2015-2016 RALEIGH ARTS COMMISSION PROFESSIONAL DEVELOPMENT GRANT APPLICATION

raleigh arts COMMISSION

FUNDING CYLE

☐ **Round I** - Application Deadline: Thursday, October 15, 2015 at 4pm

☐ **Round II** - Application Deadline: Friday, April 1, 2016 at 4pm

APPLICANT INFORMATION

Applicant Name: _____

Federal Tax ID# (EIN): _____ Year Organization Incorporated: _____

Physical Address: _____

City: Raleigh State: NC Zip: _____

Mailing Address: _____

City: Raleigh State: NC Zip: _____

Phone: _____ TTY: _____

Website: _____

Grant Application Contact Person

Name: _____ Title: _____

Phone: (W) _____ (C) _____

Email: _____

GRANT REQUEST

Professional Development Request: _____

Other 2015-2016 City of Raleigh Grants: _____

Total Actual Operating Expenses
for Last Completed Fiscal Year: _____

Total City of Raleigh Funding as % of
Prior Year Operating Expenses: _____

PROFESSIONAL DEVELOPMENT INFORMATION

Professional development opportunity for which funding is requested:

Professional Development Participant

Name: _____ Title: _____

Phone: (W) _____ (C) _____

Email: _____

Is this a new professional development opportunity for the participant? _____

In what other professional development activities has this person participated in connection with your organization over the last three years?

ORGANIZATIONAL MISSION STATEMENT

Enter your organization's mission statement here.

ORGANIZATIONAL PROFILE

Provide a general overview of your organization and programming here.

PROOF OF ELIGIBILITY

New applicants that have never received funding from the City of Raleigh Arts Commission in the past must submit the following documents. Current or past grant recipients should NOT submit these items unless they have changed.

- ☐ Federal Letter of Tax Exemption
- ☐ North Carolina Letter of Tax Exemption
- ☐ Articles of Incorporation
- ☐ Bylaws
- ☐ Conflict of Interest Policy

☐ Eligibility documents are already on file in the Office of Raleigh Arts.

APPLICATION DOCUMENTS SUBMITTED

One original copy of each of the following documents is being submitted with this application. (Documents must be submitted in the order below, single-sided and paper-clipped together.)

- ☐ Application Form
- ☐ Budget
- ☐ Narrative (two-page maximum)
- ☐ Professional Development Brochure/Materials (if available)

ASSURANCES

The applicant assures the City of Raleigh Arts Commission that:

1. The activities and services for which assistance is sought will be administered by or under the supervision of the applicant.
2. The filing of this application has been duly authorized by the governing body of the applicant.
3. The applicant will expend funds received as a result of this application solely for the described project or program.

By signing this application, the applicant hereby assures and certifies that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), the Americans with Disabilities Act of 1990 (42 U.S.C. 12101-12213) and, where applicable, Title IX of the Education Amendments of 1972 (20 U. S.C. 1681 et seq.) as well as all regulations of the National Endowment for the Arts issued pursuant to these statutes and that it immediately will take any measures necessary to comply.

Executive Director or Board President

_____ Signature

_____ Date

_____ Name/Title