



Required Contents of Online Application (12 font single spaced page roughly 3,400 characters)

Cover Page-

Description of the Proposed Program/Activity – (maximum 3500 characters)

Proposed Program/Activity (maximum 3500 characters)

- Describe the goals and objectives of your proposed program/activity.
- Describe the audience you intend to serve by the proposed program/activity, including estimated number of participants, their ages, demographics, and any special constituencies. (Marion Cultural Alliance requires that all funded programs be open to the public and accessible to persons with disabilities.)
- Provide a time line for accomplishing your program and evaluation activities.

Proposed Program Marketing (maximum 1000 characters)

- Describe how you plan to market and implement the program/activity.

Proposed Program Evaluation (maximum 1000 characters)

- Describe how you will evaluate the excellence and success of your proposed program/activity. Obviously, evaluation of your proposed project should be anchored by the questions you hope to answer via your evaluation procedures and whom you hope to provide with evaluative feedback about your program. Hence what questions do you hope to address by collecting evaluation data? Common questions might be: Who attended this event (demographic characteristics)? How did they learn about the event? How many persons attended? Did the performance/activity meet the attendees' expectations (e.g. what did they like/dislike about it)? What suggestions do they have for improving the activity/experience in the future? Who responds to these evaluation procedures?
- Describe the **final report** that you will provide Marion Cultural Alliance at the completion of your proposed program/activity that documents program excellence and success (e.g. positive reviews, recent achievements, awards, feedback from attendees or focus groups). As a minimum this report must include attendance figures, and number of events, classes, etc. supported by the grant. In addition 3-5 electronic images

depicting the grant program activity must be submitted with this **report to MCA no later than 2 months after the completion of the program/activity.**

Organization History and Structure (maximum 12000 characters)

- Give a brief history of your organization, including founding dates, date of incorporation, and date designated by the Internal Revenue Service as a 501c (3) or (4), and provide a copy of IRS determination letter.
- Describe key organization management personnel/positions including brief biographies and noting whether position is paid or volunteer and describe how staffing needs for the proposed program will be met by the organization
- Provide general information about the organization for the last fiscal year, including total budget, the number of individual served, number of artists participating, number of persons on the Board of Directors, number of volunteers, number of seasonal ticket holders or members, etc.
- Describe the fiscal condition of your organization. Be sure to address any operating or fund balance deficit that currently exists as well as any special fiscal circumstances which may exist for your organization at this time and how these circumstances are being addressed.

Proposed Budget and Revenue Sources- (2500 maximum characters) complete the budget form

- Describe the operating expenses for the program (salaries, marketing costs, etc.)
- Because the requested grant amount may not exceed fifty percent (50%) of the anticipated total expenses, describe other funding sources, in addition to this grant, that you anticipate will support the expenses of this program/activity?
- Describe any donations/contributions (both cash and non-cash) that you anticipate your organization will receive from the community to support this event.
- Describe admission charges if applicable.

Additional Support Materials

- Materials that are recommended but not required may be submitted as part of the application package. The inclusion of these materials will assist the grant review panel in the evaluation of the proposal.
- These might include reviews of the organization's previous work, resumes of key artistic personnel involved in the proposed project, and/or letter(s) attesting to the quality of the organization's work.