 2012	FY 2013
36 Average Adult Admission Price		
37 Average Child Admission Price		
38 Average Senior Citizen Admission Price		
39 Average Student Admission Price		

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

Instructions for Strategies for Success – Intermediate & Advanced

Pages 8 & 9

Upload in eGrant a PDF, two page maximum, of highlights from your past year, and current year of activities. In chronological order list your activities by activity name, beginning date, end date and an activity description. Activities must occur between September 1, 2014 and August 31, 2015.

Instructions for Strategies for Success – Intermediate & Advanced

Pages 10 & 11

Key Artistic & Managerial Staff

Upload in eGrant. A PDF, two page maximum staff list.

List the first and last name, position, brief bio, and qualifications, and race/ethnicity for up to five key position(s).

Board of Directors with Professional Affiliations & Race/Ethnicity

Upload a one page PDF of your complete Board of Directors. Label the page clearly with your organization’s legal name and “Board of Directors”. List the first and last name, position, professional affiliation and ethnic community for each person. The Board of Directors is the governing or advisory body, or committee for non-arts organizations. The governing body or committee directs the arts program for which you apply.

DESCRIPTION OF WORK SAMPLES

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

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

20 JPG images submitted in eGrant:

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 three years' exhibitions.

For Theatre Programs 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).

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. Panelists 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.

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.

Instructions for Strategies for Success – Intermediate

Page 14

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

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



Instructions for PDC Intermediate/Advanced Level Applications

INSTRUCTIONS FOR PDC INTERMEDIATE/ADVANCED LEVEL APPLICATION PACKAGE ASSEMBLY CHECKLIST

Postmark due date March 10, 2013

All work samples should be submitted in eGrant.

Accepted file types:

- Images: JPEG (.jpg)
- Audio: MP3 (.mps)
- Video Sample
- Text documents

Be sure to include 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 Applicable) if you do not use or do not have the item(s).

The application must be completed in eGrant (online electronic granting system).

Arts Organizations and Arts Programs (AOAP) and Entry Track Application Form.

Complete the AOAP and Entry Track Application on eGrant at <http://pca.egrant.org/>

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 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.

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

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