

CAP Grant Application
COVER SHEET

PLEASE USE THE CHECK LIST and CAP PROGRAM GUIDELINES BELOW to complete your application.

Applicants must submit 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:

- 2020 CAP funded organizations MUST have a final report on file, submitted by February 1st, 2021, to be eligible to apply for 2021 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, 2021.
- 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.

The maximum award is \$1,000.

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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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