

GAP Application 2024

***Please see 2024 GAP Grant Guidelines*** *at [ArtsPartner.org](http://ArtsPartner.org) for criteria and complete submission instructions (google form, this application, budget, board list)*

* ***Delete all blue italicized text in this document, including these instructions.***
* *You can* ***use this word doc*** *and fill in your answers, or just cut and paste the questions   
  into your preferred program.*
* *Your final application can be* ***no more than 5 pages.***
* *Font must be* ***black, not bold, and no smaller than 12 pt.***
* ***Refer to Submission instructions*** *in the guidelines.*
* *Limit your answers to questions* ***#1 to #18 to one page.***

**APPLICANT ORGANIZATION INFORMATION:**

1. Applicant Organization (not-for-profit) Name:

2. Applicant Organization Mailing Address:

3. Applicant Organization Website:

4. Applicant Organization not-for-profit Status (check all that apply):

\_\_\_ IRS 501(c)(3) \_\_\_ NYS Charities Registration \_\_\_\_ Incorporation \_\_\_Unit of Government

5. Applicant Organization EIN or TaxID:

6. Applicant Organization Name of Exec. Director or President:

7. Exec. Director or President E-mail:

**SPONSORED GROUP OR INDIVIDUAL: (If not applicable, leave blank)**

8. If the Applicant Organization is acting as a sponsor, name the group or individual artist(s) being sponsored::

9. List individual artist(s) or sponsors group’s website(s):

**CONTACT PERSON INFORMATION**

10. Contact Person Name: *(person writing application):*

11. Contact Person Title:

12. Contact Phone AND E-mail:

13. Contact Person preferred pronouns (he/him, she/her, they/them…):

**PROJECT INFORMATION**

14. Name of Project:

15. Grant Request (must match budget form): $

**NYS REPORTING (Provide just one number for each question below, i.e. “10” or “250”.)**

16. Estimated number of artists participating in project:   
17. Number of estimated audience members for proposed project:   
18. Number of estimated students/children (0-18) in audience for proposed project:

***( Please delete all blue italicized text, but please KEEP BLACK HEADINGS)***

19. ACTIVITIES OF APPLICANT ORGANIZATION: *Very briefly (no more than 30 words) describe the mission or activities of the applicant organization. This includes Sponsor Organizations.*

20. IF APPLICANT ORGANIZATION IS ACTING AS A SPONSOR: *If applicable: Very briefly (no more than 30 words) describe the activities of the sponsored group or sponsored artist(s).*

21. SUMMARY STATEMENT: *Summarize your project in one sentence. Example: “The Cayuga Multicultural Chorus will perform a jazz concert on a Sunday afternoon in the Fall at the City Center Auditorium."*

22. EVENT INFO: *List proposed event(s) information in this format:   
Activity - Date/time - Location - Ticket Fees - Expected Audience size.   
Example: Fall Concert - Saturday, October 15/ 3pm - The Center - $5.00 sliding scale - 150 people*

23. DETAILED INFO: *Please write a clear, concise, factual description of the project. (who, what, when, where) Details are needed and appreciated. In this section, please address program quality and name the participating artists, their websites of applicable, and their experience in delivering programs.*

24. COMMUNITY INTEREST: *Address if your request meets the following:“Preference is given to projects that demonstrate that they are providing successful access to as broad and diverse an audience as possible; Projects that make exemplary arts programming available to geographically, ethnically, and racially diverse communities; Projects that support the development of local cultural resources responsive to community cultural needs; Requests that contribute to the artistic landscape of Tompkins County and its communities." Feel elaborate on community interest, and past or potential community enthusiasm.*

25. PROJECT ADMINISTRATION: *Name the administrators of the project and their qualifications to administer. (This can be brief - just a few sentences.)*

26. IN-KIND CONTRIBUTIONS: *Tell us about any services that are being donated to your project such as reduced artist fees, space rental, printing, utilities, volunteers, food, etc.*

27. REDUCED FUNDING: *a) Which expenses most crucial for the success of your project? b) If your project receives funding at a reduced level, describe how your project could be adjusted.*

28. PROMOTIONAL EFFORTS: *Describe your planned publicity/promotional efforts for your project.,especially those that are not reflected in the budget, i.e. social media… Be very specific about methods used and how will you attract community interest and attendance.*

29. PREVIOUS PROJECTS: *If applicant was funded by a GAP grant in 2023, please list:****a) Name of Event(s), b) Date of Event (s), Audience Size(s), Audience Make-Up*** *Do you have unspent funds that you will roll over to 2023? Did the project go as planned?*

30) APPLICANT CERTIFICATION

I certify that all statements in my submitted 2024 GAP GRANT are true to the best of my knowledge. I understand and agree to the guidelines set forth in the separate GAP Grant Guidelines document found at ArtsPartner.org. I understand that the grant administrator may confirm information given above.

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Signature of Applicant Artist (can be typed)