REQUEST FOR PROPOSALS
CAMDEN COUNTY CULTURAL & HERITAGE COMMISSION

At

CAMDEN COUNTY COLLEGE

P.O. Box 200~College Drive
Wilson West, Room 107
Blackwood, New Jersey 08012
856-227-7200 Ext. 4063
Fax: 856-374-4913

FY2014 LOCAL ARTS PROGRAM
General Operating Support or Special Project Support Application
12-Month Funding Period: January 1~December 31, 2014

- Application Forms
- Guidelines
- Glossary

Funding has been made available by New Jersey State Council on the Arts/Department of State, a Partner Agency with the National Endowment for the Arts

DEADLINE FOR SUBMISSION:
Friday, October 25, 2013 @ 3:00 p.m.

The Camden County Cultural & Heritage Commission at Camden County College is the designated County Arts Agency. It receives funding from the Local Arts Program of the New Jersey State Council on the Arts to re-grant to local arts organizations and projects and to provide services to aid in arts development.

All applications are carefully reviewed by a peer panel of art professionals and administrators. The panel ranks each proposal's priority for funding. The Board of Directors of the Camden County Cultural & Heritage Commission at Camden County College reviews the Panel's recommendations and have final responsibility for funding decisions.
Guidelines

Important:

A CASH MATCH IS REQUIRED FOR THIS GRANT. CLEAR DOCUMENTATION OF THE CASH MATCH IS REQUIRED IN THIS PROPOSAL AND IN THE INTERIM AND FINAL REPORTS.
READ CAREFULLY: IMPORTANT INFORMATION!!!

- **THIS IS A 12-MONTH GRANT APPLICATION.**
  Funds are to be used to pay for activities conducted between January 1, 2014 and December 31, 2014.

- **GRANT AWARDS ARE COMPETITIVE.**
  Applicants are judged on artistic excellence, documentation of successful past programming, applicant administrative and financial competence, quality of programs and activities, and past C&H grant management and reporting history.

- **GRANT REQUEST LIMITS: GRANT AWARD AMOUNTS ARE LIMITED.**
  Competition for the limited funding has been increasing each year. In an attempt to be fair to all organizations that qualify for funding, grant awards historically have been for no more than $5,000.00.
  - **Organizations Seeking General Operating Support:**
    May request no more than 20% of the previous year's arts-related cash expenses. Funds should be designated for arts-related expenses such as teachers' or artists’ fees or arts supplies.
  - **Organization Seeking Special Arts Project Support:**
    May request no more than 50% of the total cost of the project. Funds must be designated for arts-related expenses.

- **A CASH MATCH IS REQUIRED.**
  - **Organizations Seeking General Operating Support:**
    Must spend $1 (and be able to document) of their own money for every $1 of grant money awarded by the Cultural & Heritage Commission.
  - **Organizations Seeking Arts Project Support:**
    Must spend $1 (and be able to document) of their own money for every $1 of grant money awarded by the Cultural & Heritage Commission.
  - **Emerging Arts Organizations:**
    (Those organizations in the initial stages of development having a newly incorporated body with limited resources) may offer up to 25% in-kind contributions (documented) as part of its 1:1 match. Potential applicants must contact the C&H Commission prior to application to receive this status.
  - **State-Funded Colleges and Universities:**
    Must provide a match of $2 cash for every $1 of grant money awarded by the Cultural & Heritage Commission.

- **Organizations may not receive funding from both the Camden County Cultural & Heritage Commission and the NJ State Council on the Arts.**
  When questions arise as to the appropriate grant source, organizations are urged to call the C&H Commission first to discuss eligibility for block grant funds.
• Non-arts organizations must document a prior history of arts programming. Explain any activities/projects the organization has sponsored in the past that are arts related. Printed materials must be submitted as evidence of prior arts programming.

• All applicants are required to submit a board-adopted plan for compliance with the Americans with Disabilities Act of 1992. Designated the date when the ADA Plan was developed and adopted by the Board.

• ELIGIBILITY:
  • Applicant organizations must be Camden County-based OR have an Arts Project that will be measurably beneficial to Camden County.
  • Applicant organizations must be incorporated in the State of NJ as a nonprofit organization or be a unit of government.
  • Applicant organizations must have an IRS Tax Exemption Certificate as an approved, non-profit organization. The only exception to this is if the organization has been in existence for at least 12 months and has a "Status Pending" letter from the IRS.
  • Applicant organizations must have a recent audited financial statement. If an audit has not been professionally performed, an official "Statement of Income and Expenses," attested to by the Chief Financial Officer and ratified by the Board of Directors, may be substituted.

• ALLOWABLE USES OF GRANT FUNDS:
  Organizations are strongly encouraged to concentrate their grant funds in the categories of:

  o Artists or arts-related consultants' fees
  o Rental of arts-related materials or equipment
  o Purchase of sheet music, audit/video tapes, production-related materials
  o Arts-related printing, typesetting, photocopying
  o Arts venue-related expenses

• NON-ALLOWABLE USES OF GRANT FUNDS:

  o Capital projects or studies
  o Hospitality costs (e.g. refreshments and food supplies)
  o Purchase of permanent equipment
  o Travel/Transportation
  o Payment of previous deficits
FY2014 GENERAL OPERATING/SPECIAL PROJECT SUPPORT: January 1~December 31, 2014

- Fellowships or scholarships
- Projects in educational or religious institutions that do not actively seek a wide general public audience
- General operating expenses of organizations whose primary mission is not the arts
- Student publications, plays, concerts, assembly programs, or other arts activities which are normally the curricular or extra-curricular activities of public or private schools, colleges or universities.

- **Application Evaluation Criteria:**
  - Documented artistic excellence or potential for excellence.
  - Documented clarity and soundness of project.
  - Documented need for project.
  - Applicant's willingness to address the needs of under-served constituents through their regular programming.
  - Accessibility of facility and availability of programs to the physically challenged and all people interested in participating in the program.
  - Evidence of meaningful organizational planning, effective fiscal management and diversified income sources as evident in proposed budget.
  - Successful management and completion of previous C&H grant projects and timely submission of accurate reports (for previous award recipients).
  - Quality and experience of paid staff and artists employed in activities.
  - Effort to hire New Jersey artists and organizations.
  - Effort to build partnerships with arts organizations and other sectors of New Jersey life.
  - Ability of applicant organization to meet the goals stated in the application.

- **Terms and Conditions of Grant Awards:**
  Grant recipients must comply with:
  - Title VI of the Civil Rights Act of 1964 (PL88-352).
  - The Labor Standards under Section 5 (1) of the National Foundation on the Arts and Humanities Act of 1965 (PL89-20-9).
  - The Americans with Disabilities Act barring discrimination on the basis of handicap.
  - The Drug-free Workplace Act of 1988. Funds must be obligated within the period stated and
shall be expended solely for the activities described in the approved application and as stated in the contract unless a specific modification has been submitted in writing by the organization and approved in writing by the C&H Commission.

- If problems arise necessitating a change in the contract, the grant recipients are required to contact the Commission in writing for approval on all program changes, modifications and/or any budget revisions in excess of 10% of the Contract Budget.

- Grant recipients must understand and agree that the following credit line must appear prominently on ALL publicity materials:

  Funding has been made available by the New Jersey State Council on the Arts/Department of State through Camden County Cultural and Heritage Commission of Camden County College, the designated arts agency of Camden County.

- Grant recipients may not list the Camden County Cultural & Heritage Commission or the NJ State Council on the Arts as co-sponsors nor may their "logos" be used.

- Grant recipients must attend a minimum of two grant recipient meetings in addition to the annual grants workshop sponsored by the C & H Commission.

- Interim Reports must be filed by the grant recipient at intervals throughout the grant period as designed by the C & H Commission. Forms will be sent to grant recipients with ample time for preparation.

- Grant funds will be disbursed in 3 payments over the 12- month budget period. The final payment is made after approval of the Final Report and may be withheld or reduced if:
  - Grant funds are not expended as detailed in the Application and approved Revised Budget.
  - Required Credit Lines are not adhered to.
  - Reports are not filed in a timely manner.
  - Required cash match has not been made.

- Grant recipients are required to maintain complete and accurate financial accounting and program records, which must be readily available for state, federal and/or independent audit personnel. Expenses must be documented through canceled checks, bank statements and receipts.

- Grant recipients are required to keep a running count (demographic, racial and ethnic) of the audiences served and or utilized. The total numbers are required in the Final Report.

IMPORTANT: A CASH MATCH IS REQUIRED FOR THIS GRANT! CLEAR DOCUMENTATION OF THE CASH MATCH IS REQUIRED IN THIS PROPOSAL AND IN THE INTERIM AND FINAL REPORTS.
APPLICATION

I. ORGANIZATIONAL PROFILE:

A. Contact Information

Name of Organization:____________________________________________________

Address:________________________________________________________________
____________________________________________________________________

City:__________________________ State: _______ Zip Code: __________

Mailing Address (if different from above):
____________________________________________________________________
____________________________________________________________________

Contact person for inquiries regarding this proposal:

Name:_____________________________ Title: _______________________________

Daytime Phone: (_____)________________________

Evening Phone: (_____)________________________

Email address: _______________________________

B. Organizational Status

_______ Non-profit organization

_______ Governmental department or agency

_______ State college or university

Tax Exempt Number: ____________________________________________________

Fiscal Year begins __________________ and ends _________________________
     (Month/Day)                       (Month/Day)

C. Organizational Description - Provide a very brief history of your organization and its purpose. Explain the type of organization and attach your organization’s Mission Statement as well.

(Please attach additional sheets)
D. Your organization’s Board of Directors - Please provide a listing of the members of your Board of Directors, on a separate page, indicating:

Name  
Town of Residence  
Occupation  
Board Title  
Term of Office  
Ethnic Background

E. Programming - Attach a narrative (one page or less) explaining your organization’s programming. Explain how your programs meet the needs of the residents of Camden County.

II. PROPOSED PROGRAM or PROJECT FOR THIS FUNDING REQUEST

A. Program/Project Title ___________________________________________________

B. Name of Program Director _______________________________________________

C. Proposed date(s) of program/project _______________________________________

D. Projected number of participants __________________________________________

E. Total budget of this program/project $_____________________________________

F. Amount of funding requested from the CCC&HC: $__________________________

G. Type of arts/cultural programming proposed in this funding request:

_____ Arts Education  
_____ Dance Classes  
_____ Film/Media  
_____ Literary-Publications  
_____ Museum-Exhibits  
_____ Music-Instrumental Classes  
_____ Music-Theatre Classes  
_____ Music-Opera Classes  
_____ Theatre-Drama Classes  
_____ Visual Arts-Classes  

_____ Fine Crafts  
_____ Dance Performances  
_____ Folk Art/Ethnic  
_____ Literary-Readings/Lectures  
_____ Museum-Classes/Lectures  
_____ Music-Instrumental/Concerts  
_____ Music-Musicals/Shows  
_____ Music-Opera Performances  
_____ Theatre-Drama Performances  
_____ Visual Arts-Exhibits  

_____ Fair/Festivals/Historic or Cultural Celebrations

Type of Visual Arts _________________________________________________
III. ACCESSIBILITY AND AVAILABILITY OF PROGRAM/PROJECT:

A. Attach your Board-adopted plan for compliance with the Americans with Disabilities Act.

B. Is the location where your program will be held accessible? If not, please explain.

C. Does your organization provide special services to participants with disabilities?
   ____ Yes       ____ No
   If yes, please describe the services.

D. How will you inform persons with disabilities about your program/project?

E. Will your program/project be held in more than one location? Explain.

F. How will you make your program/project available for all people interested in participating?

IV. CULTURAL DIVERSITY and COMMUNITY OUTREACH:

A. What is the ethnic background of your projected audience/program participants? Please estimate what percentage of your audience/participants will be:
   ____% African American       ____% Asian
   ____% Native American        ____% Hispanic-Not Black
   ____% White                 ____% Multi-Racial
   ____% Native Hawaiian/Pacific Islander

(Total 100%)
B. Where will your audiences/program participants come from? Please estimate what percentage of your audiences are from:

_______% Camden County Communities         _______% Beyond New Jersey

_______% Other New Jersey Counties

(Total 100%)

C. Explain in detail the community outreach methods your organization will use to recruit culturally diverse audiences for this program/project.

D. What methods will your organization use to attract participants and/or to develop a broader audience?

______ Flyers/Brochures       ______Paid advertising in daily newspapers
______ Posters          ______Paid advertising in weekly newspapers
______ Newsletters        ______Free Newspaper listings
______ Special Mailings       ______Public Service Announcements
______ Radio         ______Television
______ Organization’s website       ______Other internet listings

Other:_________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

V. The Camden County Cultural & Heritage Commission at Camden County College and the New Jersey State Council on the Arts are committed to FOSTERING THE TALENTS OF LOCAL ARTISTS.

How many artists will be involved in the program/project for which you are requesting funding?

_____# of paid artists       _____ # of NJ artists       _____# of Camden County artists

_____# of volunteer artists       _____# of NJ artists       _____# of Camden County artists
VI. The Camden County Cultural & Heritage Commission at Camden County College and the New Jersey State Council on the Arts are committed to ARTISTIC EXCELLENCE.

Explain in detail how your organization will ensure that the program for which you are requesting funding will demonstrate ARTISTIC EXCELLENCE. Also please attach resumes of Artists.

Please create a chart to illustrate your projected audiences and program participants for FY2014.

<table>
<thead>
<tr>
<th>Program/Activity</th>
<th>Projected Date</th>
<th>Target Audience</th>
<th>Projected Number of Participants</th>
</tr>
</thead>
</table>

VII. Explain in detail any collaboration your organization has. Will you collaborate with any additional organizations during 2014? Will any other organizations collaborate with you on this special program/project?
VIII. PROGRAM BUDGET

This is a matching grant. $1 from organization budget = $1 grant award.

What methods will your organization use to raise money for this program/project?

_____ Ticket Sales $ Amount_______ = _____ % of total budget

_____ Classes/workshop fees $ Amount_______ = _____ % of total budget

_____ Grant funding $ Amount_______ = _____ % of total budget

_____ Special events $ Amount_______ = _____ % of total budget

_____ Membership $ Amount_______ = _____ % of total budget

_____ Individual giving $ Amount_______ = _____ % of total budget

_____ Business support $ Amount_______ = _____ % of total budget

_____ Other $ Amount_______ = _____ % of total budget

Explain:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________
APPLICANT ________________________________________________________________________________ __

PROPOSED BUDGET FOR GENERAL OPERATING FUNDS:

A. Total budget of your organization for FY2014  $______________________
B. Amount of funding requested from CCC&HC for FY2014  $_____________
C. Proposed Line Item Use of Restricted Funds: _________________________
   (Note: The Camden County Cultural & Heritage Commission at Camden County College strongly
   recommends that proposed funds be applied to Line Item expenses directly related to artistic and
   audience development. See ** items)
D. Explain in detail the proposed use of the requested Special Arts Project Funds. (one additional
   page may be used, if required)

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Total Amount Budgeted</th>
<th>Amount Requested in this Grant Proposal</th>
<th>Amount from other Funding Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel:</strong> Administration</td>
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<tr>
<td><strong>Personnel:</strong> Artistic **</td>
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<tr>
<td><strong>Personnel:</strong> Technical Production**</td>
<td></td>
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<tr>
<td><strong>Outside Fees &amp; Services:</strong> Artistic**</td>
<td></td>
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<tr>
<td><strong>Outside Fees &amp; Services:</strong> Other (Explain)</td>
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<tr>
<td><strong>Operating Expenses:</strong> Space Rental**</td>
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<tr>
<td><strong>Operating Expenses:</strong> Marketing/Advertising **</td>
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<tr>
<td><strong>Operating Expenses:</strong> Telephone/Postal **</td>
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<tr>
<td><strong>Operating Expenses:</strong> Printing/Copying **</td>
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<td><strong>Operating Expenses:</strong> Materials/Supplies **</td>
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<td>(itemize on separate page)</td>
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<tr>
<td><strong>Operating Expenses:</strong> Technical/Production **</td>
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<tr>
<td><strong>Operating Expenses:</strong> (Itemize on separate page)</td>
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<td>TOTALS:</td>
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</table>

**Attach an additional page with itemization**
APPLICANT ____________________________________________________________________________

IX. GENERAL OPERATING FUNDS:
A. Total budget for FY2014: $__________________________
B. Amount of funding requested from CCC & HC: $__________________
C. Organizational income: Please complete the information below to indicate your organization’s expenses during the three designated time periods:

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>(A) Budgeted FY 14</th>
<th>(B) Actual FY 13</th>
<th>(C) Grant Funds To Be Allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Administrative</td>
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<tr>
<td>Artistic</td>
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<tr>
<td>Technical/Production</td>
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<tr>
<td>Outside Professional Services -- Artistic</td>
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<tr>
<td>Personnel-Other</td>
<td>(Please list)</td>
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</table>

| Acquisitions: | (Please list): |               |

<table>
<thead>
<tr>
<th>Other Operating Expenses</th>
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<tbody>
<tr>
<td>Space Rental/Mortgage</td>
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<tr>
<td>Travel/Transportation</td>
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<tr>
<td>Marketing/Advertising</td>
<td></td>
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<tr>
<td>Facility Maintenance</td>
<td></td>
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<tr>
<td>Telephone/Postage</td>
<td></td>
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<tr>
<td>Printing/Copying</td>
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<tr>
<td>Materials/Supplies*</td>
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<td>(*Attach an additional page with itemization)</td>
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<tr>
<td>Insurance</td>
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<tr>
<td>Technical Production</td>
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<tr>
<td>Other Expenses **</td>
<td></td>
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<tr>
<td>(**Attach an additional page with itemization)</td>
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</tbody>
</table>

TOTAL CASH EXPENSES:

Column (A) $_______________  (B) $_______________  (C) $_______________

CERTIFICATION: We certify that the above information is true and correct and that all expenditures were incurred solely for the purpose of the above grant.

Project Director’s Signature __________________________ Print Name __________________________ Date ____________

Fiscal Officer’s Signature __________________________ Print Name __________________________ Date ____________
APPLICANT

X. AUTHORIZATION: Applicant understands and agrees that the submission of this application signifies intention to comply with Title VI of the Civil Rights Act of 1964 (PL.88-352) and with Labor Standards under Section 5 (1) of the National Foundation on the Arts and Humanities Act of 1965 (PL.8-9-20-9.) Applicant further testifies that all the fiscal information submitted is a true and honest representation of the organization’s financial condition.

The applicant also assures compliance with the Americans with Disabilities Act of 1992 barring discrimination on the basis of handicap:

- Programs are as accessible as possible to the widest number of people.
- The applicant is working to remove barriers that may block accessibility.
- The applicant is working to remove programmatic and attitudinal barriers that may keep people with disabilities from fully participating in arts programs.
- The applicant is working to make arts accessible to audiences in rural, urban, and economically disadvantaged and under-served communities.

The applicant also assures compliance with the Drug-free Workplace Act of 1988.

The Applicant further understands and agrees that the following credit line must appear prominently on ALL publicity materials:

Funding has been made available by the New Jersey State Council on the Arts/Department of State through the Camden County Cultural & Heritage Commission at Camden County College, the designated arts agency of Camden County.

NOTE: Funding can be withheld for failure to comply with any of the contractual obligations.

<table>
<thead>
<tr>
<th>Executive Director’s Signature (if applicable) and phone number</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Financial Officer’s Signature</td>
<td>Date</td>
</tr>
<tr>
<td>President of the Board’s Signature and phone number</td>
<td>Date</td>
</tr>
</tbody>
</table>

NOTE: A PERSON MAY NOT SIGN FOR MORE THAN ONE POSITION. SIGNATURES MUST BE DIFFERENT FOR EACH POSITION AND ALL SIGNATURES MUST BE IN BLUE INK.
APPLICANT ____________________________________________

CHECKLIST

THE FOLLOWING INFORMATION MUST BE INCLUDED WITH YOUR GRANT APPLICATION. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR FUNDING.

_______ A copy of the organization’s IRS Tax Exemption Letter granting the organization 501(c)3 or 501(c)4 status.

_______ Original and seven (7) copies of the completed grant application—all to include a complete set of support materials (Please DO NOT use loose-leaf binders; manila or portfolio folders are preferred.) This application must be submitted as a professionally printed document and may be not handwritten.

_______ A copy of the organization’s most recently audited financial statement. If there was no audit, a Statement of Income and Expenses certified by the organization’s Chief Financial Officer and ratified by the Board of Directors, may be substituted.

_______ Resumes of the Executive Director, Chief Financial Officer, key program staff related to this grant and any personnel who will be hired through this grant.

_______ Organization’s Board-adopted accessibility plan for compliance with the Americans with Disabilities Act of 1992. Include date of Board’s ratification.

_______ A copy of the organization’s schedule/calendar of events for the current year.

_______ Up to ten pages of support materials showing your organization’s activities over the past twelve (12) months; include materials such as relevant press clippings, programs (count as one page), and press releases. Number the pages and attach at the end of the application. Include a complete set of support materials for each grant packet original as well as all seven (7) copies for a total of eight (8) sets.

I have checked our Grant Application. All of the information listed above is included with our Application Packet.

____________________________________________________   ____________________
Signature of Executive Director or Board President               Date
GLOSSARY OF TERMS

**Applicant Cash**: Funds from applicant's present, future or anticipated resources that will be used toward Special Project or General Operating costs to underwrite overall budget.

**Authorizing Official**: Name of person with authority to legally obligate applicant.

**Contact Person**: Person to contact for additional information about the application; the person with immediate responsibility for the project.

**Emerging Arts Organization**: Organization in the initial stages of development, with newly incorporated body; limited, if any, paid professional staff; limited budget; limited programs and activities/services; unproven in fiscal and managerial worth; underdeveloped board and staff. This category is for a limited period and may be withdrawn at the discretion of the Commission. Potential applicants must contact the C & H Commission prior to application to receive this status.

**Foundation Contributions**: Cash support from grants/donations by private foundations.

**In-Kind Contributions**: The value of materials or services which are provided to applicant by volunteers or outside parties at no cash cost to applicant. This applies only to Emerging Organizations that have been designated as such by the Executive Director of the Camden County Cultural & Heritage Commission.

**Marketing**: All costs for marketing/publicity/promotion specifically identified with the project. This includes the cost of newspaper, radio and television advertising; direct mailing, fliers and posters. Does not include payments to individuals or firms which belong under "Personnel" or Other Fees and Services.

**Minority**: Refers to the following racial and ethnic categories: African-American; Native American, Asian, Native Hawaiian/Pacific Islander, Hispanic-not Black.

**Outside Professional Services**: Artistic - Payment to firms or persons for the services of individuals who are not considered direct employees of applicant but whose services are specifically identified with the project. This may include the services in non-employee, non-staff capacities of artistic directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film-makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc.

**Personnel**: Administrative - Payments to staff for salaries, wages, fees and benefits specifically identified with the project, for executive and supervisory administrative staff; fund-raisers; clerical staff such as secretaries, typists, bookkeepers; and supportive personnel such as maintenance and security staff, ushers and other front-of-the-house and box office personnel.
Continued Glossary of Terms:

**Personnel: Artistic** - Payments to staff for salaries and wages specifically identified with the project, for artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film-makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc.

**Personnel: Technical/Productions** - Payments to staff for salaries and wages specifically identified with the project, for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stagehands, video and film technicians, expert installers.

**Private Contributions:** Cash support from the general public.

**Remaining Operating Expenses:** All expenses not entered in other categories and specifically identified with the project. Include scripts and scores, lumber and nails, electricity, telephone, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, equipment rental, insurance fees, trucking, shipping and hauling expenses not entered under "Travel" and fundraising expenses.

**Space Rental:** Payments specifically identified with the project for rental of office, rehearsal, theater, hall, gallery and other such spaces.

**Travel:** All costs of travel directly related to the project. For transportation not connected with travel of personnel see "Remaining Operating Expenses." Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, care rental costs, etc. Note: this is a non-allowable use of grant funds.

**Under-Served Community:** Includes handicapped, youth-at-risk, gifted and talented youth, senior citizens, rural, culturally diverse, inner city and economically disadvantaged population.
**EVALUATION**

<table>
<thead>
<tr>
<th>Grant Type:</th>
<th>Panelist:</th>
</tr>
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</table>

**APPLICANT’S TOTAL SCORE:**

Maximum total: 100 points

Initial Score | Final Score
---|---

Please use this space to comment on the applicant’s overall grant application. Sign after the panel discussion.

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
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</table>

### 25% Evaluation Criteria: EXCELLENCE

**High artistic quality programming/organizational ability to sustain that quality**

<table>
<thead>
<tr>
<th>Does the applicant clearly:</th>
<th>Initial Review</th>
<th>After Panel</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Document that the artists/instructors/speakers paid from this grant are well-qualified?</td>
<td></td>
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<tr>
<td>• Demonstrate organization’s ability to internally evaluate artistic excellence?</td>
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<tr>
<td>• Demonstrate organization’s ability to challenge participants’ artistic potential/interests</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Demonstrate the program’s responsiveness to the Camden County Cultural Plan for building organizational capacity, building revenue opportunities, marketing its identity, building community partnerships, attracting new members/volunteers?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Maximum Total: 25 points**

What are the applicant’s strengths in this category?

What are the applicant’s weaknesses/areas that need work in this category?
### 20% Evaluation Criteria: PUBLIC BENEFIT

*Responsive to community needs and interests*

<table>
<thead>
<tr>
<th>Does the applicant show evidence of:</th>
<th>Initial Review</th>
<th>After Panel</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Public benefit/impact and responsiveness to community needs/interests in its major organizational accomplishments in the past two years?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Public benefit in the number of people who will be served by this service/project?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Effective target marketing techniques to reach intended audiences and attract new audiences?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Strategic methods for promoting public awareness, appreciation, and understanding of the arts?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Maximum Total: 20 points**

What are the applicant’s strengths in this category?

What are the applicant’s weaknesses/areas that need work in this category?

### 10% Evaluation Criteria: PLANNING/BUDGET

*Clarity and appropriateness in planning/budget projections*

<table>
<thead>
<tr>
<th>Does the applicant:</th>
<th>Initial Review</th>
<th>After Panel</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Have a clear, well-developed, accurate budget?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Demonstrate organization’s ability to internally evaluate artistic excellence?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Demonstrate the appropriateness of administrative costs and need for requested funding?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Demonstrate thorough, meaningful planning including locations/dates of event/program? Are the tasks/timeline relevant and realistic?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Maximum Total: 10 points**

What are the applicant’s strengths in this category?

What are the applicant’s weaknesses/areas that need work in this category?
### 15% Evaluation Criteria: INCLUSIVENESS

*Culturally diverse programs responding to underserved populations*

<table>
<thead>
<tr>
<th>Does the applicant:</th>
<th>Initial Review</th>
<th>After Panel</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Show evidence of addressing community needs?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Provide programs/special project that are appropriate and responsive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>to target audience’s needs and interests?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Provide programs/special project that are within the time availability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>and price range for the target audience, including the economically</td>
<td></td>
<td></td>
</tr>
<tr>
<td>disadvantaged?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Provide programs/special project in locations that are ADA-compliant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>and responsive to the needs of people with disabilities?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Demonstrate marketing efforts to attract participants and overcome</td>
<td></td>
<td></td>
</tr>
<tr>
<td>barriers to reach a broader audience?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Maximum Total: 15 points**

What are the applicant’s strengths in this category?

What are the applicant’s weaknesses/areas that need work in this category?

### 15% Evaluation Criteria: COMMITMENT TO GROWTH

<table>
<thead>
<tr>
<th>Does the applicant demonstrate:</th>
<th>Initial Review</th>
<th>After Panel</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Effective governance/board expertise/diversity?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• How this program/project solidly meshes with the organization’s mission</td>
<td></td>
<td></td>
</tr>
<tr>
<td>statement and long-range plans?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Active fundraising and sound board-based support?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Maximum Total: 15 points**

What are the applicant’s strengths in this category?

What are the applicant’s weaknesses/areas that need work in this category?
## 15% Evaluation Criteria: ACCOUNTABILITY

<table>
<thead>
<tr>
<th>Does the applicant show:</th>
<th>Initial Review</th>
<th>After Panel</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Evidence that it meets LAP guidelines?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Compliance with past LAP funding?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Evidence of sound finances/fiscal management?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Maximum Total: 15 points**

What are the applicant’s strengths in this category?

What are the applicant’s weaknesses/areas that need work in this category?

When finished, tally scores for each area, and complete the top portion of the form.