

ARTS COUNCIL OF HILLSBOROUGH COUNTY  
FYE 2022 COMMUNITY ARTS IMPACT GRANT (CAIG)  
PROGRAM

**This is a SAMPLE ONLY of the type of information the online application will require. It is accurate at the time this document was created, however, some minor changes may have been made to accommodate the online system.**

SECTION 1: ORGANIZATION INFORMATION

**College or University Name (legal name):**

**EIN #:**

**Department/Division Name:**

**Principal Office Address (no P.O. Boxes, include city, state, zip):**

**Mailing Address (if different):**

**Phone:**

**Website:**

**Grant Contact:**

**Title:**

**Phone:**

**Email:**

---

**Name of Project:**

**Type of Project (eg: special event, education, public art, etc.):**

**Cultural Discipline:**

- Dance     Folk Arts     Literary     Media Arts     Multidisciplinary  
 Music     Theatre     Visual Art

**Project Start Date:**

**Project End Date:**

**Total Cost of Project:**

**Grant Amount Requested (\$1,000 - \$12,500):**

**When does your fiscal year begin and end?**

## SECTION 2: ORGANIZATION PROFILE

### MISSION

Insert Mission Statement

### ORGANIZATION SNAPSHOT

Provide the 30-second "elevator speech" that best describes your organization to someone who is not familiar with it, your organization's role in the community and why this person should care. (Up to 500 total characters, about 100 words)

### INTERNAL DEMOGRAPHICS, DIVERSITY

Please indicate the number of individuals within your organization for each category.

	<b>Board</b>	<b>Staff</b>	<b>Volunteers</b>	<b>Creatives</b>
Total Number				
Female				
Male				
Transgender				
Persons with a disability				
Asian/Asian American				
Black/African American				
Hispanic/Latino/Latina				
Native American/American Indian/Alaska Native/Native Hawaiian				
White				
Multi-racial or multi-ethnic (2+ races/ethnicities)				
Other				

**POPULATION SERVED AND DIVERSITY**

Please estimate the number of individuals in each category.

	FY 16-17	FY 17-18
Total attendance*		
Total attendance in Hillsborough County*		
Total attendance in City of Tampa*		
Paid admissions in Hillsborough County*		
Free admissions in Hillsborough County*		
Number of season ticket holders/memberships		
<hr/>		
Age- under 18		
Age- 18-64		
Age- 65+		
Persons with a disability		
Veterans		
<hr/>		
Asian/Asian American		
Black/African American		
Hispanic/Latino/Latina		
Native American/American Indian/Alaska Native/Native Hawaiian		
White		
Multi-racial or multi-ethnic (2+ races/ethnicities)		
Other		

## SECTION 3: APPLICATION NARRATIVE

- a. Briefly explain the purpose or focus of your project. (Up to 400 words)
  
- b. Why is funding from the CAIG program important for the project. (Up to 200 words)

### 1. Access & Community Engagement

- a. In what ways will the project create cultural equity and access by engaging a diverse range of voices and participants, including people with disabilities?. (Up to 2000 total characters or 400 words)
  
- b. Describe the planning process for the project. Who (from the target community and your school) was involved in the planning and what was their role? Provide evidence that a wide range of voices and perspectives were represented during the planning. (Up to 2000 total characters or 400 words)
  
- c. How do you define the community that this project will serve? What are the demographics and needs of this community? Explain how this project provide greater access to arts and culture for this community? (up to 2000 total characters or 400 words)
  
- d. Clearly describe the specific outcomes for the project and why you believe these are attainable. What attitudes, behaviors, and/or conditions will change as a result of this project? How you will measure the impact? (Up to 2000 total characters or 400 words)
  
- e. What meaningful collaborations and partnerships have been formed during the development of this project that will continue throughout implementation. How will you measure the success of these partnerships?
  
- f. How will the project be made accessible to those beyond your school community? (Examples: free and ample parking, satellite performances/exhibitions, live streaming, etc.)
  
- g. How will you invite the citizens of Hillsborough County to participate in this project?

### 2. Artistic & Cultural Vibrancy

- a. In what ways will the project create pathways for supporting underserved communities and diverse citizens of Hillsborough County by increasing access to existing or new cultural assets? (Up to 2000 total characters or 400 words)
- b. How will the project provide quality arts and cultural experiences that are relevant for the targeted participants. (Up to 2000 total characters or 400 words)
- c. Outline the goals and objectives for the project. Through what process were these established? (Up to 2000 total characters or 400 words)
- d. Provide a detailed timeline for the implementation of the project. (Up to 2000 total characters or 400 words)

**Organizational Capacity**

- a. Outline the qualifications of the administrative and artistic staff for the project. Demonstrate how each person is qualified to implement the project and ensure its success. (Up to 2000 total characters or 400 words)
- b. Will other funding sources be needed to complete this project? If so, what are the anticipated sources of funding? (Up to 2000 total characters or 400 words)

**SECTION 4: OPERATING BUDGET SUMMARY**

Complete an online form for your total operating budget. This table asks for expenditures and revenues for the last completed fiscal year and current fiscal year.

A. EXPENDITURES	Last Completed Fiscal Year	Current Fiscal Year
1. Personnel – Administrative (W2)		
2. Personnel – Artistic (W2)		
3. Personnel - Technical/Production (W2)		
4. Outside Professional Services-Artistic		
5. Outside Professional Services-Other		
6. Rent- Venues		
7. Travel		
8. Marketing		
9. Remaining Operating Expenditures		
10. Total Expenditures (lines 1 - 9)		

<b>B. REVENUE</b>		
11. Admissions		
12. Contracted Services Revenue		
13. Other Revenue		
14. Corporate Support		
15. Foundation Support		
16. Membership Fees		
17. Other Private Support		
18. Government Support - Federal		
19. Government Support - State/Regional		
20. Government Support-City within Hillsborough		
21. Government Support City outside of Hillsborough		
22. Applicant Cash		
23. Total Revenue		

## SECTION 5: PROJECT BUDGET

Complete online budget form for proposed project and indicate where grant money will be spent.

<b>A. EXPENDITURES</b>	<b>Total Budgeted Amount</b>	<b>Grant Request</b>
<b>1. Outside Professional Services-Artistic</b>		
Insert Details Here eg: Teaching Artist contractor		
Insert Details Here		
<b>2. Outside Professional Services-Other</b>		
Insert Details Here eg: audio visual company		
Insert Details Here		
<b>3. Rent- Venues</b>		
Insert Detail Here – eg: HCC Theatre x 2 days		
Insert Details Here		
<b>4. Travel Directly Related to the Project</b>		
Insert Details Here – eg: Visiting artist		

Insert Details Here		
<b>5. Marketing</b>		
Insert Details Here eg: Show postcards production		
Insert Details Here		
<b>6. Other Project-Related</b>		
Insert Details Here eg: Gallons of Paint		
Insert Details Here		

SAMPLE ONLY