

## 2023 APPLICATION INFORMATION

Before you start:

- Read the 2023 PROGRAM OVERVIEW & GUIDELINES for complete eligibility and criteria.
- Put together a list of what you'll need for your project: people, materials, venues, etc.
- Call Heather Closson at 260-424-0646 x2005 with any questions you may have.

## APPLICANT INFORMATION

*Eligible applicants must live or be physically located in the southeast quadrant of Fort Wayne.*

**Who is applying for this grant?** Check one option.

- Art Collective
- Business
- Church
- Individual
- Neighborhood Association
- Nonprofit Organization
- School

**On the line below, write the full, legal name of the applicant selected above:**

\_\_\_\_\_

Applicant Street Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

If applicable, Applicant EIN Number: \_\_\_\_\_

**If we have questions about your application, who should we contact?**

Contact First and Last Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Contact Email: \_\_\_\_\_

## PROJECT INFORMATION

*This section will help our review committee fully understand your project. We only know what you share!*

**What best describes your project?** Grants will provide funding to support arts and culture projects in Southeast Fort Wayne. Check all that apply.

- Annual Festival
- Art, Dance, Music, or Theater Classes
- Cultural Celebration
- Interactive Arts Experience
- Public Art Project (Mural, Sculpture, etc.)
- Other (please describe): \_\_\_\_\_

**What is your project?** In the space below, describe your project. Think about a short, clear, and concise “elevator pitch.” What will get people interested and excited about your project in under a minute?

**When and where will your project take place?** Provide a date and location. If you’re still working on it, that’s okay! Let us know what you’re thinking (weekend in October, weekday evening in April, etc.) and/or the location/s you are working to confirm.

## **COMMUNITY IMPACT (25 points)**

*This section lets us learn more about the impact your project will have on your community. Don't hold back – be sure that our review committee knows about your community and what makes it incredible.*

**Who will your project serve?** Use this area to describe the people who will participate in the project, anyone planning the project, and any artists involved. What stands out about these people?

**How will your project impact the community?** Consider what makes your project unique and engaging.

**How will your project encourage community participation in the arts?** Tell us a little more about how participants will be able to experience and access the arts as a part of your project.

**How many people will be involved in your project?** Again, count everyone involved in the project, including planning, implementation, and participation. Fill in the blanks – best estimates are okay!

- \_\_\_\_\_ Total Number of People
- \_\_\_\_\_ How many adults (over 18)?
- \_\_\_\_\_ How many children (under 18)?
- \_\_\_\_\_ How many artists?

## **PROJECT MANAGEMENT (25 points)**

*A great idea needs manpower to come to life. In this section, describe your ability to undertake your project. Help the review committee understand how you will make your project a successful project.*

**Who is doing the project?** Who will make this happen? Tell us about the artist/s, organization/s, and people involved. Include each person's role and responsibilities, and any relevant experience that will help make the project a success! Make sure we understand their connection to Southeast Fort Wayne.

**What is the timeline for your project?** Think about what needs to happen between now and when the project takes place. What are those tasks? How long will it take for you to make those things happen? When does everything need to be completed in order for your project to be successful?

**PROJECT BUDGET (25 points)**

*Applicants may apply for a grant between \$500-\$5,000 to fund their project.*

*Possible expenses include, but are not limited to: Artist Fees; Equipment Rentals; Marketing Materials; Materials & Supplies; Space Rentals. Funds may not be used to support any of the following: Alcoholic beverages; Lobbying activities; Political causes or candidates; Religious services.*

**How much money are you requesting in this application?** Amount Requested: \$ \_\_\_\_\_

**Are you requesting/using additional funds from another source?**  YES  NO

If yes, please list the funding source and requested/committed amount of funds.

<i>Name of Funding Source</i>	<i>Requested or Committed?</i>	<i>Amount</i>
		\$
		\$
		\$
<i>Additional Funds Total</i>		\$

Below, please list itemized expenses for the proposed project.

<i>Project Expenses – Include a short description of each expense</i>	<i>Amount</i>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<i>Project Expenses Total</i>	\$
<i>Your total expenses should also equal your <b>Amount Requested + Additional Funds Total</b></i>	\$

**Can the project still take place if full funding is not awarded?**  YES  NO

Please explain: