

**ArtHelps Local Arts Program Fiscal Year 2021**

Grant Guidelines & Application

**General Operating Support (GOS), General Program Support (GPS),
Special Project (SP), and Technical Assistance (TA)**

**Application Deadline: Monday, July 6, 2020 by 4:00pm**

 **Late or incomplete applications will not be considered.**

**This application is available in large print upon request.**

Monmouth Arts, a 501(c)(3) organization founded in 1971, is the official Arts Agency of Monmouth County, receiving annual funding from the New Jersey State Council on the Arts/Department of State to re-grant locally.

Please read the guidelines carefully as some portions of the guidelines and application may have changed in response to the COVID-19 crisis. Note that all FY 2021 applications and materials will be submitted online; details are included in the Application Instructions section of these guidelines. In addition, funding and decisions about funding may be delayed. Questions regarding your application should be directed to Connie Isbell at connie@monmoutharts.org.

**GRANT FUNDING AVAILABLE**

Monmouth Arts is pleased to announce the continuation of the ArtHelps Local Arts Program grants made possible by, and contingent upon, funding from the New Jersey State Council on the Arts (NJSCA)Monmouth Arts offers grant funding to Monmouth County organizations that provide the Monmouth County community with arts events that are **artistically excellent, provide public benefit, are accessible to a wide range of residents, and hold themselves accountable for excellent stewardship of funds**.

The ArtHelps program offers a number of types of grants to qualifying Monmouth County arts organizations, as well as non-profit organizations that provide arts programming. Applications are reviewed by an independent panel and funding awarded on a yearly basis. Grant funds must be expended between January 1, 2021 and December 31, 2021. In 2020, Monmouth Arts had a total of $95,000 to award, to three-year grants, one-year grants, and mini grants.

Monmouth Arts and the New Jersey State Council of the Arts have established the following desirable practices and characteristics of successful grantees:

* Serving the needs of local artists with exemplary programs, opportunities, services or presentation of their work
* Presenting new works of art that strive to make significant contributions to the advancement of the art form
* Preserving and conserving art forms and cultural heritage through public presentation
* Promoting cultural diversity and diversifying cultural participation
* Advancing and advocating for arts education in schools and life-long learning through the arts
* Demonstrating and promoting the public value of the arts
* Advocating for greater and broader support for the arts
* Broadening, deepening or diversifying participation among arts stewards (trustees, donors, and volunteers), art creators (artists), or arts audiences by addressing the practical, perceptual or experiential impediments to arts participation especially among underserved communities.
* Promoting accessibility to the arts for people with disabilities
* Forging new and expanded partnerships and collaborations that connect the arts to other sectors more effectively addressing community issues and challenges, including, but not limited to, economic development, tourism, social services, law and public safety, ad health and healing among other sectors
* Adhering to the highest standards and innovative practices of operational excellence including governance, management, planning, use of technology and resource development
* Demonstrating exemplary contributions to the implementation of one or more strategies in the Monmouth County Arts Plan *Imagine, Envision, Create* (available at <https://www.monmoutharts.org/cultural-planning>)

**IMPORTANT DATES (All dates are subject to change)**

|  |  |
| --- | --- |
| **Activity** | **Dates** |
| Workshops for potential applicants(highly recommended for new applicants) | April 28, 2020 at 10:30am ONLINE(will be recorded and available to view) |
| Workshop on Budgets & In-Kind Donations  | May 6, 2020 at 10:30am ONLINE |
| Workshop on Recovery Fundraising | May 14, 2020 at 10:30am ONLINE |
| Applications Due | July 6, 2020 at 4:00 PM |
| Notification of Successful Award | September 2020  |
| Grant Period | January 1, 2021 to December 31, 2021  |
| 1st 80% payment sent | February 2021 |
| Interim Reports Due  | July 2021 |
| 2nd payment of 10% sent | Once funds are received from NJSCA |
| Final Reports Due | January 2022 |
| Final payment of 10% sent | Once funds are received from NJSCA |

**ELIGIBILITY**

All funding opportunities included in this grant application are open to applicants that are incorporated in New Jersey, based in Monmouth County and have been designated as 501(c)(3) or 501 (c)(4) nonprofit organizations, unincorporated organizations that have a fiscal sponsor, or applicants that are a unit of local government. Applicants must comply with the Fair Labor Standards Act, the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the American’s with Disabilities Act of 1990; the Drug-Free Workplace Act of 1988; and Section 1913 of 18 U.S.C.

Educational and religious institutions may apply for General Program Support, Special Project Support, or Technical Assistance grants only. Higher educational institutions, such as a Community College or University, may submit one application per department; all other applicants may only submit one application per year. Applicants may apply in only one category per fiscal year.

Applicants that **do not have IRS tax exempt** status **but meet all other criteria** and have a fiscal sponsor may apply for a Technical Assistance Grant or a Mini Grant ONLY.

Applicants must have sufficient cash flow to support their organization, program, project, or event as grant funds are allocated over three payments of 80%, 10% and 10%. (The final 10% payment is a reimbursement for funds already expended – see table above).

Applicants must be able to expend all grant funds awarded by December 31, 2021. Applicants cannot apply to the New Jersey State Council on the Arts and Monmouth Arts in the same fiscal year.

**TYPES OF GRANTS**

**PLEASE NOTE: In response to the COVID-19 crisis, all matching requirements for ArtHelps grants have been waived for FY2021.**

**Requiring a full application:** (available at <http://www.monmoutharts.org/art-helps-grants>)

1. **General Operating Support Grants** are unrestricted and can be used to support the overall operations of the applicant’s organization that are exclusively devoted to the arts. Applicants must have an arts-related primary mission and a current strategic plan. Requests can be for up to 20% of the organization’s annual operating budget.
2. **General Program Support Grants** are restricted to arts programs that have a history of support from the applicant organization and have their own distinct goals and objectives. Programs may include multiple events or activities that are wholly dedicated to the arts and are considered core and permanent offerings by the applicant organization. Applicants must have a current strategic plan. Requests can be for up to 20% of the annual costs of the arts program.
3. **Special Project Grants** are for an arts project or event that will occur either once or periodically for a short duration of time. Requests can be for up to 50% of project or event costs.
4. **Technical Assistance Grants** are for arts organizations that are emerging or developing and serve an underserved racial or cultural group or other special constituency or for existing arts organizations that wish to build their capacity. Emerging organizations must present evidence of commitment, sustainability, community support, and mission related programs and events. Existing arts organizations must explain the specific capacity building help they need and how they will benefit from it. Capacity building includes strategic planning, Board/staff training, human resources expertise, information technology, marketing, and communications assistance.

**Grants requiring a simplified application:** (available at <http://www.monmoutharts.org/art-helps-grants>)

1. **Small-Scale Arts Grants** **(SSA)** are for limited activities, projects, or a series of events.
2. **Mini-Grants** for $500 are available throughout the fiscal year for special projects.

**ELIGIBLE COSTS**

Grant requests **may include** funds for personnel, artistic fees, space or other rental costs, materials and supplies, volunteer stipends, intern stipends, marketing and promotion, consultant fees, legal fees for rights to production, and insurance.

Grant requests **may not** include funds for capital improvements, acquisitions, renovations, hospitality costs, foreign travel, deficit reduction, scholarship funds, fellowships, programs in educational or religious institutions not open to the public at large, re-granting to out of state organizations or projects, fundraising events, and sponsorships. Colleges, universities, other educational and religious organizations may not include funds to pay salaries of faculty or members of the clergy unless it can be clearly demonstrated that such salaries, or a prorated share of them, expressly underwrite the project.

**APPLICATION INSTRUCTIONS (FOR GOS, GPS, SP, TA)**

**PLEASE NOTE: In response to the COVID-19 crisis, all applications and supporting materials will be submitted electronically. Please review the guidelines and sample application carefully. Organizations interested in applying must email a request to Connie Isbell at** **connie@monmoutharts.org** **and a link to the online application will be shared with you. Late applications will not be reviewed.**

**All materials should be properly labeled with organization name and title of file.** For example, the Monmouth Arts ADA Accessibility Checklist would be labeled MonmouthArts\_ADA and the Finance Chart would be labeled MonmouthArts\_FinanceChart.

**A Completed Application Includes the Following:**

\_\_\_ ArtHelps Local Arts Grant Application Form (online Google Form)

\_\_\_ Finance Chart for GOS and GPS; Project Budget for others (attachment)

\_\_\_ In-Kind Contributions Chart for GOS (attachment)

\_\_\_ ADA Accessibility Checklist (attachment)

\_\_\_ Activities Chart (attachment)

***Note:*** *A high priority of the grants program is ensuring that organizations and projects supported by Monmouth Arts are available to the widest possible audience. This includes access for people with disabilities. Accessibility refers to the physical performance/exhibition space (whether owned, rented, or free), programming, audience marketing, sensitivity training for staff and volunteers, audience development, and printed materials. Applications must include a Project Accessibility Checklist for compliance with the Americans with Disabilities Act which is available at* [*http://www.monmoutharts.org/art-helps-grants*](http://www.monmoutharts.org/art-helps-grants)*. Additional resources are available at* [*http://njtheatrealliance.org/ada-planning*](http://njtheatrealliance.org/ada-planning)

**AND Required Support Materials:**

\_\_\_ Brief bios of professional artists core to the program/project/event (attachment)

\_\_\_ Audited financial statements for organizations with gross receipts over $500,000 or Internal
 Financial Statement for smaller organizations (attachment)

\_\_\_ One example of a brochure or program with required funding statement/logos if the organization received funding in 2018 or 2019 (attachment)

\_\_\_ Strategic Plan for General Operating Support or General Program Support applicants
 (attachment)

\_\_\_ Work samples by discipline (attachments):

* Music and opera – a recording representing the best performance over the past 18 months that includes a variety of tempos and styles in musical performance. Limit five minutes.
* Dance, theatre and interdisciplinary organizations – a recording of a performance during the past 18 months. Limit five minutes.
* Visual arts, crafts, media arts, and photography organizations – one catalog of an exhibit from the past 18 months and/or five to ten images; up to four can be images of the space and/or installation of an exhibit and the rest of the images should be exhibited work in JPEG format, sized at 300 dpi.

***Note:*** *good quality recording or video are critical to evaluating the artistic quality of the applicant’s organization or project. Files must be clearly labeled with the following information: name of organization, title and date of performance, event, or exhibition.*

**Optional Support Materials (limit of five attachments)**

* PDFs with links to media coverage, advertisements, press releases, promotional materials, critical reviews, awards /recognition received, newsletters, annual report, social media/website analysis, etc.
* One page containing links to websites and social media postings that promote or praise the applicant organization.

**THE GRANTS REVIEW PROCESS**

Monmouth Arts appoints a highly qualified panel of artists, arts administrators and nonprofit experts to evaluate applications with the Board of Trustees making the final approvals. Applications are evaluated on artistic excellence and organizational capacity including public benefit, accessibility of the organization, program, project, or event as well as the applicant’s overall accountability.

**CONTACT INFORMATION**

Connie Isbell, Membership & Community Engagement Director

732-212-1890 ext. 3 or connie@monmoutharts.org

Monmouth Arts

105 Monmouth St.

Red Bank, NJ 07701

Guidelines and sample applications can be downloaded from the Monmouth Arts website: <https://www.monmoutharts.org/art-helps-grants>.

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**APPLICATION CHECKLIST**

* **Use this checklist for your own reference. Incomplete applications will not be reviewed.**
* **PLEASE NOTE:** In response to the COVID-19 crisis, all applications and supporting materials will be submitted electronically. No hard copies will be accepted.
* **All material files should be properly labeled with organization name and title of file before they are attached or uploaded.** For example, the Monmouth Arts ADA Accessibility Checklist would be labeled MonmouthArts\_ADA and the Finance Chart would be labeled MonmouthArts\_FinanceChart.

**Application:**

* ArtHelps Local Arts Grant Application Form (online Google Form)
* Finance Chart for GOS and GPS; Project Budget for others (attachment)
* In-Kind Contributions Chart for GOS (attachment)
* ADA Accessibility Checklist (attachment)
* Activities Chart (attachment)

**Required Support Materials:**

* Brief bios of professional artists core to the program/project/event (attachment)
* Audited financial statements required for organizations with gross receipts over $500,000 OR Internal Financial Statement (balance sheet & income statement) for smaller organizations (attachment)
* If funded for FY 2018 or FY 2019, one example of a brochure or program with funding statement/logos of Monmouth Arts (attachment)
* Long Range / Strategic Plan for General Operating Support or General Program Support (attachment)
* Work samples by discipline (attachments):
* Music and opera – a recording representing the best performance over the past 18 months that includes a variety of tempos and styles in musical performance. Limit five minutes.
* Dance, theatre and interdisciplinary organizations – a recording of a performance during the past 18 months. Limit five minutes.
* Visual arts, crafts, media arts, and photography organizations – one catalog of an exhibit from the past 18 months and five to ten images; up to four can be images of the space and/or installation of an exhibit and the rest of the images should be exhibited work in JPEG format, sized at 300 dpi.

**Optional Additional Support Materials Section (*No more than 5 pieces total)***

* PDFs with links to media coverage, advertisements, press releases, promotional materials, critical reviews, awards /recognition received, newsletters, annual report, social media/website analysis, etc.
* One page containing links to websites and social media postings that promote or praise the applicant organization.

**FOR REFERENCE ONLY / APPLICATION WILL BE COMPLETED ONLINE**



**ArtHelps Local Arts Program**

Fiscal Year 2021

GOS, GPS, SP, TA Grant Guidelines & Application

**DEADLINE: Monday, July 6, 2020, 4:00pm**

**GENERAL INFORMATION**

Applicant Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Congressional District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NJ Legislative District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Federal ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Yes, I certify to the best of my knowledge and belief, the information in this application is true and accurate. I further understand that submission of this application implies prior review and representations therein by my organization’s board or appropriate governing body. I also understand and agree that submission to Monmouth Arts signifies intention of compliance with title VI of the Civil Rights Act of 1964, and Title IX of the Education Amendments 1972 and the Americans with Disabilities Act (ADA).

**APPLICATION SUMMARY**

**Artistic Discipline (Please check one)**

Choral Music □ Instrumental Music □ Multi-Disciplinary □ Visual Arts □

Crafts □ Interdisciplinary □ Opera/Music Theatre □ Other \_\_\_\_\_\_\_\_\_\_

Dance □ Literature □ Photography □

Design Arts □ Media Arts □ Theatre □

**TYPE OF GRANT REQUESTED (Please check one)**

General Operating Support (GOS) □ Special Project (SP) □

General Program Support (GPS) □ Technical Assistance (TA) □

**Is your organization receiving or applying for funding from another County Arts Agency or the NJ State Council on the Arts for FY 2021? Yes** □ **No** □ **If yes, please explain:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BUDGET SUMMARY** (If applying for Special Project Grant, please provide your total organizational income and expenses, including the Special Project figures. Then provide us with your Special Project income and expenses.)

Total Organizational Income ALL (Projected FY 2021) $\_\_\_\_\_\_\_\_\_\_\_\_

Total Organizational Expenses ALL (Projected FY 2021) $\_\_\_\_\_\_\_\_\_\_\_\_

Total Project Income SP & TA (Projected FY 2021) $\_\_\_\_\_\_\_\_\_\_\_\_

Total Project Expenses SP & TA (Projected FY 2021) $\_\_\_\_\_\_\_\_\_\_\_\_

Total In-Kind Contributions ALL (see note on In-Kind Chart) $\_\_\_\_\_\_\_\_\_\_\_\_

**Total Monmouth Arts Funding Requested for FY 2021 $\_\_\_\_\_\_\_\_\_\_\_\_**

**NARRATIVE INSTRUCTIONS**

**Applicants must submit answers to all questions in the online application form. We suggest that you use this or another document to write your answers, have them proofread, and when complete, copy and paste your final versions into the Google Form. Note that the Google Form will not save your progress, so this approach will help prevent loss of time and effort.**

**Note:** GOS and GPS applicants should encompass the entire operation or program in the narrative questions. Project applicants should describe the entire project.

**Note:** Arts organizations must provide all information. Non-arts organizations should describe only the structure and activities relevant to the arts project and indicate the relationship of the arts to their organization’s mission.

1. Purpose of Funding: **State in 50 words or less what Monmouth Arts funding will help to support.** This statement should illustrate both what will be made possible through the grant and its public benefit. Note: GOS and GPS applicants should encompass the entire operation or program. Project applicants should describe the entire project. It will be used in press releases and other public inquiries. **Begin your statement with “This Monmouth Arts grant will be used to support….”**
2. Please state your organization’s mission statement.
3. Please provide a brief history of your organization, including significant accomplishments from the past 18 months.
4. What are your program/project goals? Describe any key partnerships that may help you meet your program/project goals.
5. Describe the artistic quality of the program/project.
6. What benefit does your program/project bring to the public? Who is the target audience?
7. How will you evaluate or assess the success of the program/project?
8. What efforts will your organization take to reach underserved and culturally diverse communities?
9. Referring to your ADA checklist, please explain the accessible services and programs you offer seniors and individuals with disabilities.  In addition, please explain your plans for the coming year in serving these constituencies.
10. How does the program/project advance arts education in school, after school or in life-long learning?
11. Discuss plans for raising funds for the program/project and address any issues included in the audit or financial statement, particularly any surplus or deficit. If this grant is not fully funded, explain how you would adjust the program or secure other funding.
12. If there is a 10% or higher variance from one year to another for each line item in the budget, please explain and include what area(s).
13. Do you have other information or concerns your organization would like Monmouth Arts to be aware of?

**APPLICATION DEFINITIONS**

**Personnel-Administrative**: Payments for salaries, wages, and benefits including payroll taxes specifically identified with the project/organization, for executive and supervisory administrative staff, program directors, managing directors, business managers, press and agents, fundraisers; clerical staff such as secretaries, typists, bookkeepers; and supportive personnel such as maintenance and security staff, ushers, and other front-of-the-house and box office personnel.

**Personnel-Artistic:** Payments for salaries, wages, and benefits specifically identified with the project/organization, for artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

**Personnel-Technical/Production**: Payments for salaries, wages, and benefits, specifically identified with the project/organization, for technical management and staff, such as technical directors; wardrobe, lighting, and sound crew; stage managers, stagehands; video and film technicians, exhibit preparatory and installers.

**Outside Artistic Fees & Services-Artistic:** Paymentsto firms or persons for the services of individuals who are not normally considered employees of "Applicant," but consultants or the employees of other organizations, whose services are specifically identified with the project/organization. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, folklorists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc., serving in non-employee/non-staff capacities.

**Outside Fees & Services-Evaluator Expenses**: Payments to persons engaged to evaluate grant applications, conduct on-site evaluations or serve in other evaluative capacities.

**Outside Fees & Services-Other**: Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of "Applicant," but consultants or the employees of other organizations are whose services are specifically identified with the project/organization.

**Space Rental**: Payments specifically identified with the project/organization for rental of office, rehearsal, theatre, hall, gallery, and other such spaces.

**Marketing**: All costs for marketing/ publicity/promotion specifically identified with the project/organization. Do not include payments to individuals or firms that belong under "Personnel," or "Outside Fees & Services." Include costs of newspaper, radio, and television advertising, printing and mailing of brochures, flyers, and posters, and food, drink, and space rental when directly connected to promotion, publicity or advertising. For fundraising expenses, see "Remaining Operating Expenses."

**Travel**: All costs of travel directly related to the travel of an individual or individuals and specifically identified with the project/organization. For transportation not connected with the travel of personnel, see "Remaining Operating Expenses." Include fares, hotel, and other lodging expenses, food, taxes, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For trucking, shipping or hauling expenses see "Remaining Operating Expenses."

**Remaining Operating Expenses**: All expenses not entered in other categories and specifically identified with the project/organization. Include scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, public purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping, and hauling expenses not entered under "Travel," and fundraising expenses.

*For the purposes of this application, do not include depreciation as an expense.*

**In-Kind Services or Contributions**: The value of materials or services specifically identified with the project/organization which are provided to the organization by volunteers or outsider parties at no cash cost to the organization.

**Budget Revenue Section**

**Government Support–Federal**: Cash support derived from grants or appropriations given to this organization by agencies of the federal government, or a proportionate share of such grants or appropriations allocated to the organization.

**Government Support–State/Regional**: Cash support derived from grants or appropriations given to this organization (other than this grant request) by agencies of the state government and/or multi-state consortia of state agencies, or a proportionate share of such grants or appropriations allocated to this organization.

**Government Support–Local**: Cash support derived from grants or appropriations given to this organization by city, in-state regional and other local government agencies, or a proportionate share of such grants or appropriations allocated to this agency.

**Corporate Support**: Cash support derived from contributions given for this organization by businesses and corporations, corporate foundations, or a proportionate share of each contribution allocated to this organization.

**Foundation Support**: Cash support derived from grants given for this organization by private foundations, or a proportionate Share of such grants allocated to this project/organization.

**Other Private Support**: Cash support derived from cash donations given to the organization. Do not include corporate, foundation or government contributions and grants. Include gross proceeds from fundraising events.

**Earned Income** would be from the following three areas:

**Admissions**: Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc., for events attributable or prorated to the project/organization.

**Contracted Services Revenue**: Revenue derived from fees earned through sale of services. Include sale of workshops, etc. to other community organizations, government contracts for specific services, performance or residency fees, tuition, etc. Include foreign government support.

**Other Revenue**: Revenue derived from sources other than those listed above. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

**Applicant Cash**: Funds from the organization’s present and/or anticipated resources that the organization plans to provide to the program *that is neither earned nor received during the grant period.*