

## GAP Application 2019

**Please limit answers to # 1 - #16 to one page**

### **APPLICANT ORGANIZATION INFORMATION:**

1. Applicant Organization (nfp) 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. Name of Exec. Director or President of Applicant Organization:
6. Exec. Director or President E-mail:

### **SPONSORED GROUP INFORMATION: (If not applicable, leave blank)**

7. If the Applicant Organization is acting as a sponsor, what is the name of the sponsored group?
8. Sponsored Group's website:

### **CONTACT PERSON INFORMATION**

9. Contact Person Name: *(person writing application)*:
10. Contact Person Title:
11. Contact Phone AND E-mail:

### **PROJECT INFORMATION**

12. Name of Project:
13. Grant Request: \$

### **NYS REPORTING (Please provide one number #14 to #16. These figures are for NYS reporting)**

14. Number of artists participating in project:
15. Number of estimated audience members for proposed project.
16. Number of estimated children (0-18) in audience for proposed project.

# GAP Application 2019

***Please limit answers # 1 - #13 to up to FOUR PAGES***

***(You can delete all blue italicized text, but please keep HEADINGS)***

1. ACTIVITIES OF APPLICANT ORGANIZATION:

*Very briefly (no more than 30 words) describe the mission or activities of the applicant organization.*

2. ACTIVITIES OF SPONSORED GROUP:

*If applicable: Very briefly (no more than 30 words) describe the activities of the sponsored group.*

3. SUMMARY STATEMENT:

*Summarize your project in one sentence. Example: The Performing Arts Center will sponsor a performance by the Cayuga Multicultural Chorus at 6pm on Sunday, October 5 at the Center.*

4. EVENT INFO:

*Please list the following information for your proposed event. This format is preferred. If your details are not confirmed, write what you can, i.e. "mid-June."*

Funded Activities      Date /Time    Location                      Ticket Fees    Expected Audience Size

5. DETAIL STATEMENT:

*Please write a clear, concise, factual description of the project. (who, what, when, where)*

6. ARTISTIC CONTENT:

*Describe the artistic content of your request and name artistic personnel.*

7. PROJECT ADMINISTRATION

*Name the administrators of the project and their qualifications to administer.*

8. DESCRIBE AUDIENCE:

*Any demographic information you can provide for your expected audience is appreciated.*

9. COMMUNITY AND CULTURAL NEEDS:

*(See "Funding Preferences" in Guidelines and address how/if your project aligns with the stated preferences.)*

10. 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.*

11. 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.*

12. PROMOTIONAL EFFORTS:

*Describe your planned publicity/promotional efforts for your project. How will your organization attract community interest and attendance?*

13. PREVIOUS PROJECTS:

*If applicant had a similar event in 2017 or 2018, whether funded by CAP or not, please list: Name of Event, Date of Event, Audience Size. Feel free to include comments.*