



## 2024 Cultural Assistance Program (CAP) Grant E-Application

*administered by the Essex County Arts Council, and funded by public funds allocated by the Essex County Board of Supervisors along with additional funding from ECAC.*

**This application for funding must be submitted by e-mail to: [admin@essexcountyarts.org](mailto:admin@essexcountyarts.org)  
Deadline: March 15, 2024.**

*We will confirm receipt of your application.*

There is an FAQ page at the end of this application which answers frequently asked questions. If you have questions in addition to these FAQs, or are having difficulty with this application, we are available to answer and assist with the preparation of any of these items **prior to March 1**.

Susan Hughes, 518.227.1242.

### **To request CAP funding please submit the following:**

- A completed and signed application in PDF format saved with a name specific to your organization.
- A list of your current Board of Directors (or members of town boards or councils if the applicant is a municipality) noting location and professional affiliations of each. (also submit as a PDF)
- A scan (jpg or pdf) of one or two promotional or press items from your last or upcoming season, or a hyperlink to a web based promotional item, showing credit to ECAC and CAP program.
- A jpg file of your organizational logo at least 200 DPI. If you are funded, this will be used by ECAC in publicizing awards granted.

*It is NOT necessary to be an ECAC member (make a donation) to apply for a CAP grant, and membership status will not be considered in evaluating your grant request. However, please know how much your support is appreciated and your gift is applied directly back into funding the CAP program.*

**2024 CAP Grant Eligibility Checklist** ~ Indicate your eligibility to be awarded CAP funding (check the boxes as appropriate.)

We received 2023 CAP funding, and submitted a final report for that funding by 2/1/2024.

We did NOT receive 2023 CAP funding, and therefore have not submitted a final report, but understand that if funded in 2024 we must file a final report by 2/1/25 on this project to be eligible for future funding.

This application is submitted for an arts, historical or preservation organization; library, museum, municipality or an organization or entity providing public cultural programs for Essex County residents.

The project/ program that funding is requested for is open to the public without restriction.

The address of this applicant is located in Essex County.

The address of this applicant is located outside Essex County, but a description of how this project impacts Essex County residents is detailed in the narrative answer to questions.

The project / program we are requesting funding for will be completed by December 31, 2024.



## Cultural Assistance Program (CAP) Grant E-Application

**Deadline: Email must be received by midnight March 15, 2024.  
ECAC no longer accepts applications through the mail.**

Please note: The maximum award is \$1,000. Please refer to the CAP Grant Eligibility list on pages 1 and 7 ( #9 of FAQs) to complete this application. Please include ALL requested materials – your application will not be considered complete without them.

Organization Name: \_\_\_\_\_ Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, zip \_\_\_\_\_

Organization's Telephone: \_\_\_\_\_ email: \_\_\_\_\_

Organization's Total Operation Expenses: \_\_\_\_\_  
Current Year \$ \_\_\_\_\_ Last Year \$ \_\_\_\_\_  
(not applicable for municipalities)

Contact Person: \_\_\_\_\_

Contact Person's Address: \_\_\_\_\_ City, 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](mailto: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 1<sup>st</sup>**.

## **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. Please describe the specific purpose of the requested funds. Please include an estimate of the number of people served and the project's impact on the community.**

**Refer to Scoring Criteria on Page 7 (FAQs, #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. If funding is NOT approved, how will this request be affected?**

**5. Please create a promotional statement of up to 125 words, to be used by ECAC, should your application be successful. Include history, mission and program description.**

# ESSEX COUNTY ARTS COUNCIL

Organization Name:

CAP Grant Program Title:

Budget for the Requested Funds relating to the proposed project (Please note: inkind figures have been removed from this budget, and should be listed below the budget spreadsheet.)

**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. Add categories as needed.

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

Total Income and Total Expense should be equal. Do not include inkind income above.

Please estimate your inkind income and list sources: \_\_\_\_\_

FAQS – Please read these common questions we have received about the CAP grant application. If you have additional questions, please feel free to call or email by March 1: Susan Hughes ~ 518-227-1242; [admin@essexcountyarts.org](mailto:admin@essexcountyarts.org)

**1. How is my request evaluated? Scoring Criteria:** CAP Applications will be scored by a panel of four or more local residents based on the following criteria. Please consider these criteria as you answer the narrative questions and include an explanation of how your project meets these criteria.

- Artistic Merit; Quality of Program
- Public Benefit; Community Impact
- Impact on Essex County and Essex County residents: Each application is evaluated on a case by case basis regarding this impact. Please be specific in your narrative about describing your project's impact.
- Quality of application; All questions answered clearly, concisely, and with budget page accuracy.

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

**2. Can I submit a hard copy application?** No, applications must be submitted by email in PDF format. If you have difficulty with this, please ask for assistance!

**3. How should I create & Name the PDF application?**

- **Create:** This application can be saved as a PDF with a name you choose. Other ways to create a PDF are to choose a PDF printer and "print" to that file or in MS Word, "Save As" and choose PDF in a drop down. Note that there are "SAVE" buttons at the beginning and end of the application form.
- **Name:** As you can imagine, we receive many applications, if they are all titled "CAP Application it can be confusing. Please save your completed PDF application with a unique name that includes the name of your organization and the year. **Examples:** 2023KeeneLibraryCAP.pdf. 23LPSinfoniettaCAP.pdf

**4. Can a business apply for CAP funding?** Yes, but this grant program is primarily for community organizations and small municipal projects and a retail establishment may not be funded at the same level.

**5. Does "Open to the Public" mean free?** Not necessarily, admission revenue can be part of your projected budget. If the amount of admission requested makes it difficult for Essex County residents to take part, that may impact scoring. Open to the public means that anyone can attend, and that the project is not for only students in a single school or members of a single church (as examples).

**6. IF I've been funded before, will that impact this application?** No, each application is evaluated on its own merits. However, if you did not complete a final report on a past grant you may not be eligible to apply.

**7. I'm confused about the budget page – what should I do?** Please email or call us before March 1 and we will be glad to help you through that process. Your project income, plus CAP funding MUST equal your project expense line.

**8. I have a lot to tell you that there wasn't room for. Can I submit additional narrative describing our request?** No, Any materials over and above those requested will not be reviewed. Narrative should be concise and to the point. Panelists will be reviewing 50+ applications!

**9. What kinds of things will CAP fund? What types of expenses are NOT eligible?**

**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