WESTMORELAND COUNTY LOCAL ARTS GRANT PROGRAM
SUMMARY OF PAST GRANT AWARDS

The Westmoreland County Local Arts Advisory Council has considered many factors in evaluating past grant proposals. **Very** few requests are funded in full. A brief summary of the Council's thoughts follows:

1. Many applications that were not funded did not list under expenses items that were fundable. **The committee's main goal is to fund artists to perform, to teach, or to do; not to pay for advertising, art supplies, transportation, postage, janitorial, or security fees, etc.**

2. Primary consideration was given to two main factors: Potential benefits to Westmoreland County residents and the quality of the grant proposal.

3. Audience size was a big factor. An attempt was made to reach the largest number of people possible.

4. The Council did not fund any arts or crafts instruction for playgrounds, schools, communities, art clubs, etc. It was felt these activities were too limited in participation to be of overall value.

5. No fund raising activities are permitted to be funded.

6. An attempt was made to reach throughout Westmoreland County geographically. The funds were spread out, as much as the quality of the applications would allow.

7. The applicant's reputation and ability to carryout the project was considered.

8. It had to be evident that the applicant had researched project costs and documented realistic figures to accomplish the goals of the proposal. Actual price quotes from participating artists were needed.

9. The Council did not fund projects that they really wanted to fund because not enough information was furnished.

10. The Council looked more favorably upon applications that evidenced expansion in new areas. They asked, "Will this project take place without our help?" They did not want to provide any funding that was not truly needed. Matching funds had to be available - at least 40% of the project costs.

11. Grant applications were reviewed in detail. Especially important was a concise narrative description of the program that described what was to be done and who was going to do it. The Council wanted artist's names and credentials - which was going to perform and a resume of their qualifications. Grant applications that were not clear, concise, and easily understood were not funded. It had to be clear exactly what the grant funds would be used to accomplish.

12. According to our guidelines, no capital projects were funded. This included purchase of equipment, renovation of buildings, etc.

13. According to our guidelines, no groups were funded that did not reside in Westmoreland County.

14. No groups were funded that did not prove their non-profit status via attachments to the grant applications.

15. A special effort was made to fund applications that served special populations.

16. Most grant awards are between $200-$700. Grant applications requesting thousands of dollars in support are typically not funded, because it is the c o belief that a grant award of only a few hundred t dollars might not allow the project to happen.

WESTMORELAND COUNTY ARTS GRANT PROGRAM

2014 Information Sheet

I PROGRAM DESCRIPTION

This program was made possible by the Westmoreland County Commissioners. The purpose of the program is to provide funds for community art activities and programs that are available to residents of Westmoreland County.

The program will be coordinated and administered by the Westmoreland County Bureau of Parks and Recreation. A review board made up of people with arts and community service backgrounds has been created to review the grant applications and make the grant awards. This review board will work very closely with the Bureau of Parks and Recreation to oversee and monitor the program.

II ELIGIBILITY

Organizations must be non-profit corporations or local government entities providing arts programming and/or service in Westmoreland County. A Federal Identification Number, assigned by the Internal Revenue Service, is required.

Applications must also have tax-exempt status with the Internal Revenue Service, and have been in active operation for a minimum of three years at the time of application. Applicants must also demonstrate on-going fiscal responsibility by adequate financial records that meet generally accepted accounting principles.

Authority - Pennsylvania Acts 87, 88, 89, 90, 92 of 1979 and Acts 3 and 4 of 1989, specifically authorized county governments to make grants to non-profit arts organizations.

III FUNDS AVAILABLE AND TIME TABLE

A. Funds Available - Available grant funds for 2014 total $9,000.00. The Arts Review Board will attempt to distribute these funds to a variety of projects and organizations. There is no maximum amount that an organization can request; however, please keep in mind the total available must be distributed to a number of different projects.

THE WESTMORELAND COUNTY LOCAL ARTS GRANT PROGRAM WILL GRANT A MAXIMUM OF SIXTY (60%) PERCENT OF TOTAL ELIGIBLE PROJECT COSTS. (EXAMPLE; TOTAL ELIGIBLE PROJECT EXPENSES = $500.00, THE MAXIMUM GRANT PERMITTED WILL BE $300.00).

B. Timetable - Applications must be received at the Westmoreland County Bureau of Parks and Recreation by 4:00 p.m. on March 18, or be postmarked on or before Tuesday, March 18, 2014.

Grant Awards will be made and recipients notified by May 9, 2014.

Grant Funds must be used for projects taking place between May 15 and September 30, 2014.

IV FUNDING CATEGORIES

Project grants are awarded to organizations for the support of specific art projects, which they intend to mount for the public. An organization may submit only one specific support applications per year.

Specific support grants are given for projects in the following program areas:

- Performing Arts to include: Music, Dance, and Theater
- Visual Arts to include: Sculpture, Painting, Photography, and Crafts.

Note: Historic Preservation and Living History Programs are not eligible for funding through this program.

V CRITERIA

Applications will be considered on a competitive basis. If more funds are requested than are available, preference will be given to those applications which best meet program guidelines according to the following criteria:

- Availability of program to Westmoreland County residents
- Reasonable project grants, which include a concern for artistic quality
- Ability of applicant to carry out the project
- Service to the public including groups that do not ordinarily have access to the arts
- Financial need of applicant
- Availability of comparable services in the same area
- Innovative and creative nature of project

Compliance with these guidelines does not insure that a project will be funded. Requests may far exceed available funds, and many deserving projects may be denied or awarded only partial funding.

VI ACTIVITIES NOT FUNDED

Activities for which these grant funds may not be used include:

- Capital expenditures, including purchase of equipment
- Activities for which academic credit is given
- Activities that have a religious purpose
- Activities that have already taken place
- Performances and exhibitions not available to the general public
- Performances and exhibitions outside Westmoreland County
- Prizes and benefit or fundraising activities
- Hospitality expenses, i.e. receptions, parties, gallery openings
- Lobbyists' payments
- Competitions

GRANT APPLICATION – 2014

This application is available for download in Microsoft Word on the County Parks Website.
Visit **www.co.westmoreland.pa.us/parks**. Click "**Press Releases**," then click "**View All Press Releases**"
The link to download the application is at the bottom of the page.

Mail To: Westmoreland County Bureau of Parks & Recreation
Arts Grant Program
194 Donohoe Road
Greensburg, PA 15601

Attach:

1. Current fiscal year budget.
2. Financial report for last complete year.
3. A selective sample of descriptive and promotional materials for your organization
4. Proof of non-profit, or tax-exempt status

Name and address of applicant:

Organization Name _____

Address_____

City_____ St _____ Zip _____

Contact Person: _____ Phone Number (Day):_____

Federal I.D.No._____ Project Date(s)_____

PROJECT DESCRIPTION: (Continue on next page if necessary.)

PROJECT DESCRIPTION: (Continued…)

(Please attach support materials.)

CERTIFICATION AND STATEMENT OF ASSURANCES

The applicant certifies, represents, and warrants to the County that:

1. The information contained herein and in all attachments and support material is true and correct, and the governing body of the applicant has duly authorized the filing of the application.
2. The applicant accepts in advance any grant awarded, agreeing:

   A. That any funds received as a result of the application will be expended solely for the described projects and programs, in accordance with the provisions of the Westmoreland County Arts Grant Program Information Sheet.

   B. To such other restrictions, conditions, and changes as the Westmoreland County Bureau of Parks and Recreation may impose, unless the applicant objects within 30 days of mailing of the award letter setting forth the terms of the grant in writing.

Chairman, President, or Delegated Authority Date	Project Director Date
Typed Name and Title	Typed Name and Title

2014 GRANT APPLICATION BUDGET FORM

Project Budget

Income (Detail all major sources, cash only. Do not list in-kind contributions)

Source	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

A. Total applicant cash revenue $_____

B. Amount requested in this application $_____

C. **Total Cash Revenue** $_____

Expenses List cash expenses by category. Identify individually salaries, wages, and fees paid to artists, agents, and consultants.

Expense Item	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

D. **Total Project Expenses** $_____
(must equal Revenue above)