



Due Wednesday, April 15, 2009, 5 PM

PURPOSE

This program assists organizations whose primary purpose is to provide cultural opportunities to the community of Juneau, opportunities which encourage creative expression, stimulate understanding and appreciation of the arts and humanities, and encourage community support of the arts and humanities.

GENERAL ELIGIBILITY

Local organizations that have been in existence for at least one year may apply.

Applicants shall demonstrate prior compliance with JAHC grant policies.

Applicants must show an interest in benefiting the community.

Applicant grant requests to JAHC may not exceed 50% of the total cash costs of the project.

GRANT REVIEW CRITERIA

JAHC will review the grantee's evaluation based on the criteria and policies listed below as well as consider how applicants relate to the mission and values of the JAHC. This determination will include, in part, discussions between reviewers and their shared judgment based on the material presented.

Major Grants will be awarded based on the following criteria:

- project and organization's compatibility with JAHC's core values – community, education, enrichment and encouraging creativity;
- artistic quality of the project as presented in the application;
- community benefit from the project;
- applicant's ability to manage arts and humanities programs and events;
- project's likelihood of succeeding within the budget;
- number of participants / audience served by the project;
- project evaluation process;
- prior compliance with JAHC grant policies, if applicable;
- Breadth of total funding sources, percentage of funding requested, and applicant's financial need.

The following items must accompany all Major Grant applications:

- Budget and budget narrative (Narrative not to exceed 2 pages) for this request. If you are seeking season support, this is the budget for your entire year. If you are seeking specific project support, provide the itemized budget and narrative for the project, and include a summary budget for your full fiscal year.
- Current financial statements (Profit & Loss and Balance sheet) showing receipts from all sources, expenditures, and cash on hand for the group's current fiscal year and for the most recently completed fiscal year;
- A list of governing members;
- A copy of the organization's IRS certificate of exemption [501(c)(3) status] if not currently on file with JAHC.
- A copy of current business license.
- A copy of current state Charitable Organization registration.
- A report of the organization's current program activities including evidence of artistic contributions to the community and Alaska;
- If applying for funds elsewhere, a statement of sources and amounts requested and status of those applications; and
- An accurate report of all in-kind contributions: those services, supplies, facilities, etc., that have been or will be contributed to the project. In-kind contributions must be directly related to the project, computed at fair-market value, and documented.

JAHC GRANT POLICIES

These funds are to be used for operations or projects that occur between July 1, 2009 & June 30, 2010.

Projects will not be funded retroactively.

Funds awarded by JAHC may not be used to match another grant from JAHC.

JAHC will not fund

- endowments, scholarships, fundraising, building campaigns, or existing obligations.
- projects that are already funded in part by or associated with programs that are funded by CBJ.

- an organization that has been established for religious purposes.

JAHC assigns low priority to applications from organizations receiving direct legislative, state, municipal, university or school district funding for operating and program costs.

JAHC reserves the right to conduct periodic reviews and/or audits of grant projects to determine whether the grantee is expending grant monies appropriately and is complying with grant guidelines and policies.

All promotional and printed materials must include the JAHC logo and the following notice:

“This project is funded in part by the Juneau Arts and Humanities Council and by the City and Borough of Juneau”.

GRANT AMOUNT AND DEADLINES

Major Grants are awarded once a year. All funding decisions are final. **Applications must be received on or before Wednesday April 15, by 5:00pm. Late applications or facsimile copies of applications will not be accepted.**

REVIEW PROCESS

JAHC staff initially reviews applications for completeness and accuracy. You may be contacted to provide additional information.

An independent Grant Review Committee formed of seven community members nominated by the arts community, and serving staggered 3-year terms will review the applications. Applicants have the opportunity to respond to questions about their proposals at that panel review. The Grants Committee presents its recommendations to the JAHC Board.

The JAHC Board reviews the Committee recommendations to confirm that they comply with the fiscal requirements of the funding, and approves

the funding recommendations at a JAHC Board meeting.

All panel deliberations and board meetings are open to the public.

Organizations will be notified in writing of the Board's decision. **All funding decisions are final.** Upon notification, organizations whose request has not been fully funded must, **within 30 days**, submit a revised budget and narrative to show how they plan to carry out their proposal with reduced funding.

EVALUATION

Grantees are required to provide a written evaluation at the end of each project. It should include

- an explanation of how the grant was used,
- information on numbers of people served by your project, including the number of children and the number of artists,
- a self-evaluation of the project,
- and a complete account of the funds expended.

Attach copies of all printed and promotional materials related to the project.

Evaluations must be received **within 45 days** after the project's ending date or with the following year's Major Grant application - whichever comes first. Unless JAHC has approved a delayed filing, organizations which fail to file timely evaluations will not be considered for future funding.



JUNEAU ARTS & HUMANITIES COUNCIL

2009/2010 MAJOR GRANT APPLICATION

Name of Organization _____

Mailing Address _____

City _____ ST AK Zip _____

Chief Officer _____ Phone (H) _____ (W) _____

Project Contact Person _____ Phone (H) _____ (W) _____

Email: _____

Project web site: _____

Project Title: _____

Project Dates (start) _____ (end) _____

Amount Requested: \$ _____

Total Cost of Project: (cash) \$ _____ (in-kind) \$ 44,870

NARRATIVE: The applicant shall attach a narrative that addresses each of the identified grant review criteria. Coherency and accuracy are important for a successful application. Total narrative materials shall not exceed four pages, excluding financial statements and similar attachments.

See attached:

CERTIFICATION: I certify that the information contained in this application, including all attachments and support materials, is true and correct to the best of my knowledge.

SIGNATURE: _____ **DATE:** _____

Due 5 pm Wednesday April 15, 2009

APPLICATION BUDGET

Project request

Season support request

EXPENSES

Personnel

Administrative	\$ _____
Artistic	\$ _____
Benefits	\$ _____
Education	\$ _____
Technical	\$ _____

Contracted Services

Administrative	\$ _____
Artistic	\$ _____
Education	\$ _____
Technical	\$ _____
Support	\$ _____

Production Expenses

Printing	\$ _____
Supplies	\$ _____
Transportation/Shipping	\$ _____
Travel	\$ _____

Marketing/Publicity

Advertising	\$ _____
Design	\$ _____
Postage	\$ _____
Printing	\$ _____

Space and Facility Rental

Office	\$ _____
Venue	\$ _____

Other Expenses

Bank/credit card fees	\$ _____
Dues/Legal	\$ _____
Fundraising	\$ _____
Office Supplies	\$ _____
Sales/Concessions	\$ _____
Utilities	\$ _____
Other _____	\$ _____

Total Expenses _____ \$ _____

INCOME

Revenue

Admissions/Ticket Sales	\$ _____
Concessions	\$ _____
Contracted services or fees	\$ _____
Interest/investment	\$ _____
Memberships/Subscriptions	\$ _____

Support*

Board members	\$ _____
Corporate	\$ _____
Foundations	\$ _____
Individuals	\$ _____

Government Support (not including this request)*

Federal	\$ _____
State	\$ _____
Local	\$ _____

Other support (explain if greater than \$1000)

Applicant Cash	\$ _____
Other _____	\$ _____

Total Income _____ \$ _____

Project Request _____ \$ _____

Inkind Income/Expenses

Administrative	\$ _____
Artistic	\$ _____

Facility Rental \$ _____
Other Professional services \$ _____
Supplies \$ _____
Technical \$ _____
Travel/Per diem \$ _____

Please describe your in-kind income/expenses in your Budget Narrative

Other support

Volunteer hours _____

Please describe your volunteer support in your Narrative.

* Please include a list of pending applications or requests for funding from corporations, foundations, or other government agencies. Note if these applications are included in the totals here, and status of the requests.

Financial Reports: Most recently completed Fiscal Year & Current Year to date

Our Fiscal year begins	ends	Last FY	Current FY YTD
Date end		_____	_____
Personnel			
Administrative		\$ _____	\$ _____
Artistic		\$ _____	\$ _____
Benefits		\$ _____	\$ _____
Education		\$ _____	\$ _____
Technical		\$ _____	\$ _____
Contracted Services			
Administrative		\$ _____	\$ _____
Artistic		\$ _____	\$ _____
Education		\$ _____	\$ _____
Technical		\$ _____	\$ _____
Support		\$ _____	\$ _____
Production Expenses			
Printing		\$ _____	\$ _____
Supplies		\$ _____	\$ _____
Transportation/Shipping		\$ _____	\$ _____
Travel		\$ _____	\$ _____
Marketing/Publicity			
Advertising		\$ _____	\$ _____
Design		\$ _____	\$ _____
Postage		\$ _____	\$ _____
Printing		\$ _____	\$ _____
Space and Facility Rental			
Office		\$ _____	\$ _____
Venue		\$ _____	\$ _____
Other Expenses			
Bank/credit card fees		\$ _____	\$ _____
Dues/Legal		\$ _____	\$ _____
Fundraising		\$ _____	\$ _____
Office Supplies		\$ _____	\$ _____
Sales/Concessions		\$ _____	\$ _____
Utilities		\$ _____	\$ _____
Other _____		\$ _____	\$ _____
Total Expenses		\$ _____	\$ _____
 INCOME			
Revenue			
Admissions/Ticket Sales		\$ _____	\$ _____
Concessions		\$ _____	\$ _____
Contracted services or fees		\$ _____	\$ _____
Interest/investment		\$ _____	\$ _____
Memberships/Subscriptions		\$ _____	\$ _____
Support*			
Board members		\$ _____	\$ _____
Corporate		\$ _____	\$ _____
Foundations		\$ _____	\$ _____
Individuals		\$ _____	\$ _____
Government Support (not including this request)*			
Federal		\$ _____	\$ _____
State		\$ _____	\$ _____
Local		\$ _____	\$ _____
Other support (explain if greater than \$1000)			
Applicant Cash		\$ _____	\$ _____
Other _____		\$ _____	\$ _____
Total Income		\$ _____	\$ _____
Project Request		\$ _____	\$ _____
Inkind Income/Expenses			
Administrative		\$ _____	\$ _____

Artistic	\$ _____		
Facility Rental	\$ _____	\$ _____	
Other Professional services	\$ _____	\$ _____	
Supplies	\$ _____	\$ _____	
Technical	\$ _____	\$ _____	
Travel/Per diem	\$ _____	\$ _____	
Total Inkind support		\$ _____	\$ _____

Volunteer Hours _____

Balance Sheet

	Last FY	Current FY YTD	
ASSETS			
Current Assets			
Accounts receivable	\$ _____	\$ _____	
Inventory	\$ _____	\$ _____	
Pledges & grants receivable	\$ _____	\$ _____	
Prepaid Expenses	\$ _____	\$ _____	
Temporarily restricted cash	\$ _____	\$ _____	
Unrestricted cash	\$ _____	\$ _____	
Long term or non-current assets			
Equipment, property	\$ _____	\$ _____	
Endowment	\$ _____	\$ _____	
Other Assets (list)	\$ _____	\$ _____	
Total Assets		\$ _____	\$ _____
LIABILITIES			
Current Liabilities			
Accounts payable	\$ _____	\$ _____	
Other Payables (list)	\$ _____	\$ _____	
Prepaid grants or receipts	\$ _____	\$ _____	
Long-term or non-current liabilities			
Notes Payable	\$ _____	\$ _____	
Total Liabilities		\$ _____	\$ _____
NET ASSETS			
Net Assets		\$ _____	\$ _____