

LOWCOUNTRY QUARTERLY ARTS GRANTS PROGRAM

APPLICATION

The Lowcountry Quarterly Arts Grants Program is a subgranting program of the South Carolina Arts Commission and is administered by the City of Charleston Office of Cultural Affairs and the City of North Charleston Cultural Arts Program. LQAGP funded projects must give credit in all printed materials to the CITY OF CHARLESTON OFFICE OF CULTURAL AFFAIRS, the CITY OF NORTH CHARLESTON CULTURAL ARTS PROGRAM, the LOWCOUNTRY QUARTERLY ARTS GRANT PROGRAM, and the SOUTH CAROLINA ARTS COMMISSION which receives support from the NATIONAL ENDOWMENT FOR THE ARTS and the JOHN AND SUSAN BENNETT MEMORIAL ARTS FUND OF THE COASTAL COMMUNITY FOUNDATION OF SC.

The LQAGP is intended to support arts organizations and projects that reflect artistic excellence and events which are well-advertised and open to the public. The LQAGP grants program provides assistance for professional or career development for individual artists and staff of cultural organizations in Berkeley, Charleston and Dorchester Counties. Funding for this program is provided by the South Carolina Arts Commission, City of Charleston and City of North Charleston. Applicants may receive only two quarterly grants per fiscal year (July 1- June 30).

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**Please visit our website to print grant application forms and guidelines at
www.charlestonarts.org or www.charleston-sc.gov**

or contact

Rachel D. Workman, LQAGP Administrator at WorkmanR@charleston-sc.gov

**Lowcountry Quarterly Arts Grants Program
APPLICATION
Serving Berkeley, Charleston and Dorchester Counties**

1. Applicant Name:

Fiscal Agent Name if applicable:

Mailing Address **City** **Zip:**

County: **Length of local residence or establishment of the organization:**

2. Daytime Telephone **Email:**

3. Project Director/Contact Person:

4. Project Title:

5. List the beginning and ending date of the project:

Quarter 1: July - September
Quarter 2: October - December
Quarter 3: January - March
Quarter 4: April - June

Circle corresponding grant period for which you are applying:

6. Indicate the specific date(s), time and locations of your performance(s)/activities:

7. Amount Requested (maximum \$1,000):

8. If you or your organization received any funds from the South Carolina Arts Commission for this fiscal year, please indicate the amount and title of project:

9. If artist or organization has received previous funding, please indicate which year/s, amounts and sources below:

Year Awarded:	Amount Awarded:	Sources:
FY		
FY		
FY		

10. Project description. Describe the nature of the project. What is it specifically that you want to do? Indicate the nature of the project (e.g., produce a play, photo exhibit, publish a book, present a concert, etc.); the scope of the project (e.g., to produce new plays, reach underserved audiences, etc.); and other formation which will help the committee to understand what you propose to do. Please be as specific as possible.

11. Describe the artists and/or organizations involved with the project.

12. Describe the short and long term benefits that you or your organization expect to derive from the project.

13. How will you promote the project? Be SPECIFIC - list media organizations and include the kinds of promotional materials to be generated. What non-traditional promotional methods will you utilize to reach underserved groups?

14. How will you evaluate the success of your project? Submit a sample evaluation form and describe how it will be distributed. Your evaluation should be designed to determine the efficacy of your project.

SUMMARY OF DETAILED PROJECT BUDGET

* Indicate Lowcountry Quarterly Arts Grant Applicable Expenses

Expenses	Total	Income	Total
Personnel (list below):		Applicant Cash	
Administrative		Admissions/Sales	
Artistic		Private Support (list below):	
Technical/Production		Corporate	
Outside Fees & Services		Foundation	
Space Rental		Individuals	
Travel		Other	
Marketing		Government Support/Grants:	
Subgranting		Federal	
Remaining Operating Expenses (list below:)		State/Regional	
		County ATAX	
		County Other	
		City ATAX	
		City Other	
		Capital Expenditures (may be used only as part of cash match.)	
		Other Revenue (list below):	
EXPENSES:			
In-Kind:			
Prof. Services		TOTAL CASH INCOME:	
Good & Materials			
TOTAL IN-KIND:		TOTAL IN-KIND:	
		LQAGP GRANT REQUEST:	
TOTAL EXPENSES:		TOTAL INCOME:	

Note: Expenses should match income.
 Required Match 1:1 (Applicant/LQAGP)
 50% of the Applicant's Match must be cash.

BUDGET NARRATIVE

Your budget should show project expenses of at least double your grant request. That is, if you are requesting a \$1,000 grant your budget should show at least \$2,000 in project expenses.

15. How, SPECIFICALLY, will your grant funds be used:

16. Explain how your costs were estimated. Explain the sources of your income. You should only explain expenses and income directly associated with this project.

17. How many individuals will benefit directly from the project and the proposed grant?

Please list below

Personnel: Full-time _____ Part-time _____

Number of Participating Artists _____ Technical Production Crew _____

Total Audience (estimate) _____

Others (such as entire community), please describe:

18. If your project involves public performance, exhibition, reading, event, etc., will the activity be accessible to the following:

Persons with disabilities? Under-served individuals? Cultural minorities?

Senior adults? Economically disadvantaged?

Other special audiences please identify:

19. If applicable, please explain how the project will be accessible to the above groups. Describe facility accessibility for physically challenged; interpreter for the deaf; transportation for senior citizens, wheelchair access; outreach methods to underserved; non-traditional marketing to special audiences and cultural minorities.

20. Certification We certify to the Commission that: 1. The applicant is in compliance with stated eligibility requirements, and ALL information contained in this application is true and correct to the best of my knowledge; 2. The filing of this application and signature have been authorized by the governing body of the applicant; 3. The activities and services for which assistance is sought will be administered by or under the supervision of the applicant solely for the described projects and programs; and 4. The applicant and any organization that it assists will comply with all applicable Federal and State laws when conducting any program activity for which the applicant receives financial assistance from the Commission.

Authorized Official:

Typed Name and Title

Signature*

Date

Fiscal Unit/Agent Authorized Official (If Applicable):

Typed Name and Title

Signature*

Date

***Applicant must submit an application with original inked signature to be considered.**

Sample Evaluation

**Lowcountry Quarterly Arts Grants Program
STANDARD RESUME FORM**

*Please use this form (or submit your resume) for all key individuals involved in project.
Attach additional sheets if necessary.*

Name _____

Address _____

City/State/Zip _____

Daytime phone _____ Evening phone _____

EDUCATION *(please list in chronological order--include dates)*

EMPLOYMENT/PROFESSIONAL EXPERIENCE

ARTISTIC TRAINING/EXPERIENCE

AWARDS/HONORS *(Includes exhibitions, publication, etc.)*

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-					

Employer identification number								
			-					

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

Before you submit your application please verify:

- You are submitting a request for the appropriate granting period.** Funding requests outside the current granting quarter will not be considered.
- You are either an individual artist or a representative of a non-profit organization** (and can documentation).
- You have carefully reviewed allowable expenses.** If you are not sure your activity qualifies for funding, you should call the City of Charleston Office of Cultural Affairs or the North Charleston Cultural Affairs Department (the contact information is on the cover sheet of this application).
- If you are a non-profit organization you have included your IRS Tax Exemption letter or other documentation proving charitable status.**
- You included the evaluation you will use to determine the success of your project.**
- You signed your application.** The application requires an inked signature.

Helpful tips for a successful application:

- Double check the math on your budget.** Your expenses should match your income. A balanced budget (including your grant request) will show you have enough funds to cover the costs of the project and will not lose or gain income from this project.
- Include material which will help your grant reviewer better understand your project.** E.g., Painting a mural? Include samples of your work. Producing a play? Include excerpts from the script.
- Does your project involve working directly with another organization (e.g. a school)? If so, it's a good idea to include a letter of support from that organization.**
- Proofread your application:**
 - Spellcheck!**
 - Do you believe an impartial party would fund your request based on the information you provided?**