

# WOMAN'S EXCHANGE INC.



NON-PROFIT CONSIGNMENT SHOP  
SUPPORTING the ARTS of SARASOTA

## ART ORGANIZATIONS 2017-2018 GRANT APPLICATION INSTRUCTIONS

### **ORGANIZATION GRANT ELIGIBILITY**

*The Woman's Exchange provides grants to support and enrich a variety of programs for local Sarasota and Manatee County arts organizations. Grants are available to organizations with the recognized ability to produce, promote and present the visual or performing arts. Relatives of the Woman's Exchange Board Members are not eligible to apply.*

*Each applicant must meet specific eligibility requirements.*

- Project must take place between July 1, 2017 and June 30, 2018.
- The project must be accessible to the public.
- Applicant must be able to demonstrate that the project has artistic and cultural merit in the *Proposed Project Summary*.
- Applicant must be exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.

### **FUNDS WILL NOT BE GRANTED FOR:**

- Capital Support, including new construction or renovation
- Cash reserve
- Endowment
- Fellowships or scholarships
- Travel, entertainment or housing expenses
- Conference or seminar attendance costs
- Fund raising
- Loans
- Multi-year projects
- Administration costs not related to the project
- Space rentals not related to the project
- Out of Sarasota County touring of exhibitions or performances
- Real property
- Reduction of existing deficits
- Operating support
- Payroll taxes, pensions or fringe benefits
- Utilities
- Out-of-town audition expenses
- General organizational marketing programs and/or related expenses
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### **REQUIREMENTS FOR A COMPLETE AND ELIGIBLE APPLICATION:**

- To qualify, the Grant Application, which is available online at [www.sarasotawex.com](http://www.sarasotawex.com) must be filled out in its entirety and **emailed** to [grants@sarasotawex.com](mailto:grants@sarasotawex.com) in PDF format, no later than January 31, 2017 at 4:00p.m. **NO EXCEPTIONS CAN BE MADE.**
- In addition to emailing the completed Grant Application, the following documents in the prescribed numerical order must be included in the transmission.

#### **1. Grant application completed in its entirety with the required signatures**

***NOTE:** Do not renumber pages in the application. Attachments can be added after the page to which it refers and numbered with letters (e.g., 1A; 1B; 2A) for information needing more space than that offered and for documents accompanying the application. Keep answers brief. Applications must be made for a single project.*

*If you have more than one project for which you would like to apply, you must submit an individual application for each separate and distinct project. A single grant request may not be made for multiple projects.*

**NOTE - NEW PROCEDURE REGARDING INCLUSION OF TAX FORM 990 AND AUDITED FINANCIAL STATEMENTS.**

**If your organization's most recent tax and audit information are available on THE GIVING PARTNER'S NONPROFIT PARTNERS' PROFILES WEBSITE, there is no need for you to submit either your Tax Form 990 or your latest audited financial statement with your application. We can view this information online.**

**2. However, if your organization is not so listed, you will have to submit copies of your Tax Form 990 and your latest audited financial statement with your application as usual.**

**3. List of Board of Directors including addresses and occupations.**

**4. If collaborating with other organizations on the project, include letters from the heads of those organizations stating their artistic and financial involvement in the specific project.**

**REIMBURSEMENT OVERVIEW 2017-18**

A final report of grant expenditures must be completed and returned to the Woman's Exchange by June 3, 2018. Funds not requested for reimbursement by the June 3, 2018, deadline will be forfeited . No exceptions.

**Please include the following information along with the original award letter.**

1. Name and contact information of person administering the grant.
2. A detailed financial account with receipts substantiating the cost of your project. This report should be presented in the same format as your Proposed Project Budget, which was submitted with your original grant request. Projected and actual expenses, income and attendance are required.

The person who administered the grant, as well as the CEO of the organization should sign this report.

3. Please outline in detail how your organization chose to recognize/promote/partner with the Woman's Exchange to help us grow our business and in return, give even more back in the form of grants and scholarships in support of the arts.

4. Mail to:  
**The Woman's Exchange**  
**Attention: Karen Koblenz, Executive Director and CEO**  
**539 South Orange Avenue**  
**Sarasota, Florida 34236**

WOMAN'S  
EXCHANGE INC.



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**FOR OFFICIAL USE ONLY**

- Completed Application
- Tax Form 990 (If required)
- Audit (If required)
- Board of Directors
- Letters of Collaboration  
(If applicable)

**ORGANIZATION ARTS GRANT APPLICATION 2017-2018**

**CONTACT INFORMATION**

Applicant (Legal Name of Organization) \_\_\_\_\_

Address (Street or Box, City, State, Zip Code) \_\_\_\_\_

Telephone (Organization) \_\_\_\_\_ Fax Number \_\_\_\_\_

Executive/Artistic Director of Project \_\_\_\_\_

Title \_\_\_\_\_ Telephone (Director) \_\_\_\_\_

Contact Person responsible for the grant application \_\_\_\_\_ Title \_\_\_\_\_

Day phone \_\_\_\_\_ Cell \_\_\_\_\_ Email address \_\_\_\_\_

Total Dollar Amount Being Requested \$ \_\_\_\_\_

**CERTIFICATION OF AUTHORIZING OFFICIALS**

We, the undersigned, certify that the information contained in this application and in all attachments is true to the best of our knowledge.

Chairperson/President \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Treasurer/Fiscal Officer \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Executive/Artistic Director \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**STAFF, VOLUNTEERS, MEMBER, SUBSCRIBER & AUDIENCE NUMBERS**

Permanent Employees \_\_\_\_\_ Part-time Employees and Contracted Workers \_\_\_\_\_ Volunteers \_\_\_\_\_ Members \_\_\_\_\_

Subscribers \_\_\_\_\_ Others (Please, explain Others. Numbers may be duplicated. For example, a member could also be a volunteer.) \_\_\_\_\_

Your Organization's Total Actual Audience for your 2015-2016 season \_\_\_\_\_

**ORGANIZATION’S TOTAL OPERATING STATEMENT**

<b>EXPENSES</b>	<b>PREVIOUS YEAR</b> Year Ending __/__/__	<b>CURRENT YEAR</b> Year Ending __/__/__
Personnel – Administrative	\$ _____	\$ _____
Personnel – Artistic	\$ _____	\$ _____
Personnel – Technical/Production	\$ _____	\$ _____
Outside Artistic Fees & Services	\$ _____	\$ _____
Outside Other Fees & Services	\$ _____	\$ _____
Space Rental	\$ _____	\$ _____
Travel	\$ _____	\$ _____
Marketing	\$ _____	\$ _____
Remaining Expenses	\$ _____	\$ _____
<b>TOTAL EXPENSES</b>	\$ _____	\$ _____

<b>REVENUE</b>		
Admissions	\$ _____	\$ _____
Contracted Services Revenue	\$ _____	\$ _____
Other revenue	\$ _____	\$ _____
Corporate Contributions	\$ _____	\$ _____
Foundation Grants	\$ _____	\$ _____
Other Private Support (Specify)	\$ _____	\$ _____
Government Grants - Federal	\$ _____	\$ _____
Government Grants - State	\$ _____	\$ _____
Government Grants – Regional	\$ _____	\$ _____
<b>TOTAL REVENUE</b>	\$ _____	\$ _____
<b>EXCESS/DEFICIT</b>	\$ _____	\$ _____

**TOTAL OPERATING BUDGET PROJECTED FOR THE NEXT FISCAL YEAR \$ \_\_\_\_\_**

**WHAT IS YOUR ORGANIZATION’S MISSION STATEMENT?** *(Enter here or attach printed page.)*

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**INDIVIDUAL RESPONSIBLE FOR PREPARATION OF THIS APPLICATION**

Name \_\_\_\_\_ Title \_\_\_\_\_ Telephone \_\_\_\_\_

Professional Grant Writer \_\_\_\_\_ Volunteer \_\_\_\_\_ Staff Member \_\_\_\_\_

**APPLICATION INFORMATION – PROPOSED PROJECT**

Title of Project \_\_\_\_\_

Facility Location(s) \_\_\_\_\_

Project Dates (Actual event dates) \_\_\_\_\_ to \_\_\_\_\_

Estimated Project Attendance \_\_\_\_\_ Similar Project Attendance Last Year \_\_\_\_\_

Number of Performances Planned \_\_\_\_\_ Last Year’s Number of Performances \_\_\_\_\_

Total Project Estimated Cost \$ \_\_\_\_\_ Amount of Grant Request \$ \_\_\_\_\_

**Please describe your project with emphasis on its artistic and cultural contributions primarily to the people of Sarasota and Manatee counties.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROPOSED PROJECT BUDGET**

**A. PROJECT ESTIMATED EXPENSES** *(Project expenses only)*

Personnel - Administrative	\$ _____
Personnel - Artistic	\$ _____
Personnel - Technical/Production	\$ _____
Space Rental	\$ _____
Marketing	\$ _____
Supplies	\$ _____
Other (Be specific) _____	\$ _____
<b>Total Anticipated Project Expenses</b>	<b>\$ _____</b>

**B. PROJECT ANTICIPATED REVENUES** *(Project revenues only)*

Admissions	\$ _____
Corporate Contributions	\$ _____
Foundation Grants	\$ _____
Other Private Support (Describe) _____	\$ _____
Government Grants - Federal	\$ _____
Government Grants - State	\$ _____
Government Grants - Regional	\$ _____
Applicant’s Contribution	\$ _____
Other (Be specific): _____	\$ _____
Woman’s Exchange Grant Request	\$ _____
<b>Total Anticipated Project Revenues</b>	<b>\$ _____</b>

**C. GRANT REQUEST IS WHAT PERCENT OF ANTICIPATED EXPENSES** \_\_\_\_\_ %

*(Note: The Grant Request for the project cannot exceed 50% of Anticipated Expenses)*

**DETAILS OF PROPOSED PROJECT'S ESTIMATED BUDGET EXPENSES**

(Include in-kind - Project costs only)

**1. Administrative Personnel** (Give breakdown of salaries, i.e. # of weeks x \$)

	Individual Amounts	Totals per Category
a. _____	\$ _____	
b. _____	\$ _____	
c. _____	\$ _____	\$ _____

**2. Artistic Personnel** (Give breakdown of salaries, i.e. # of weeks x \$)

	Individual Amounts	Totals per Category
a. _____	\$ _____	
b. _____	\$ _____	
c. _____	\$ _____	\$ _____

**3. Technical/Production Expenses**

	Individual Amounts	Totals per Category
a. _____	\$ _____	
b. _____	\$ _____	
c. _____	\$ _____	\$ _____

**4. Space Rental**

	Individual Amounts	Totals per Category
a. _____	\$ _____	
b. _____	\$ _____	
c. _____	\$ _____	\$ _____

**5. Marketing**

	Individual Amounts	Totals per Category
a. _____	\$ _____	
b. _____	\$ _____	
c. _____	\$ _____	\$ _____

**6. Supplies**

	Individual Amounts	Totals per Category
a. _____	\$ _____	
b. _____	\$ _____	
c. _____	\$ _____	\$ _____

**7. Other (Be specific)**

	Individual Amounts	Totals per Category
a. _____	\$ _____	
b. _____	\$ _____	
c. _____	\$ _____	\$ _____

**8. Total Anticipated Project Expenses**

\$ \_\_\_\_\_

