

TOWN OF CARY
Cultural Arts Funding Request Form
Fiscal Year 2007

General Funding assistance is made available through the Town's Policy for Support and Sponsorship of Cultural Groups and Activities.

The purpose of this policy is to foster development and growth of the arts for the benefit of Cary residents, to equitably and efficiently allocate resources to strengthen organizations and cultural programs, to promote partnerships between the Town and cultural organizations, and to provide sound and clear methods for decisions.

Your request will be evaluated based on the following criteria: Leadership (demonstrable expertise and resources – staff, volunteers, budget); potential audience/service population; location of program/organization; community support; community benefit; compatibility with Town's goals, priorities and programs.

Name of organization: _____

Contact person regarding this request: _____

Mailing address: _____

Telephone number: _____

Email address: _____

Website (if applicable): _____

Amount Requested _____

Please fill in answers to every question or enter "not applicable". If you need guidance in filling out this form, please contact Kathy Lleras at kathy.lleras@townofcary.org or (919) 469-4311. For any questions asked feel free to attach documents, spreadsheets, etc.

If you are applying for funding for the first time, please attach a copy of your organizations 501(C)(3) documentation. Also please be advised that organizations that receive more than \$1,000 may be required to provide an audit. All organizations are required to attach a financial statement summarizing your most recent fiscal year. Organizations that are applying for the first time or if you have questions contact the Cultural Arts Manager at (919) 462-3861.

About your organization:

Mission Statement

Describe your organization's mission.

Structure and Resources

Please describe your organization. Be sure to include your current leadership structure (board of directors, officers and volunteers) and any other community support.

Your organization's budget

Please indicate when your fiscal year begins and ends: _____

Expenses	Completed Year	Current Year	Next Year
Administration			
Personnel			
Office expenses			
Fundraising			
Other			
Program			
Contracted services			
Publicity/Marketing			
Supplies			
Equipment			
Other			
Revenue			
Admissions/Ticket sales			
Fundraising			
Special event			
Individual donations			
Corporate donations			
Other Grants			
State			
Federal			
Lazy Daze			
Foundation (specify)			
Other			
Other			
Town of Cary (this grant)			
Balance			

Please explain any deficits

Major Programs and Activities

Provide a list of your major programs and activities

Audience and Targeted Populations

Provide statistics on audience numbers, demographics if possible. If you have any other activity indicators that may show insight into your activities, please provide them here. Indicate also attendance figures or number of events held in Cary, etc..

About your request:**Use of Requested Funds**

If this request is for a specific project, please describe. If it is general operating support, explain how your request will allow your current programs and activities to provide a higher level of service to the citizens of Cary.

Benefit to Community

Describe how your project will benefit our community and specifically how the project is coordinated with other Town cultural programs/organizations. List services that will benefit Cary specifically.

Other Information

Other Town Support

Use of Town facilities for rehearsal/performance space, marketing assistance, etc.

Please provide any other information that will assist in evaluating your request

Mailing Instructions

Be sure to include **three (3)** individually stapled copies of this complete application, your 501(c)(3) status (if new), financial statement, current year budget, and all other materials requested herein. Packages must be postmarked or personally delivered by 5:00 p.m. on Friday, February 9, 2007 to the address below:

Mail to:

Town of Cary
Attn: Kathy Lleras
Budget Office
P. O. Box 8005
Cary, NC 27512-8005

OR

Bring to:

Town of Cary
Town Hall Campus
Administration, 2nd Floor
Cary, NC 27513