



ESSEX COUNTY ARTS COUNCIL

2022 Cultural Assistance Program (CAP) Grant E-Application

Deadline: Email must be received by March 15, 2022.

We will no longer accept applications through the US mail.

Please note: The maximum award is \$1,000.

PLEASE USE THE CHECK LIST and CAP PROGRAM GUIDELINES BELOW to complete your application.
Applicants must submit all materials in PDF format by email to admin@essexcountyarts.org:

Checklist:

- ❑ **Signed Application TYPED in PDF format.** (If you believe your computer cannot make a PDF, please ask for help at your local library, Staples or UPS Store, or contact us for help.)
- ❑ **List of Board of Directors**, their locations and professional affiliations.
- ❑ **One or two promotional/press items**
- ❑ **Organizational Logo** (at minimum 200 dpi in .jpg format.)

Eligibility:

- 2021 CAP funded organizations **MUST** have a final report on file, submitted by February 1, 2022, to be eligible to apply for 2022 funding.
- Any arts, historical or preservation organization; library, museum, municipality or organization providing public cultural programs for Essex County residents. **For profit entities are not generally funded.** Each application is evaluated on a case by case basis. Organizations located outside of Essex County must provide documentation of how they serve Essex County residents.
- Programs must be open to the public.
- Programs must be completed by December 31, 2022.
- Organizations no longer need to be a member of ECAC to apply for a CAP grant, but we still appreciate your organizational membership and support!

Scoring Criteria: CAP Applications will be scored on the following criteria:

- Artistic Merit; Quality of Program
- Public Benefit; Community Impact
- Quality of application; All questions answered clearly, concisely, and with budget sheet accuracy.

Note: If awarded, your grant will reflect a percentage of your requested funds based on scoring.

CAP Grants will support but are not limited to the following:

- Programming expenses
- Artist fees and honorariums
- One-time use materials for programs and workshops
- Partial fees for program administration
- Advertising
- Rental space for the event
- Rental of equipment
- Lighting & Sound
- Costumes
- Professional fees and services

CAP Grants will not support the following:

- Equipment purchases (computer, theatrical or gallery lighting, sound system, exhibit systems)
- Capital improvements, building repairs, permanently installed signage
- Fundraising expenses/receptions

Any questions regarding program eligibility can be addressed to:

Susan Hughes, ECAC Arts Administrator

admin@essexcountyarts.org

518.227.1242



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Please note we no longer accept applications through the US mail.

Please note: The maximum award is \$1,000. Please refer to the CAP Grant check list and guidelines to complete this application. Please include all requested materials (Board list, logo, promotional materials) – your application will not be considered complete without them.

Name of Organization: _____

Website: _____

Organization Address: _____ Zip: _____

Org. Telephone: _____ Email: _____

Organization Total Operating Expense Current Year: _____

Last Year: _____
(not applicable for municipalities)

Contact Person: _____

Contact Person's Address: _____ zip _____

Contact Person's Telephone: _____ email: _____

CAP GRANT PROGRAM TITLE: _____

CAP GRANT REQUEST: \$ _____ (Maximum Award \$1,000)

Applicants must submit in PDF format by email to admin@essexcountyarts.org.

We will confirm receipt of your application.

CAP grant awards are made possible through support of Essex County Board of Supervisors.
If you need assistance filling out this application please contact us by **March 1st**.

Cultural Assistance Program (CAP) Grant E-Application

Organization Name: _____

Preparer's Name: _____ Title: _____

Signature: _____ Date: _____

Any materials over and above those requested will not be reviewed.

1. Describe fully the applicant's history, purpose, programs and population served (1,000 words max).

2. Describe the purpose of the requested funds. Please be specific. Please include the number of people and composition of those being served and the impact of the program on the community (500 words max). Refer to Scoring Criteria on Page 1 for guidance.

For organizations located outside of Essex County, please describe how your project will serve Essex County residents.

3. Describe the promotional plans for the proposed CAP request (250 words max).

4. Create a statement of up to 125 words, briefly summarizing your history, mission and programs (in this order) that can be used for promotional purposes should your application be awarded.

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Organization Name: _____

CAP Grant Program Title: _____

Budget for the Requested Funds (indicate In-Kind items in the appropriate column)

NOTE: The Essex County Arts Council CAP Grants will fund **a maximum 50%** of the Total Expenses.

Fill in line items that apply to your program.

Earned Income	In-Kind	Cash	Personnel Expenses	In-Kind	Cash
Admissions/Tickets			Administrative		
Program Advertising			Technical		
Tuitions and Fees			Artistic (please itemize)		
Other (please describe)					
			Operating Expenses		
			Outside Professional Fees		
			Space Rental		
Contributed Income			Travel/Transportation		
Corporate			Advertising/Promotion		
Foundation			Postage		
Individual			Supplies		
Government			Royalties		
Other (please describe)			Insurance		
			Equipment Rental		
			Other (please describe)		
Sub Total Income			Sub Total Expense		
CAP Grant Request					
Total Income			Total Expenses		

Total Income and Total Expense should be equal.

For reference, a SAMPLE BUDGET is available on the ECAC website.