

GENERAL INSTRUCTIONS

All applicants must first submit a Pre-Application electronically. Only those organizations who qualify under the program eligibility requirements will be invited to submit a full Proposal electronically. When completing your Pre-Application and full Proposal keep in mind the following:

- The proposal should be formatted on 8 ½" X 11" paper and should be written in 10pt font or larger. No handwritten forms will be accepted. Pages should be paginated.
- Provide your organization's legal name in the upper right hand corner of each page, including all attachments and supplemental materials.
- Do not leave any request for information unanswered. If you think a question does not apply, explain why.

Pre-Application Instructions & Definitions

Deadline: April 24, 2014

I. Applicant Organization

Organization Name must be identical to that in the IRS determination letter for tax-exempt status.

AKA (Also Known As) Provide if your organization regularly operates under a name other than the legal name.

Chief Executive Officer Indicate name, title, telephone number, and e-mail address of the Chief Executive Officer. This person must sign the Pre-Application.

Contact Indicate name, title, telephone number, and e-mail address of the person in your organization who will serve as the contact person for this Pre-Application, if different from the Chief Executive Officer.

Street Address Include street number, city, state, and zip code of your organization's primary location.

Mailing Address Provide if different from street address.

Service Area The geographic area where the majority of your constituents reside.

Population Served The particular group of persons your organization identifies as the beneficiaries of its program activities.

II. Eligibility Checklist

Provide information regarding operating budget, DCA funding status, and tax exempt status, staffing, and community served.

III. Certification and Release

The signature page certifies that all information within the application and accompanying materials is true and correct, and that the organization will comply with the provisions of the Grant Agreement should the application be funded. The signer must be someone with official authority within the organization. The Chief Executive Officer is required to sign the Pre-Application.

Proposal Instructions & Definitions

Deadline: May 21, 2014

I. **Applicant General Information**

Organization Name must be identical to that in the IRS determination letter for tax-exempt status.

AKA (Also Known As) Provide if your organization regularly operates under a name other than the legal name.

Chief Executive Officer Indicate name, title, telephone number, and e-mail address of the Chief Executive Officer. This person must sign the Proposal.

Contact Indicate name, title, telephone number, and e-mail address of the person in your organization who will serve as the contact person for this Proposal, if different from the Chief Executive Officer.

Street Address Include street number, city, state, and zip code of your organization's primary location.

Mailing Address Provide if different from street address.

II. **Capacity Building Efforts**

Complete as requested. Capacity building also may include such areas as marketing and communications, information technology, fund development, program design and evaluation, etc.

III. **Board Information (to be completed by Board member)**

Provide Board List as instructed.

Standing committees – Committees permanently established in an organization's bylaws.

Ad hoc committees – Committees that are set up for a particular purpose or established to address a specific issue, usually with an end date, i.e. a task and time specific work group.

Board development, recruitment, nomination, and orientation – A formal process of nominating and interviewing candidates, orienting and training new directors, and continued education of the board.

Management Policies Control policies and procedures regarding the formal and visible ways the organization does its work - within governance, information management, communications, finance, planning, evaluation, etc – established by management to provide reasonable assurance that goals are met, that resources are used in compliance with laws and regulations, and that valid and reliable related information is obtained and reported.

Fiscal policies and procedures manual – A set of procedures for how an organization manages its finances, including how the following activities are carried out: accounting system and recording of financial transactions, budgets, financial statements, financial reporting, and petty cash.

Development – A term used to define the total process of organizational fundraising.

Operating budget – A detailed outline, for one fiscal year, of projected earnings and contributions, countered by costs and expenses.

Fund development participation – Board members contribute consistently, and support fund development through such activities as individual solicitation, site visits with

fundraising events, in order to reach predetermined goals.

IV. Supplemental Information and Requirements

Submit as requested.

V. Certification and Release

The signature page certifies that all information within the application and accompanying materials is true and correct, and that the organization will comply with the provisions of the Grant Agreement should the application be selected. The signers must be those with official authority within the organization. Both the Chief Executive Officer and the Board Chairperson are required to sign the proposal. *In instances when the same person holds both of these positions, please have the Board Treasurer sign in place of the Board Chairperson.*

VI. Proposal Checklist

Include completed checklist in the Community Arts Leadership Proposal package.