



Tom Corbett
Governor

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

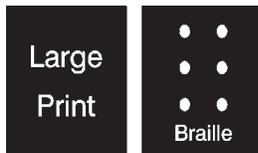


2014 - 2015
Guide to the Pennsylvania Partners in Arts
PROGRAM STREAM
Interim Application

Application
Postmark Deadline:
January 13, 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

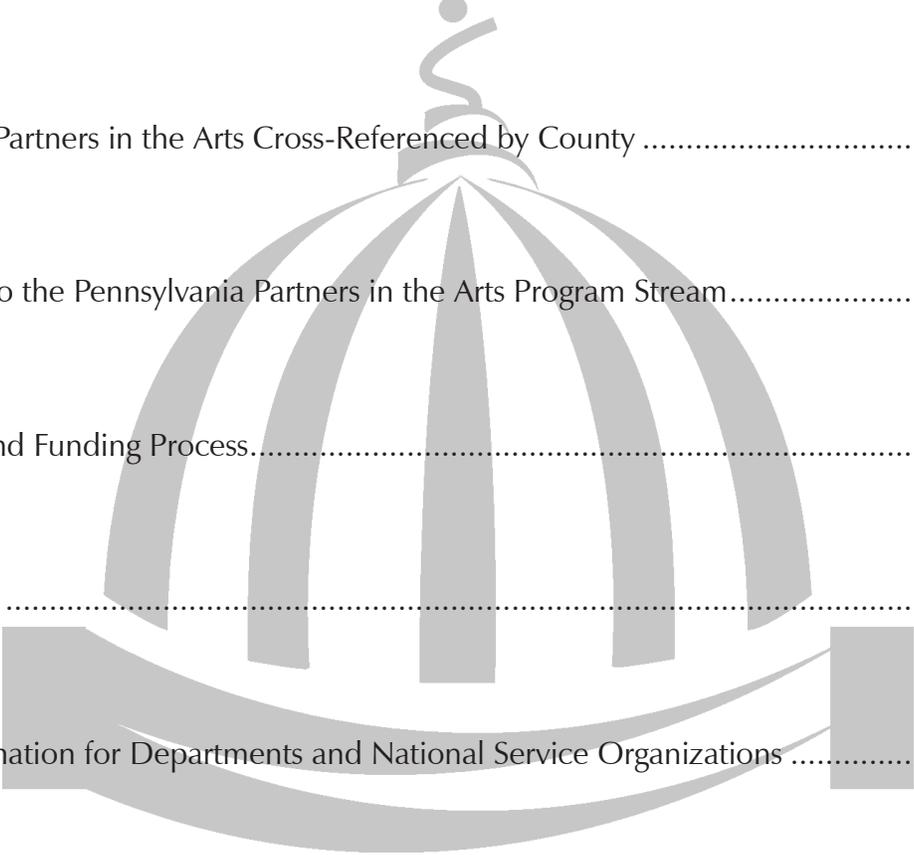
www.pacouncilonthearts.org

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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E. Jeanne Gleason, Vice Chair, Johnstown

Laura E. Ellsworth Esq., Pittsburgh
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Susan H. Goldberg, Philadelphia
Stephen J. Harmelin, Esq., Philadelphia
Gayle Isa, Philadelphia
Justin Laing, Pittsburgh
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Senator Charles T. McIlhinney, Jr., Doylestown
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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



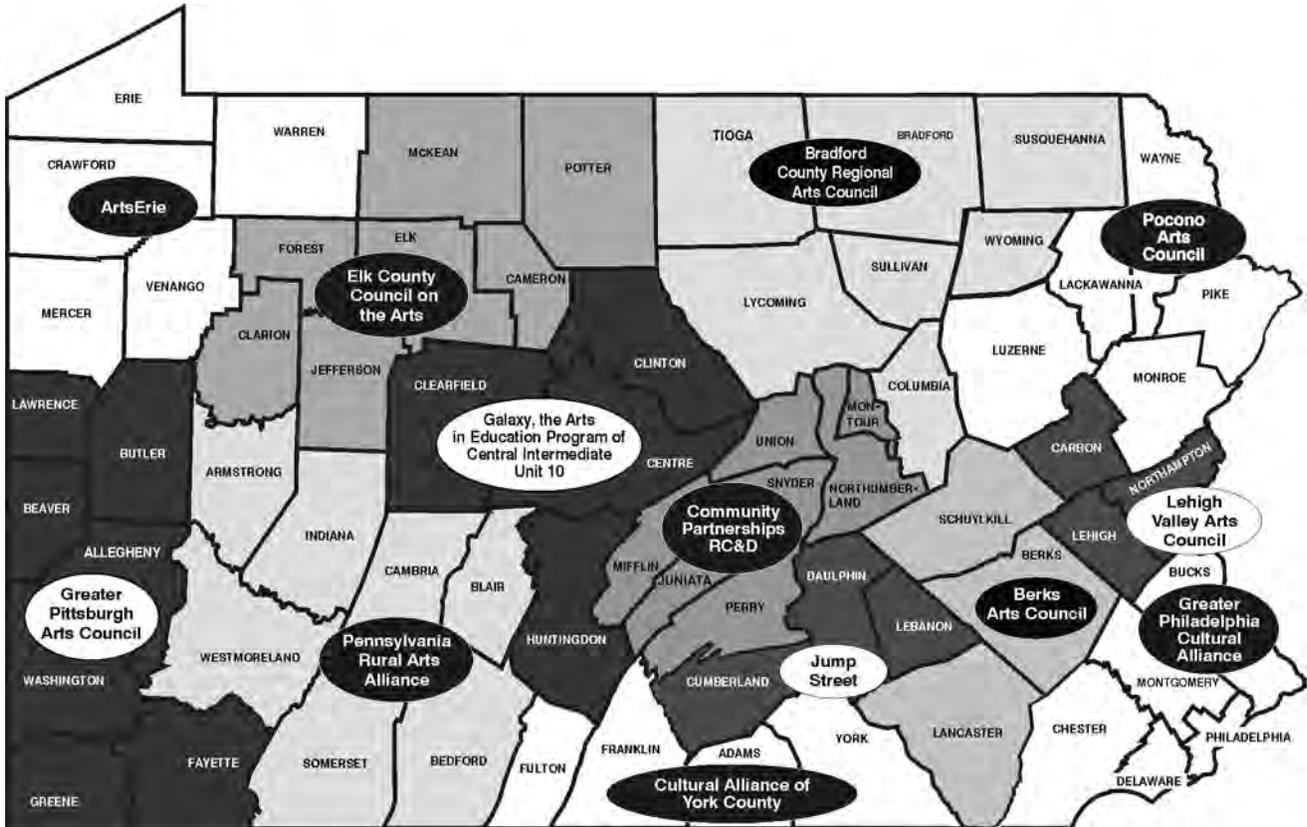
ABOUT THE PENNSYLVANIA PARTNERS IN THE ARTS

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 under served 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 applications in off years
- Application based on past performance, rather than projections
- Formula funding based on advisory panel review assessment totals and fiscal size

Application Postmark Deadline: January 13, 2014

- All PPA Program Stream Applicants are required to submit an Interim PPA application.
- All PCA Programs and PPA Organizations are on Interim Status this year.

Advisory Panel Process

Advisory panels convene every two years to make recommendations to the Council on 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

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 Interim Applications

PPA staff review Interim 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 Interim 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 invoices, revised budgets, project descriptions, and copies of the signed Grant Award Agreement for the award process to begin. The recipient will use the Grant Award Agreement to specify how funds will be used.

Funding Process (continued)

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

Recipients must return the completed Grant Award Agreement and other materials 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 (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 INTERIM APPLICATIONS

Postmark due date by January 13, 2014

Complete the following

- PPA Program Stream Interim application form pages 1-3.
AND
- The PACDP for your most recently completed fiscal year.

PPA Program Stream Interim 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 - Interim, click, "Proceed".
4. When you have completed the eGrant, press the submit button and print the complete Interim 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.

A. ORGANIZATION INFORMATION

The forms in this guide are a sample of how your application will look when it is printed in eGrant or PACDP. This page must be completed in eGrant granting system. <http://pacouncilonthearts.egrant.net>

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

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

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

A2. PPA Partner: Refers to the PPA Partner to which you are applying.

A4. Federal ID #: Your Federal ID # must be exactly as it appears on your IRS determination letter.

A5. Name of Organization: The organization or parent organization name. If the applicant organization does not have a “parent,” the name must appear as it is listed on the IRS Determination Letter.

A6. Subsidiary/Department: If applicable, the subsidiary or department organization name must appear.

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

A14. Vendor #: If applicable, enter your vendor number. You can obtain a vendor number from the Commonwealth’s Payable Service Center at <http://www.vendorregistration.state.pa.us>

CERTIFICATION AND STATEMENT OF ASSURANCES

Two different individuals from the non-profit or fiscal sponsor organization must sign in blue ink on each copy of the application. The Commonwealth does not accept photocopied signatures. 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.

Copies of the **General Provisions** and **Additional Terms and Conditions Governing Grants-in-Aid** are available at the PCA web site: www.pacouncilonthearts.org Click on Funding Opportunities, then click on Downloadable Forms.



PCA USE ONLY
 Apply application label here

A. Organization Information

A1 Please check one: Arts Organization Arts Program

A2 PPA Partner: _____

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 Grant Award Agreement 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	

Instructions for PPA Program Stream Interim Page 2

INSTRUCTIONS FOR INTERIM APPLICATION PAGE 2

This page must be completed in eGrant granting system.

<http://pacouncilonthearts.egrant.net>

If needed, enter your narrative responses to boxes 3 through 9

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.



Pennsylvania Council on the Arts
INTERIM PROGRAM STREAM Application Form

Organization/Subsidiary Name: _____

Please check one of the following:

- 1 We **DECLINE** a 2014-2015 PPA Program
- 2 We will **ACCEPT** a 2014-2015 PPA Program Stream Grant Award and understand that the amount of the final award will be adjusted as indicated on the previous page.

Operational and Administration:

If you check 3, 4, 5 or 6 explain in detail in the Narrative

- 3 There have been changes in leadership in staff and/or board.
- 4 There have been changes in our facilities that affect our programming.
- 5 We have begun or will begin new programs and/or initiatives that represent more than 20% of our activities and/or budget.
- 6 We have suspended or will suspend or eliminate programs and/or activities that represent more than 20% of our activities and/or budget.

Financial Information:

If you check 7, 8 or 9 explain in detail in the Narrative.

- 7 There has been a reduction of 20% or more in earned income.
- 8 There has been a reduction of 20% or more in unearned income.
- 9 There has been a reduction of 20% or more in projected expenses.

Narrative:

INSTRUCTIONS FOR INTERIM APPLICATION PACKAGE ASSEMBLY CHECKLIST

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

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

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

Postmark due date January 13, 2014

Pennsylvania Cultural Data Project Form
Complete the PACDP at:
<http://www.pacdp.org>

IRS Determination Letter

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

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



Interim 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.

2 copies  1. Program Stream Interim Application Form (Pages 1 & 2)

AND

2 copies  2. PA Cultural Data Project (PPA Program Stream - INTERIM Application)

AND

Make sure to sign each copy of Page 1

Assemble the Interim Report application package as illustrated below:



INSTRUCTIONS FOR PACDP FINANCIAL PROFILE

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

Steps – to get started

1. Go to www.pacdp.org
2. Login using your existing login and password
3. Create Data Profile for your most recently completed fiscal year.
4. Print the Certification Report under Pennsylvania Council on the Arts for assembling your Interim AOAP application.

For Programs (Departments and Subsidiaries):
See page 5 before starting your PACDP profile.

For help contact:

PACDP Help Desk
Pennsylvania Cultural Data Project
email: help@PACDP.org
Toll Free 866-217-2237 (or 1-866-21PACDP)
Visit the web site for on-line help and orientation
www.pacdp.org

PACDP CERTIFICATION REPORT

Instead of submitting the PCA's standard data profile report used for Full Application review, PPA Program Stream Interim applicants are required to print and submit only the PCA's Certification report, which highlights summary data, net assets released from restrictions, and authorizing signature.

From your PACDP account and data profile, under the Funder Reports listing, print and review the PCA's Certification Report. If line 8 shows net assets were released from restrictions in the past fiscal year, please provide detail on lines 9 and 10. Then sign the form. Two copies of this form are required to assemble your PPA Program Stream Interim application.



Pennsylvania Council on the Arts

PACDP - Certification Page

FY 2014-2015 33-K-420

Postmark Deadline: January 14, 2014

Organization/Subsidiary Name: _____

PCA USE ONLY
Apply application label here



PA CULTURAL DATA PROJECT SUMMARY

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

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

Net Assets Released from Restrictions - ACTION REQUIRED

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

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

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

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

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

Certification - ACTION REQUIRED

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

Signature of Officer Date (mm/dd/yy)

Printed Name of Officer

Title of Office Held

PCA STAFF LIST

Executive Staff:

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

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Tina Mozingo, Executive Assistant to the Council
and the Executive Director:
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Program Directors:

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Caroline E. Savage, Art Museums, Crafts, Film & Electronic Media,
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Matthew Serio, Pennsylvania Partners in the Arts, Arts Education Organizations,
Art Service Organizations, Entry Track, Local Arts, Presenting Organizations, Theatre:
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PCA STAFF LIST (CONTINUED)

Program Associates:

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Vacant, Arts Education Organizations, Dance, Entry, Film & Electronic Media,
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717-787-1524

Administration:

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Jewel Jones-Fulp, Office Manager/Senior Program Associate:
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Consultants:

Mira Johnson, Folk and Traditional Arts Consultant ,FolkArtPA:
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