



Okaloosa Arts Alliance

Community Arts Fund – Instructions

The Okaloosa Arts Alliance enhances the cultural environment of its community. It promotes, coordinates and nurtures high quality arts and cultural resources that enrich the lives of residents and visitors.

With support from the State of Florida's "State of the Arts" license plate proceeds and private funding, the Okaloosa Arts Alliance is pleased to offer the Community Arts Fund Grant program. Applicants will be evaluated on how their proposed projects affect the arts in our community, how it advances the mission of OAA and how it relates to the criteria listed in this document.

DEADLINE

Tuesday, December 1, 2015 5:00 p.m.

Instructions:

Please submit an **original plus five (5) copies** of the complete application package and any supporting materials; and **MAIL** to the address below, postmarked no later than **12/1/2015**. Packages postmarked after that date are ineligible and will not be considered. ***Please do not put the package in folders, binders or in presentation packages; staple sets only.***

Eligibility Criteria:

- **Non-profit 501(C)3** organizations sponsoring arts and cultural events and **schools** located in Okaloosa County are eligible to apply.
- OAA Grant recipients may only receive one OAA grant per fiscal year.
- Okaloosa Arts Alliance reserves the right to award partial funding of a grant or to award less than the total funds available for any given granting period.
- Grant recipients must use the funds awarded for events occurring between January 1, 2016 and December 31, 2016.
- A report documenting the actual use of funds must be submitted to the Okaloosa Arts Alliance within thirty (30) days of the funded project's completion. Failure to submit a final report will result in forfeiture of award and may limit eligibility for future grant applications.
- Grant requests for funding of Public performances **MUST** include an educational component in order to be eligible. Please include this component in your project description.

Award Amount: Please note, grants are typically awarded in the \$1000 range. Actual amounts available for grants will be set annually by the OAA Board of Directors. 25% of the total will be set aside for school applications; 75% will be for eligible 501(c)3 applications.

Award Notification: Notification of grant award will be made by the **Grant Review and Selection Committee** by **January 15, 2016**.

Okaloosa Arts Alliance

P.O. Box 4426 Fort Walton Beach, FL 32549

Email: info@okaloosaarts.org Website: www.okaloosaarts.org



Okaloosa Arts Alliance

Community Arts Fund – Evaluation Criteria

Project/Event Criteria:

The Okaloosa Arts Alliance considers the following criteria when evaluating the reasonable goals and feasibility of an applicant's project. The project/event should:

1. Develop opportunities for Okaloosa County Residents to enjoy cultural activities and provide the community with access to the arts.
2. Enhance the quality of cultural life in Okaloosa County for both residents and visitors.
3. Stimulate governmental and public awareness and appreciation of the vitality of the arts in Okaloosa County, as well as the importance of the arts to quality of life in general.
4. Exhibit a high level of quality, professionalism, creativity, and diversity in the arts.
5. Create a liaison between the arts and educational communities.
6. Develop opportunities for "underserved populations" in the county to participate in cultural activities.
7. Advance the mission of the Okaloosa Arts Alliance.

A copy of the scoring guidelines used by the Grant Review Committee is available online at www.okaloosaarts.org or may be requested by mail. Requests should be sent to O.A.A., P. O. Box 4426, Ft. Walton Beach, FL 32549.

Ineligible Project/Event Expenses:

Community Arts Grants awarded by the Okaloosa Arts Alliance may not be used to fund:

1. On-going operational expenses
2. Costs for buses or any type of transportation of students to programs
3. Member recruitment activities
4. Political campaigns



Okaloosa Arts Alliance

Community Arts Fund – Grant Application

Available Grant Awards for 2015-16 will be as follows:

- School Grants - \$1000 total available. Grant requests up to \$1000 will be considered.
- Organizations - \$3,000 total available. Grant requests up to \$1000 will be considered.

Grant Application (pages 3-6)

Name of Applicant: _____

Street Address: _____

Post Office Box: _____

State, City & Zip Code: _____

Contact Person: _____

Title: _____

Phone: _____

Cell Phone: _____

Fax: _____

Email: _____

EIN: _____

Required Attachments: NOTE: These requirements do NOT apply to school applicants.

- Copy of IRS determination letter showing 501 (c) 3 status
- Copies of annual financial statement from the most recent fiscal year (12 months).
- List of Board of Directors

I hereby affirm that all the information in this application is true and correct, to the best of my belief.

Signature of Grant Writer: _____

Name (please print) _____
Date

Signature of Official of Applicant Organization:

 President or Treasurer _____
 Title



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Community Arts Fund – Project Description

1. **Project description, please be specific:** (no more than 500 words)

2. **Provide a brief history of your organization, including mission statement:** (no more than 500 words)

3. **Provide names and qualifications of key participants.** (If applicable)

Note: Applicants may add supporting documentation not to exceed ten pages, such as news clippings, reviews, programs, photos, etc.



Okaloosa Arts Alliance

Community Arts Fund – Project Budget - E

Period of Project: Start Date: _____ End Date: _____

Projects must be less than twelve (12) months in duration and occur between January 1, 2016 and December 31, 2016.

Expenses: (includes in-kind)

| Category | Unit Cost | Total |
|--|-----------|-----------------|
| Personnel-Administrative (provide breakdown of salaries, i.e. # of weeks X \$=) | | |
| a. | _____ | |
| b. | _____ | |
| c. | _____ | \$ _____ |
| Personnel - Artistic | | |
| a. | _____ | |
| b. | _____ | |
| c. | _____ | \$ _____ |
| Personnel – Technical/Production | | |
| a. | _____ | |
| b. | _____ | |
| c. | _____ | \$ _____ |
| Outside Artistic Fees & Services | | |
| a. | _____ | |
| b. | _____ | |
| c. | _____ | \$ _____ |
| Space Rental | | |
| a. | _____ | |
| b. | _____ | |
| c. | _____ | \$ _____ |
| Travel | | |
| a. | _____ | |
| b. | _____ | |
| c. | _____ | \$ _____ |
| Marketing | | |
| a. | _____ | |
| b. | _____ | |
| c. | _____ | \$ _____ |
| Remaining Project Expenses | | |
| a. | _____ | |
| b. | _____ | |
| c. | _____ | |
| d. | _____ | \$ _____ |
| Total Project Expenses | | \$ _____ |



Okaloosa Arts Alliance

Community Arts Fund – Project Budget - I

Period of Project: Start Date: _____ End Date: _____

Projects must be less than twelve (12) months in duration and occur between January 1, 2016 and December 31, 2016.

Income:

| Category | Total |
|------------------------------------|----------|
| Admissions | |
| | \$ _____ |
| Contracted Services Revenue | |
| | \$ _____ |
| Other Revenue | |
| | \$ _____ |
| Corporate Support | |
| | \$ _____ |
| Foundation Support | |
| | \$ _____ |
| Other Private Support | |
| | \$ _____ |
| Government Support | |
| a. Federal _____ | |
| b. State _____ | |
| c. Local _____ | \$ _____ |
| Total Cash Income | \$ _____ |
| Total In-Kind Contributions | \$ _____ |
| Total Project Income | \$ _____ |
| Total Grant Requested | \$ _____ |

Do Not Write Below This Space

Total Grant Award \$ _____