

WOMAN'S
EXCHANGE INC.



NON-PROFIT CONSIGNMENT SHOP
SUPPORTING the ARTS of SARASOTA
539 S. Orange Ave., Sarasota, FL 34236 ~ 941-955-7859

FOR OFFICIAL USE ONLY

- Tax Exempt verification
- Financial Information
- Completed Application
- Project meets criteria
- Form 990

ORGANIZATION ARTS GRANT APPLICATION 2012-2013

Relatives of Woman's Exchange Board Members and Woman's Exchange employees and their relatives are not eligible to apply.

Organization Visual and Performing Arts Project Grant Applications

The Woman's Exchange provides grants to support and enrich a variety of programs for local Sarasota and Manatee County arts organizations and to encourage creativity in community arts organizations. Grants are restricted to organizations whose primary purpose is to promote and/or produce the visual or performing arts.

In addition to the original grant application package, you must include:

1. Federal Tax Exemption Letter, indicating that you are a 501(c) (3) organization.
2. Last Audited Statement and Current Year Operating Budget for the Organization.

Instructions for Completing a Project Grant Application

Completed forms must be electronically received at the Woman's Exchange website for grant applicants by 4:00P.M., Tuesday, January 31, 2012.

- Instructions for submitting: Please download the Grant Application for Arts Organizations from www.womansexchange.com and print it out. Scan the completed application along with all required documentation in the prescribed numerical order and email in PDF format to: grants@sarasotawex.com. A PDF file creator is available from our website.
- Reimbursement requests for grant monies must be made by **June 30, 2013** or the monies will be forfeited.
- Fill Out Application.
- If you received a grant in the past, please submit one copy of all publicity material with the "Original" application copy.
- Applications must be made for a single project. If you have more than one project for which you would like to apply, you must submit an individual application for each separate and distinct project. A single grant request may not be made for multiple projects.
- To qualify, all questions must be answered.

ORGANIZATION ELIGIBILITY

Grants are available to organizations with recognized ability to produce, promote and present cultural and arts activities. Each applicant must meet specific eligibility requirements.

- Project must take place between July 1, 2012 and June 30, 2013.
- The project must be accessible to the public.
- Applicant must be able to demonstrate that the project has artistic and cultural merit in the *Proposed Project Summary* (Page 4).
- Applicant must be exempt from taxation under Section 501(c)(3) of the Internal Revenue Code
- Application must be submitted in scanned, PDF format and emailed in accordance with the instructions contained within on or before 4:00P.M., Tuesday, January 31, 2012. **NO EXCEPTIONS CAN BE MADE.**
- **Incomplete applications or applications or project changes received after 4:00P.M., January 31, 2012 will not be considered for funding.**

ORGANIZATION ARTS GRANT APPLICATION 2012-2013

FUNDS WILL NOT BE GRANTED FOR:

- Capital Support, including new construction or renovation
- Cash reserve
- Endowment
- Fellowships or scholarships
- Travel, entertainment or housing expenses
- Conference or seminar attendance costs
- Fund raising
- Loans
- Multi-year projects
- Administration costs not related to the project
- Space rentals not related to the project
- Out of Sarasota County touring of exhibitions or performances
- Real property
- Reduction of existing deficits
- Operating support
- Payroll taxes, pensions or fringe benefits
- Utilities
- Out-of-town audition expenses
- General organizational marketing programs and/or related expenses

APPLICATION REQUIREMENTS FOR A COMPLETE AND ELIGIBLE APPLICATION:

- Application with required signatures.
- Applicant must provide the organization's most recent IRS Form 990 which includes a copy of applicant's determination letter from the IRS confirming 501(c) (3) status.
- Type and complete all blanks on the application form or indicate attached information.
- Attach a Board of Directors list including addresses and occupations.
- If you are collaborating with other organizations on the project, include letters from the heads of those organizations stating their artistic and financial involvement in the specific project.
- Application must be electronically received at Woman's Exchange website for Grants Applications by 4:00P.M., Tuesday, January 31, 2012. **Incomplete or late applications will not be considered.**
- Do not renumber pages in the application. Attachments can be added after the page to which it refers and numbered with letters (e.g., 1A; 1B; 2A) for information needing more space than that offered and for documents accompanying the application. Keep answers brief.
- If submitting applications for different projects download and submit each application separately.

DEFINITIONS OF TERMS GENERAL

Arts – Any and all artistic disciplines that include, but are not limited to, music, dance, drama theater, film, creative writing, literature, architecture, visual arts, media and the execution and exhibition of other such allied major art forms.

Authorizing Official – Name of person with authority to legally obligate Applicant. This may include a Board Officer, Executive Director, Artistic Director or equivalent.

Contact Person – The person to contact for additional information regarding the application: the person with immediate responsibility for the project. Please provide a day time phone number, including extension; nighttime phone number and cell phone number where he/she can be reached, as well as an email address.

Project Date – Actual date(s) on which the project will occur.

Project Title – A short descriptive title of the project for which Applicant is requesting assistance. If no formal title exists or if the title is not descriptive, a **short** phrase describing the activities of the project should be submitted.

ORGANIZATION ARTS GRANT APPLICATION 2012-2013

DEFINITIONS - BUDGET EXPENSE SECTION

Personnel-Administrative – Payments for employee salaries and wages specifically identified with the project, for executive and supervisory administration staff, program directors, managing directors, business managers, press agents; clerical staff such as secretaries and typists; and supportive personnel such as maintenance and security staff. Do not include ongoing administrative costs, such as bookkeepers.

Personnel-Artistic – Payments for employee salaries and wages specifically identified with the project for artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

Space Rental – Payments specifically identified with the project for rental of theater, hall, gallery or other such spaces. If Applicant owns the building, space rental expense is not allowed.

Marketing – All costs for marketing, publicity and promotion specifically identified with the project. Do not include payments to individuals or firms defined as “Personnel.” Include costs for newspaper, radio and television advertising, printing and mailing of brochures, flyers and posters, space rental when directly connected to promotion, publicity and/or advertising.

Supplies – These should be consumable/expendable supplies for the project only.

Remaining Expenses – All expenses not entered in other categories and specifically identified with the project. Include consumable office supplies, scripts and scores, lumber and nails, etc.; storage, postage, photographic supplies, publications, purchases, sets and props, equipment rental.

DEFINITIONS - BUDGET INCOME SECTION

Admissions – Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc. for events attributable or prorated to the project.

Corporate Contributions – Cash support derived from contributions given for this project (other than this grant request) by business, corporations and corporate foundations or a proportionate share of such contributions allocated to this project.

Foundation Grants – Cash support derived from grants given for this project (other than this grant request) by private foundations or a proportionate share of such grants allocated to this project.

Other Private Support – Cash support derived from cash donations given for this project or a proportionate share of general donations allocated to this project. Do not include corporate, foundation or government contributions and grants. Include gross proceeds from fund-raising events.

Government Support – Cash support derived from grants or appropriations given for this project (other than this grant request) by agencies of the federal/state/regional (county, city, in-state regional and other local) government and/or multi-consortiums of federal/state/regional agencies or a proportionate share of such grants or appropriations allocated to this project.

Other Revenue – Revenue derived from sources other than those listed above. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

APPLICATION INFORMATION - ORGANIZATION

Applicant (Legal Name of Organization) _____

Address (Street or Box, City State, Zip Code) _____

Telephone (Organization) _____ Fax Number _____ Executive/Artistic Director of Project _____

Title _____ Telephone (Director) _____

Name of Contact Person responsible for the grant application: _____ Title: _____

Day phone: _____ Night phone: _____ Cell: _____ Email address: _____

Total Dollar Amount Being Requested \$ _____

ORGANIZATION ARTS GRANT APPLICATION 2012-2013

CERTIFICATION OF AUTHORIZING OFFICIALS

We, the undersigned, certify that the information contained in this application and in all attachments is true to the best of our knowledge.

 Chairperson/President Signature Date

 Treasurer/Fiscal Officer Signature Date

 Executive/Artistic Director Signature Date

IN YOUR ORGANIZATION THERE ARE:

Permanent Employees _____ Part-time Employees and Contracted Workers _____ Members _____ Volunteers _____

Subscribers _____ Others _____ (Explain "Others". Numbers may be duplicated i.e. A member can also be a volunteer)

Your Organization's Total Actual Audience for your 2010-2011 season _____

TOTAL OPERATING STATEMENTS

EXPENSES	PREVIOUS YEAR Year Ending __/__/__	CURRENT YEAR Year Ending __/__/__
Personnel – Administrative	\$ _____	\$ _____
Personnel – Artistic	\$ _____	\$ _____
Personnel – Technical/Production	\$ _____	\$ _____
Outside Artistic Fees & Services	\$ _____	\$ _____
Outside Other Fees & Services	\$ _____	\$ _____
Space Rental	\$ _____	\$ _____
Travel	\$ _____	\$ _____
Marketing	\$ _____	\$ _____
Remaining Expenses	\$ _____	\$ _____
TOTAL EXPENSES	\$ _____	\$ _____
REVENUE		
Admissions	\$ _____	\$ _____
Contracted Services Revenue	\$ _____	\$ _____
Other revenue	\$ _____	\$ _____
Corporate Contributions	\$ _____	\$ _____
Foundation Grants	\$ _____	\$ _____
Other Private Support (Specify)	\$ _____	\$ _____
Government Grants - Federal	\$ _____	\$ _____
Government Grants - State	\$ _____	\$ _____
Government Grants – Regional	\$ _____	\$ _____
TOTAL REVENUE	\$ _____	\$ _____
EXCESS/DEFICIT	\$ _____	\$ _____
TOTAL OPERATING BUDGET PROJECTED FOR THE NEXT FISCAL YEAR \$ _____		

ORGANIZATION ARTS GRANT APPLICATION 2012-2013

APPLICATION INFORMATION – PROPOSED PROJECT (See *Definitions of Terms*)

Title of Project _____

Facility Location(s) _____

Project Dates (Actual event dates) _____ to _____

Estimated Project Attendance _____ Similar Project Attendance Last Year _____

Number of Performances Planned _____ Last Year’s Number of Performances _____

Total Project Estimated Cost \$ _____ Amount of Grant Request \$ _____

Please describe your project with emphasis on its artistic and cultural contributions primarily to the people of Sarasota and Manatee County.

PROPOSED PROJECT BUDGET (See *Definitions of Terms*)

PROJECT ESTIMATED EXPENSES: (*Project expenses only*)

Personnel - Administrative	\$ _____
Personnel - Artistic	\$ _____
Personnel - Technical/Production	\$ _____
Space Rental	\$ _____
Marketing	\$ _____
Supplies	\$ _____
Other (Be specific) _____	\$ _____
_____	\$ _____

Total Anticipated Project Expenses \$ _____

PROJECT ANTICIPATED REVENUES (*Project revenues only*)

Admissions	\$ _____
Corporate Contributions	\$ _____
Foundation Grants	\$ _____
Other Private Support (Describe) _____	\$ _____
_____	\$ _____
_____	\$ _____
Government Grants - Federal	\$ _____
Government Grants - State	\$ _____
Government Grants - Regional	\$ _____
Applicant’s Contribution	\$ _____
Other (Be specific): _____	\$ _____
_____	\$ _____
_____	\$ _____

Woman’s Exchange Grant Request

Total Anticipated Project Revenues \$ _____

Grant Request Is What Percent Of Anticipated Expenses? _____%
(The Grant Request for the Project cannot exceed 50% of Anticipated Expenses)

ORGANIZATION ARTS GRANT APPLICATION 2012-2013

**APPLICATION INFORMATION - PROPOSED PROJECT
BUDGET DETAILS** (See Definitions of Terms)

ESTIMATED EXPENSES (Include in-kind - Project costs only)
Personnel (Give breakdown of salaries, i.e. # of weeks x \$)

	Individual Amounts	Totals per Category
Administrative:		
a. _____	\$ _____	
b. _____	\$ _____	
c. _____	\$ _____	\$ _____
Artistic:		
a. _____	\$ _____	
b. _____	\$ _____	
c. _____	\$ _____	\$ _____
Technical/Production:		
a. _____	\$ _____	
b. _____	\$ _____	
c. _____	\$ _____	\$ _____
Space Rental		
a. _____	\$ _____	
b. _____	\$ _____	
c. _____	\$ _____	\$ _____
Marketing		
a. _____	\$ _____	
b. _____	\$ _____	
c. _____	\$ _____	\$ _____
Supplies		
a. _____	\$ _____	
b. _____	\$ _____	
c. _____	\$ _____	\$ _____
Other (Be specific)		
a. _____	\$ _____	
b. _____	\$ _____	
c. _____	\$ _____	\$ _____

Total Anticipated Project Expenses \$ _____