



Tom Corbett
Governor

Commonwealth of Pennsylvania
Pennsylvania Council on the Arts



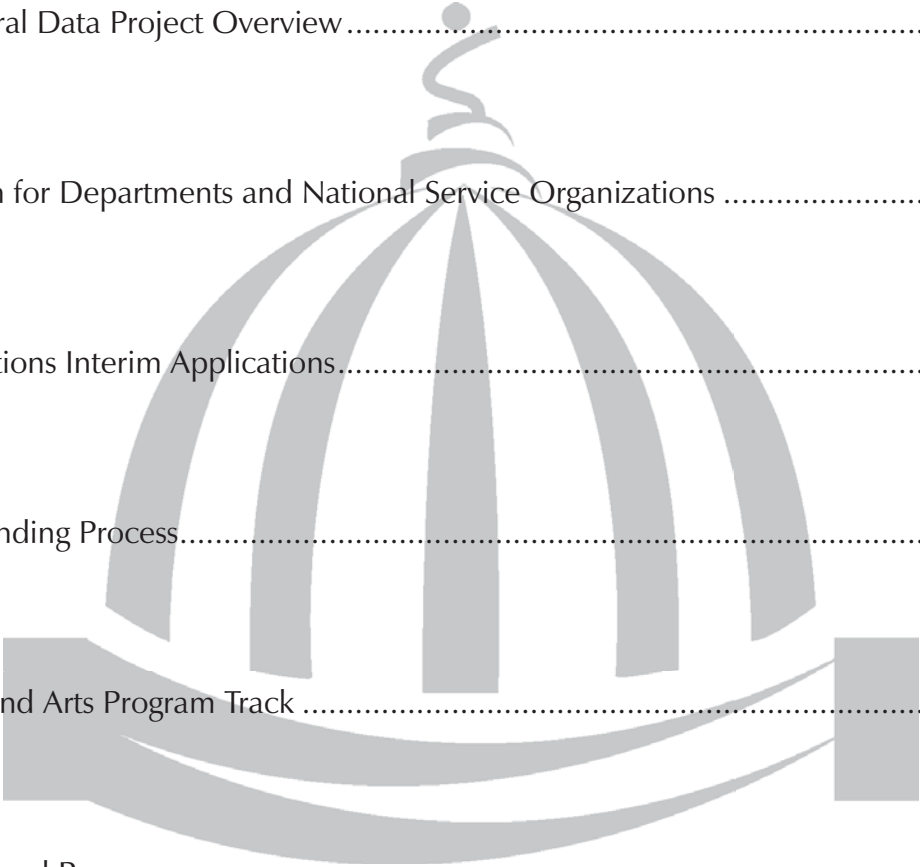
2012 - 2013
**Guide to the Arts Organizations
and Arts Programs**
Interim Application
AOAP Track

Publication 12/11

**Application
eSubmission
& Postmark
Deadline:
January 13th,
2012**

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GUIDE TO THE ARTS ORGANIZATIONS AND ARTS PROGRAM TRACK (AOAP) INTERIM APPLICATIONS

Application Postmark Deadline January 13, 2012

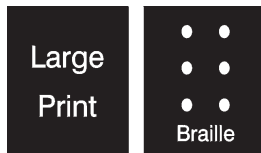
For organizations in the following PCA Programs

- Film and Electronic Media
- Local Arts
- Music
- Presenting Organizations
- Visual Arts

Organizations must be notified by the PCA for inclusion in the AOAP Track. Applicants to the Entry Track or the Preserving Diverse Cultures Division's Strategies for Success may be invited to apply to the AOAP Track. The Council, on the advice of staff and advisory panels, shall make the final determination of eligibility to this track.

The following information is no longer printed in this book. Please go to the PCA's website to view.

- PCA Mission and Goals
- General Provisions
- Additional Terms and Conditions Governing Grants-in-Aid
- Additional information about the PCA's programs and services



This Guideline is available for individuals with sight impairments in the following alternative formats. Please allow two (2) weeks for delivery.

Grade 2 Braille

Large Print

- A PDF version is available on the PCA's website. If you would like a copy emailed to you please contact the PCA.

TTY Users 1-800-654-5984

Pennsylvania Council on the Arts
Room 216 Finance Building
Harrisburg, PA 17120

Phone 717-787-6883

Fax: 717-783-2538

Web Site:

www.pacouncilonthearts.org

Office Hours:

8:30 – 5:00 Monday thru Friday

COMMONWEALTH OF PENNSYLVANIA TOM CORBETT, GOVERNOR PENNSYLVANIA COUNCIL ON THE ARTS

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The mission of the Pennsylvania Council on the Arts (PCA) is to foster the excellence, diversity, and vitality of the arts in Pennsylvania and to broaden the availability and appreciation of those arts throughout the state.

The PCA, founded in 1966, is a state agency in the Office of the Governor. It is governed by a Council of 19 members, 15 of which are at-large members appointed by the Governor and confirmed by the Senate. Four members come from the General Assembly: two from each house; one from each major political party. The Council sets the mission and goals for the agency, evaluates the PCA's progress toward these goals, formulates policy, and makes the final decisions on the use of funds. The Council has final authority in granting funds.

The PCA's staff administers the Council's initiatives, partnerships and funding programs, and provides assistance to the Commonwealth's arts organizations, arts programs and individual artists.

Funding for the Council on the Arts comes from the citizens of Pennsylvania through an annual state appropriation by the General Assembly. The Pennsylvania Council on the Arts also receives funding from the National Endowment for the Arts, a federal agency.

HOW TO CONTACT THE COUNCIL:

(Council members may be reached through the PCA office)

Address:

Room 216, Finance Building
Harrisburg, PA 17120
717-787-6883 (Phone)
717-783-2538 (Fax)

Website: <http://www.pacouncilonthearts.org>

Office Hours: 8:30 a.m. – 5:00 p.m. Monday thru Friday

PCA Staff and E-Mail Addresses are listed on the inside back cover



NATIONAL
ENDOWMENT
FOR THE ARTS

INTRODUCTION TO THE ARTS ORGANIZATION AND ARTS PROGRAM TRACK (AOAP) AND ENTRY TRACK APPLICATION

Review the entire application before starting.

Mandatory on-line application process

It is mandatory to apply to the PCA on-line. Exceptions must be discussed and approved by the PCA in advance of the deadline. Collecting this data on-line will enable the PCA to provide a higher level of service and increase our ability to report.

Data collection (financial and statistical) summary

The Pennsylvania Cultural Data Project (PACDP) was implemented in 2004-05. During the transition, the PCA requested your past two completed fiscal year's data. This year you will be required to complete just one fiscal year's data. The PACDP is due at the January 13, 2010 deadline.

The Pennsylvania Cultural Data Project (PACDP) form collects information such as income and expense, investments, loans, physical capacity, attendance, program activity and staff numbers.

The PACDP also provides the opportunity for you to generate more than 70 customized reports based on your organization's submitted data. These valuable reports are provided to you at no cost. These reports can save you considerable time and effort in generating reports and charts for your board, staff and other stakeholders. Please look for these reports in the PACDP website.

Partnership with the Pennsylvania Cultural Data Project

This year marks the seventh year that the Pennsylvania Council on the Arts (PCA) is engaging in a partnership with the Pennsylvania Cultural Data Project (PACDP). The PACDP is a state-wide collaborative effort of public and private funders throughout Pennsylvania and consists of an online system for collecting and standardizing historical financial and organizational data. The PCA, along with other funders in Pennsylvania, requires applicants to complete a “Data Profile” through the PACDP Web site (<http://www.pacdp.org>). Applicants will fill out the PACDP Data Profile once each year and use that data as part of their application to all participating funders throughout the state.

The PACDP will provide the cultural community with consistent, reliable, comprehensive data on arts and culture in Pennsylvania, enabling participating organizations and applicants to view trends in their data, benchmark themselves against peer organizations and enhance their organizational capacity.

Please contact the PACDP Help Desk at help@pacdp.org or by phone at 866-21-PACDP (866-217-2237, Monday to Friday, 9:00 am to 5:00 pm) if you have any questions about the PACDP forms or about setting up your accounts or Data Profiles.

Departments

If this application is for a department, subsidiary or ongoing arts program (not a stand alone arts organization) within a larger non-profit umbrella organization, you must complete the PACDP Data Profile for the department and not the umbrella organization.

Most often the department will not have a specific audit, but the umbrella organization will. If this is the case, the department will answer “No” to Section 1 – Organization Information, Question 6 and complete the PACDP Data Profile with data specific to the department.

In some cases the umbrella organization will complete a PACDP Data Profile for other funders. If this is the case, the department should not provide a copy of the full PACDP Data Profile from the umbrella organization. Instead the department must complete a Data Profile specific to the department’s finances and activities.

National Service Organizations

The PCA may also accept applications from national service organizations based outside of Pennsylvania that have a strong presence in Pennsylvania. In this case, the service organization will complete the PACDP Data Profile for only its Pennsylvania component when applying to the PCA.

In some cases the national service organization will complete a PACDP Data Profile for other funders. If this is the case, the organization should not provide a copy of the full PACDP Data Profile. As part of the PCA application, the organization should treat its Pennsylvania component like a “department” (as described above) and complete an additional PACDP Data Profile specific to the organization’s finances and activities in Pennsylvania.

APPLICATION INSTRUCTIONS GROUP A — INTERIM APPLICATIONS

Postmark due date by January 13, 2012

The following must be completed in eGrantSM.

Complete the following for your AOAP application.

- Complete the Interim AOAP application form pages 1-17.
AND
- Complete the PACDP for your most recently completed fiscal year.

Arts Organizations and Arts Program (AOAP) Application Form

1. Go to the PCA's eGrant website at www.pacouncilonthearts.org. Under "Find it Fast" click on eGrant read the information about registration, getting started and Frequently Asked Questions. Then click on the link to the eGrantSM <http://pac.eGrant.org>.
2. After you have logged in, under "Create a new application".
3. Select the 2012 INTERIM Arts Organization and Arts Program Track, click, "Proceed".
4. When you have completed the eGrant submit your application electronically and print the complete Interim AOAP application.

Pennsylvania Cultural Data Project (Pennsylvania CDP) Form

Instructions for the use of the Pennsylvania CDP

1. Register your organization on the Pennsylvania CPD Web site (www.pacdp.org) by clicking on "New User Registration" and creating an organizational login ID and password. If you are already registered and have submitted data from your most recently completed fiscal year, you can skip to instruction number 5.
2. Your organization's data set for a given year constitutes its "Cultural Data Profile" for that year.

3. Using your Board-approved financial audit/review or financial statements, complete a Cultural Data Profile. If this is your first year of use, **complete a Cultural Data Profile for each of the TWO most recently completed fiscal years, beginning with the earliest year.**
 - a. Organizations that are not audited or reviewed will enter data based on board-approved year-end statements.
 - b. Arts program and departments within larger institutions will complete with Cultural Data Profile based on the internal financial statements of their program or department and will indicate that they have a parent organization.
 - c. Please note: **DO NOT enter project budgets** into the Pennsylvania CDP. Project budgets and narratives will remain part of the PCA application.
4. Submit your Cultural Data Profile and proceed through the error check process. Call the Pennsylvania CDP Help Desk with any questions.
5. When you have resolved all errors and successfully submitted your profile, go to the “Funder Reports” section of the Pennsylvania CDP Web site.
6. Click on the predefined Funder Report (“Certification Page”) for PCA Arts Organization and Arts Program Track and print.
7. **Review your Funder Report.**
8. Include the Funder Report along with your application to the PCA. This represents Part 2 of your application. As outlined in the instructions, combine Part 1 and Part 2 as well as supporting materials as requested.

Please Note: As part of the effort to ensure the accuracy of your data, the Pennsylvania CDP Help Desk will review each of your submitted Data Profile(s) and contact you with suggested revisions. **It is your responsibility to respond to the Help Desk and to make any necessary changes to the submitted Cultural Data Profile(s).**

The complete instructions for the use of the Pennsylvania CDP are available on the Pennsylvania CDP Web site (www.pacdp.org).

Please direct questions concerning the Cultural Data Profile to:

Pennsylvania CDP Help Desk:

Toll Free: 1-866-21-PACDP (866-217-2237)

Email help@pacdp.org

The Pennsylvania CDP Help Desk is available Monday-Friday from 9:00 am to 5:00 pm.

APPLICATION AND FUNDING PROCESS

The following information relates to the application process of the PCA and to the subsequent procedures once an award has been made. Please read all guidelines carefully prior to submitting an application.

Application Process for Interim and Full Applications

Interim Applications (Group A) will be reviewed for compliance by the PCA staff.

Interim Applications will be reviewed for any substantive changes in operations or status. Fiscal Year 2012-13 funding recommendations will be submitted to Council for consideration and action. The award for Fiscal Year 2012-13 will be based upon your current grant award amount. Adjustments will occur as a result of changes necessitated by any increase or decrease in state and/or federal appropriation levels; amount of funding for the AOAP applicants; and any other factors that affect the amount available for PCA responsive grant awards. Fiscal Year 2011-12 awards also are contingent upon the review and acceptance of the Interim Application and a completed Award Agreement.

Full Applications will be reviewed by advisory panels during the winter of 2012.

The PCA uses an advisory panel review process to make recommendations for the Council's consideration in making final funding decisions. Membership on advisory panels rotates so applicants should not assume that the panelists have any prior knowledge of the applicant.

- The information provided in the application is the principal source of information for advisory panel review.
- Applications should be clear, complete, and compelling in presenting all information.
- The responsibility for making a compelling case for state government support rests entirely with the applicant.
- Only the information required by the PCA will be presented to the advisory panel. Applicants must adhere to the limits on number of pages, supplemental materials, and work samples.
- The advisory panel may recommend little or no support if information is missing, incorrect or unclear.

The Commonwealth of Pennsylvania and the National Endowment for the Arts are the sources of funds for the PCA. They, and other agencies, have certain reporting requirements. Some of the information requested is used for reporting purposes. The PCA also asks for data for research purposes, particularly information on the economic impact of the arts.

NOTE: At any time the PCA reserves the right to request audit information from applicants to clarify or verify information presented in the Full, Interim, and/or PACDP applications. Reference the Additional Terms and Conditions Governing Grants-in-Aid for more information.

Funding Process

The recommendations of the advisory panel are reviewed and approved by the Council prior to making all awards.

The PCA uses a formula to determine funding for the Arts Organization and Arts Program Track. The formula simultaneously incorporates average fiscal size of organizations, assessment by panels, and previous award from PCA. The Council reviews funding options and guidelines for the funding formula. During the Interim Application year Assessment scores from the previous panel review are used in the funding formula.

The Council does not obligate itself to make formal explanation of its awards. Program Directors are available to advise applicants. However, this advice does not represent the decision of the Council nor bind the Council in future determinations.

The PCA will notify the General Assembly of Council decisions prior to applicant notification. Applicants are notified by mail of the decision of the Council.

Those receiving awards will be sent an Award Agreement (contract) setting forth any conditions, restrictions, and changes imposed by the Council, and must return completed invoices, revised budgets, project descriptions, and copies of the signed Award Agreement in order for the award process to begin. The recipient will use the Award Agreement to specify how funds will be used. The use of funds is subject to PCA approval.

Upon signing the Award Agreement, recipients certify that they will accept the terms, conditions, and provisions referred to in the Award Agreement. Copies of the terms and conditions are available upon request.

Recipients also agree to accept any conditions, restrictions or changes imposed by the Council unless the recipient objects in writing within 30 days of the mailing of the award letter. The PCA is required to verify that the recipient has complied with all terms of the contract. Recipients must return the materials requested in the Award Agreement within 30 days of the date of the mailing of the Award Agreement. Failure to return this material within this period may result in cancellation or reduction of the award at the sole discretion of the PCA.

Check Process

Requests for checks are initiated by the PCA upon approval of the fully executed Award Agreement. Awards are subject to review by several state agencies. It can take two to four months for the checks to be issued after the PCA approves the Award Agreement. Often PCA funds will not arrive by the start date of the project or funding year.

The PCA does not issue checks. Checks are issued by the Pennsylvania Department of the Treasury and do not arrive at the same time each year. Applicants should be aware of this and plan their cash flow accordingly.

Appeals Process

The PCA recognizes that errors may occur in its application process. The PCA is committed to acknowledging any errors and responding to rectify the effects of an error. The appeals process enables applicants to identify these errors and omissions, and bring them to the attention of the Council. Appeals of the Council's decision may result in an increase in the PCA award amount if the applicant can satisfactorily document that the application was misrepresented or improperly reviewed through no fault of the applicant. Appeals are awarded only if the Council believes that the error or omission had a substantial effect on the recommendation of the advisory panel.

Appeals are not intended to provide the applicant with an opportunity to challenge the recommendations of the advisory panel. Disagreement with the judgment of the advisory panel or the amount of the award are not grounds for an appeal.

Applicants considering an appeal should contact the PCA's Deputy Executive Director for advice and guidance. The appeal of an award decision must be made in writing within 30 days from the date of the PCA Award Agreement. Letters of appeal should be addressed to the PCA Executive Director. The letter should identify the error or omission and the effect such error had on the recommendation of the advisory panel. If the appeal is supported by the Council, funds will be awarded only if they are available.



This guide is for Interim AOAP applications (Group A). The Full AOAP application is a separate guide.

If you have questions about what PCA program you are in, or if you think you received the Interim AOAP application in error, please contact the appropriate PCA Program Director Immediately.

For organization in the following PCA Programs (Group A).

- Films and Electronic Media
- Local Arts
- Music
- Presenting Organizations
- Visual Arts Programs

January 13, 2012 Interim AOAP Application due (for grant period 9/2012 – 8/2013)

Description – This track currently has over 250 arts organizations and arts programs that are supported by the PCA. Features of the AOAP Track include:

- Three-year application, interim application in off year
- Application based on past performance, rather than projections
- Formula funding based on advisory panel review assessment and fiscal size

Eligibility – Generally, your organization is eligible to apply to the Entry Track if at the time of application your arts organization or program has/is:

- Average fiscal size over \$200,000.
- At least one year of arts programming.
- A nonprofit, tax exempt corporation, unit of government or school district providing arts programming and/or arts services in Pennsylvania. An arts program may apply to the Entry Track through a fiscal sponsor.
- Please note: ensembles and/or organizations from the African-American, Asian-American,

to Strategies for Success in the Preserving Diverse Cultures (PDC) Division. However, you may submit only ONE application to either the Entry Track or PDC.

We encourage you to contact a Pennsylvania Partner in the Arts (PPA) partner if your organization does not meet the above criteria. PPA is a decentralized funding program of the PCA. Go to the PCA's website for more information.

- If you are planning to conduct a one-time only arts project, please contact the PPA partner in your area.

The PCA will make final determination on eligibility to the Entry Track. It may be more appropriate for organizations to apply to the Pennsylvania Partners in the Arts Program.

Possible causes for removal from AOAP Track:

- Failure to meet one or more established deadlines (for Full or Interim Applications, Final Reports, Grant Award Agreement paperwork, or any other forms required by the PCA to process applications and awards)
- Failure to keep the Cultural Data Project profiles complete and accurate
- Failure to complete one or more of the above documents
- Consistently below average (as determined by Council) assessments by advisory panels
- Failure to comply with the General Provisions and Additional Terms and Conditions Governing Grants-in-Aid
- Failure to comply with Commonwealth of Pennsylvania tax obligations (the PCA will not process any award materials if an organization is delinquent in tax obligations)

Advisory Panel Process – Advisory panels convene every three years to make recommendations to the Council for assessment totals. It is the decision of the PCA which panel will review applications. Applicants may consult with the PCA Program staff to discuss the most appropriate panel to review their application.

The emphasis in the review process is on the applicant’s analysis and presentation of data from past activities, and demonstrated use of this data to improve the quality of what is offered, to increase availability of the arts and to improve management of the organization or program. Applicants may be penalized for incomplete or unclear applications.

The advisory panel will apply the following weighted criteria to an applicant’s past performance to recommend assessment totals to the Council. (0 is the lowest, and 35 is highest). Advisory panels in their deliberations will review applications and supplemental enclosures (described in Program Descriptions, and on the Checklist) to determine assessment.

Application Review Criteria

- Quality of Artistic Product/Process/Service 0 to 35 points
- Access to the Arts..... 0 to 35 points
- Management 0 to 30 points

APPLICATION AND AWARD PROCESS

Dates in bold face are applicant deadlines

Group A- Full

- Art Museums
- Arts in Education Organizations
- Art Service Organizations
- Crafts
- Dance
- Folk and Traditional Arts
- Literature
- Theatre

Group B - Interim

- Film and Electronic Media
- Local Arts
- Music (all music programs)
- Presenting Organizations
- Visual Arts Programs

September 30, 2011 Final Narrative and Financial Reports due (for grant period 9/10-8/11)
All AOAP Grant Award Agreements (for grant period 9/11-8/12)

January 13, 2012 **Group A Interim** AOAP Application due (for grant period 9/12-8/13)
Group B Full AOAP Application due (for grant period 9/12-8/13)

September 30, 2012 **All AOAP** Grant Award Agreements (for grant period 9/12-8/13)
Final Narrative and Financial Reports due (for grant period 9/11-8/12)

January, 2013 **Group A Interim** AOAP Application due (for grant period 9/13-8/14)
Group B Full AOAP Application due (for grant period 9/13-8/14)

Note: This timetable is subject to change based on Commonwealth of Pennsylvania budgeting procedures and processes.

Grant Award Agreements initiate the process to mail checks. The PCA works with the Commonwealth's Office of Administration Legal offices, Comptroller, and Treasury to process checks. Failure to fully complete appropriate forms or meet a deadline may severely delay or void the processing of checks.

Instructions for Programs (Departments and Subsidiaries), and Fiscal Sponsors – The instruction pages facing the application forms have specific guidance for departments, subsidiaries and applicants applying through a fiscal sponsor. The PCA defines departments and subsidiaries as ongoing programs covered by a larger "umbrella" organization, such as a university, YMCA, or community center. A department or subsidiary has its own budget process and usually an advisory committee to guide the program. Staff can be specifically dedicated to the program. However, the PCA recognizes that staff is often shared by programs.

Important information about eGrant

The PCA is introducing a new eGrant platform this year, developed by Bromelkamp Company which is a new provider for the PCA. This eGrant is very similar to the previous version.

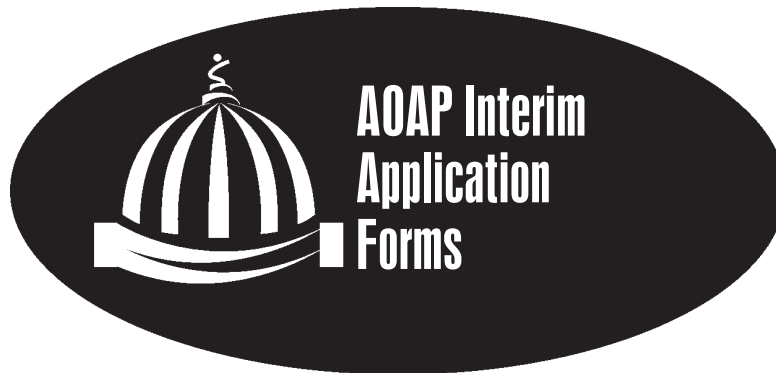
The address of the new eGrant is <http://pacouncilonthearts.egrant.net>

You will need to register your organization in the new eGrant. Follow the above link and click on the register link to create your organization login and password.

On the Application Main Menu page, select “2012-2013 INTERIM AOAP (Arts Organizations & Arts Program Track)” and click the Create New Application button. Begin working on your application like you have in the past. There are navigation buttons on the top of each page as well as a Save and Next button on the bottom.

Note: the older PCA eGrant website (<http://pca.egrant.org>) containing past applications, award agreements and final reports will be “archived,” remaining accessible to grantees for viewing or printing. No future development will occur on our older system. You will need to use your Login and Password for that site, if it is different.

Your financial data is collected through the Pennsylvania Cultural Data Project, available at www.pacdp.org.



The forms in this guide are a sample of how your application will look when it is completed and printed in eGrantSM.

Complete the following for your AOAP application.

- Postmarked Deadline of January 13, 2012 – Complete the Interim AOAP application form pages A, B & C and pages 1-2.

AND

- Complete the PACDP for your most recently completed fiscal year.

NOTE: If this is your first year applying to the AOAP Track, you will need to complete the PACDP for your two most recently completed fiscal years.

Instructions for AOAP Interim Page A

INSTRUCTIONS FOR INTERIM APPLICATION PAGE A

Interim Applications

Postmark due date January 13, 2012

The following PCA Programs are on Interim Status this year.

- Film and Electronic Media
- Local Arts
- Music
- Presenting Organizations
- Visual Arts Programs

Arts Organizations and Arts Program (AOAP) Application Form

Complete the AOAP Interim Application on eGrantSM at <http://pca.eGrant.org/>

Follow the instructions on the site.

When you have completed the eGrantSM submit your application electronically and print the AOAP Interim Application (Pages A, B & C) and application pages 1-2.



Pennsylvania Council on the Arts

INTERIM - AOAP Application Form

FY2012-2013

Postmark Deadline: January 13, 2012

Do Not Staple



PCA USE ONLY
Apply application label here

Interim AOAP Application

1 Name of Organization: _____

2 Name of Parent Organization (if any): _____

3 Address, Line 1: _____

4 Address, Line 2: _____

5 City: _____

6 State: _____

7 Zip + 4: _____

8 Federal ID # _____

9 PCA Program: _____

Check this box if the above is a new address.

SAMPLE USE!
pca.pacouncilonthearts.egrant.net

Interim AOAP Application Instructions:

This Interim Application is for funding for Fiscal Year 2012-2013 (September 1, 2012 to August 31, 2013). It must be postmarked by December 2, 2011.

This Interim Application will serve as a report on your continuing Arts Organization and Arts Program (AOAP) grant awarded to your organization for the current year (Fiscal Year 2011-2012). The Interim Application does not include, Arts in Education, Preserving Diverse Cultures or Professional Development and Consulting awards. These programs are not included within an AOAP application; each must be applied for separately on an annual basis.

Interim Applications will be reviewed for any substantive changes in operations or status. Fiscal Year 2012-2013 funding recommendations will be submitted to the Council for consideration and action. The award for Fiscal Year 2012-2013 will be based upon your current grant award amount. Adjustments will occur as a result of changes necessitated by any increase or decrease in state and/or federal appropriation levels; amount of funding for the Entry Track applicants; and any other factors that affect the amount available for PCA responsive grant awards. Fiscal Year 2012-2013 awards also are contingent upon the review and acceptance of this Interim Application and a completed Grant Award Agreement. The Council has final authority in granting funds.

Instructions for AOAP Interim Page B

INSTRUCTIONS FOR INTERIM APPLICATION PAGE B

This page must be completed in eGrant.

<http://pca.eGrant.org/>

Please check all boxes that apply, explain in detail in the space provided in eGrant. The narrative response will print on the Interim Application Page C.

CERTIFICATION AND STATEMENT OF ASSURANCES

Signatures must be original (not photocopied) on each copy of the Interim Application.

Copies of the Additional Terms and Conditions Governing Grants-in-Aid and the General Provisions are available at the PCA web site.

www.pacouncilonthearts.org Click on Funding Opportunities, click on Downloadable Forms.



Pennsylvania Council on the Arts

INTERIM - AOAP Application Form

Organization/Subsidiary Name: _____



Please check one of the following:

- 1 We **DECLINE** a 2012-2013 AOAP Grant Award
- 2 We will **ACCEPT** a 2012-2013 AOAP Grant Award and understand that the amount of the final award will be adjusted as indicated on the previous page.

Operational and Administration:

If you check 3, 4, 5 or 6 explain in detail on Page C (Narrative)

- 3 There have been changes in leadership in staff and/or board.
- 4 There have been changes in our facilities that affect our programming.
- 5 We have begun or will begin new programs and/or initiatives that represent more than 20% of our activities and/or budget.
- 6 We have suspended or will suspend or eliminate programs and/or activities that represent more than 20% of our activities and/or budget.

Financial Information:

If you check 7, 8 or 9 explain in detail on Page C (Narrative)

- 7 There has been a reduction of 20% or more in earned income.
- 8 There has been a reduction of 20% or more in unearned income.
- 9 There has been a reduction of 20% or more in projected expenses.

SAMPLE use!
pca.pacouncilonthearts.egrant.net

Certification and Statement of Assurances

Upon execution of this Agreement where indicated below the applicant certifies, represents, and warrants to the PCA that:

- 1. The information contained herein and in the original application and subsequent revisions and all attachments and supporting materials is true and correct, and the filing of the application has been duly authorized by the governing body of the applicant.
- 2. The applicant accepts in advance any grant awarded by the PCA, agreeing:
 - a.) That any funds received as a result of the application will be expended solely for the described projects and programs, in accordance with the provisions of this Agreement, the application which you submitted, the "Additional Terms and Conditions Governing Grants-in-Aid," and "General Provisions."
 - b.) To other restrictions, conditions, and changes as the PCA may impose, unless the applicant objects in writing within 30 days of mailing of the Award Agreement setting forth the terms of the grant.
- 3. Any organization that the applicant assists will also comply with the provisions of the "Additional Terms and Conditions Governing Grants-in-Aid" and "General Provisions," when conducting any activity for which the applicant receives financial assistance from the PCA.

SIGNATURES MUST BE **ORIGINAL** (NOT PHOTOCOPIED) ON EACH COPY OF THE APPLICATION.
USE BLUE INK.

Chairman, President, or Board Date

Authorized Staff Member Date

Typed Name & Title

Typed Name & Title

Instructions for AOAP Interim Page C

INSTRUCTIONS FOR INTERIM APPLICATION PAGE C

This page must be completed in eGrant granting system.

<http://pca.eGrant.org/>

If needed this page is for narrative responses to boxes 3 through 9 on the Interim Application Page B.

If you have not checked boxes on Page B, this page is not required.

Responded to the questions in each of the corresponding sections in eGrant.

Cut and paste –

You can use your favorite word processor or text editor to compose your narrative responses. These tools often have spell checking capabilities, which you may find helpful.

Many tools will allow you to copy from your word processor or text editor by hitting CTRL+C on selected text, and allow you to paste into the appropriate eGrant form box with CTRL+V.



Pennsylvania Council on the Arts

INTERIM - AOAP Application Form

Organization/Subsidiary Name: _____



INTERIM AOAP Application Narratives

SAMPLE use:
pca.pacouncilonthearts.egrant.net

A. ORGANIZATION INFORMATION

The forms in this guide are a sample of how your application will look when it is printed in eGrant or PACDP.

A1. Check the appropriate box describing your organization. An “Arts Organization” is an organization established for the sole purpose of conducting arts-related activities.

An “Arts Program” is a department, division, or subsidiary of a parent organization, where the subsidiary has been established to conduct arts-related activities, although the parent organization may not. The information in this application must represent only the arts program and not the parent organization.

The PCA defines departments and subsidiaries as ongoing programs covered by a larger “umbrella” or “parent” organization, such as a university, YMCA, or community center. A department or subsidiary has its own budget and usually an advisory committee to guide the art program for which this application is for.

A2. PCA Program: Refers to the artistic discipline or category under which you are applying (e.g. “Theatre”). If you are not certain of the category your organization belongs to, please contact your PCA Program Associate or Program Director for assistance. You may wish to reference your prior PCA award records for this information.

A3. Federal ID #: Your Federal ID # must be exactly as it appears on your IRS determination letter.

A4. Organization Name: The organization or subsidiary name. If the applicant organization does not have a “parent,” the name must appear as it is listed on the IRS Determination Letter.

A5. Parent Organization: If applicable, the parent organization name must appear as it is listed on the IRS Determination Letter.

Note: If you will be applying using a fiscal sponsor, please contact the appropriate PCA Program Director before submitting your application.

CERTIFICATION AND STATEMENT OF ASSURANCES

Two different individuals from the non-profit or fiscal sponsor organization must sign in blue ink on each copy of the application. (Photocopied signatures are not acceptable.) The Chairman, President or Board Member must sign on the first line, and an individual who can legally obligate the organization must sign on the second line.



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A. Organization Information

A1 Please check one: AOAP ENTRY
 Please check one: Arts Organization Arts Program

A2 PCA Program Name: _____

A3 Federal ID #: _____

A4 Name of Organization: _____

A5 Name of Parent Organization (if any): _____

A6 Address, Line 1: _____

A7 Address, Line 2: _____

A8 City: _____

A9 State: _____

A10 Zip + 4: _____

A11 County: _____

A12 Phone #: _____

A13 Alternate Phone #: _____

A14 Fax #: _____

A15 Web Address (URL): _____

A16 Contact Person: _____

A17 Email Address: _____

Check this box if the above is a new address.

SAMPLE USE!
 pca.pacouncilonthearts.egrant.net

Certification and Statement of Assurances

The applicant certifies, represents and warrants to the Council that it meets all eligibility requirements set forth by the Council, including its status as a nonprofit corporation pursuant to IRS Section 501(c) and that:

1. The information contained herein and in all attachments and supporting material is true and correct, the filing of the application has been duly authorized by the governing body of the applicant, and the undersigned have authority to execute this application on behalf of the applicant.
2. The applicant accepts in advance any grant awarded by the Council, agreeing: a.) That any funds received as a result of the application will be expended solely for the described projects and programs, in accordance with the provisions of the "Additional Terms and Conditions Governing Grants-in-Aid" and "General Provisions." b.) To such other restrictions, conditions, and changes as the Council may impose, unless the applicant objects within 30 days of mailing of the award letter setting forth the terms of the grant in writing.
3. Any organization that the applicant assists will also comply with the provisions of the "Additional Terms and Conditions Governing Grants-in-Aid" and "General Provisions," when conducting any activity for which the applicant receives financial assistance from the Council.

Signatures **Must Be ORIGINAL** (Not Photocopied) On each Copy of the Application **USE BLUE INK**

Chairman, President, or Board Member	Date	Authorized Staff Member	Date
Typed Name & Title		Typed Name & Title	

Instructions for AOAP Page 2

A. ORGANIZATION (CONTINUED)

A20 – A22 Legislative #'s: To determine your legislative districts use the following web page at <http://www.legis.state.pa.us> or call the League of Women Voters at 1-800-692-7281. Philadelphia and Allegheny County constituents should contact their local Board of Elections to determine their legislative districts.

A26 Organization Race/Ethnicity: This information is used for PCA reporting requirements. Enter the code that best represents 50 percent or more of your staff or board or membership (not audience).

50% or more American Indian/Alaska NativeN

50% or more Asian A

50% or more Black/African American..... B

50% or more Native Hawaiian/Pacific Islander P

50% or more Hispanic/Latino..... H

50% or more WhiteW

No single group represents 50% or more of staff or board or membership 99

A27 Activity Race/Ethnicity: If activities predominantly emphasize or reflect the traditions or culture of any particular race, then use the appropriate code listed above. If the activities do not fit within one code, then use the code for general (99).

C. BENEFIT AND PARTICIPATION

C1. Total Number of Individuals Benefiting: The total number of individuals who were directly involved in the funded activity as artists, non-artist project participants or audience members between the grant or project start and end dates.

Figures should encompass only those individuals directly affected by or involved in the funded activity, and should include the totals from the Artists Participating (C2) and Youth Benefiting (C3) fields. Include actual audience numbers based on paid/free admissions or seats filled. Do not double-count repeat attendees. If actual figures or reliable estimates cannot be secured leave blank to indicate that data are not available.

C2. Number of Artists Participating: The total number of artists directly involved in providing art or artistic services specifically identified with AOAP funded activities. Include living artists whose work is represented, regardless of whether the work was provided by the artist or by an institution.

C3. Total Number of Children and Youth Benefiting: For each Fiscal Year give the total number of children and youth (Include people less than 18 years old students, participants, and audience members) benefiting directly by your activities funded under your AOAP award.

D. INFORMATION

Use the drop down list on eGran to choose the code that best describes your organization or activities.



A. Organization (continued)

A18 Executive/Managing Director: _____

A19 Artistic Director: _____

A20 State House District #: _____

A21 State Senate District #: _____

A22 Federal Congressional District #: _____

A23 Year Organization Founded: _____

A24 Year Organization Incorporated: _____

A25 Date IRS Tax-Exemption Received: _____

	FY 2009-10	FY 2010-11
A26 Organization Race/Ethnicity:	_____	_____
A27 Activity Race/Ethnicity:	_____	_____

SAMPLE USE!
 pca.pacouncilonthearts.egrant.net

B. Board of Directors

	FY 2009-10	FY 2010-11
B1 Number of Board Members:	_____	_____
B2 Number Who Made Financial Contributions:	_____	_____
B3 Number Who Provided Goods/Service:	_____	_____
B4 Number of Board Meetings per Year:	_____	_____

C. Benefit and Participation

	FY 2009-10	FY 2010-11
C1 Total Number of Individuals Benefiting:	_____	_____
C2 Number of Artists Participating:	_____	_____
C3 Total Number of Children and Youth Benefiting (students, audience, participants):	_____	_____

D. Information

D1 Check the descriptors that comprise 50 percent or more of your resources/activities. Mark all that apply. If none apply, or if they apply to a small or indeterminate portion your activities, leave blank.

<input type="checkbox"/> Accessibility	<input type="checkbox"/> Technology
<input type="checkbox"/> International	<input type="checkbox"/> Youth at Risk
<input type="checkbox"/> Presenting/Touring	

D2 Do you manage a festival as part of your activities? Yes No

Select the code that best describes your organization/activity:

D3 Status Code <input type="text"/>	D4 Discipline (Organization) <input type="text"/>
D5 Type of Activity <input type="text"/>	D6 Discipline (Project) <input type="text"/>
D7 Applicant Institution <input type="text"/>	D8 Arts Education Activity <input type="text"/>

Interim AOAP Application

INSTRUCTIONS FOR PACDP FINANCIAL PROFILE

NOTE: The Pennsylvania Cultural Data Project (PACDP) form is due by January 13, 2012.

Steps – to get started

1. Go to <http://www.pacdp.org>.
2. Review the New User Orientation.
3. Login using your existing login and password, or review the New User Orientation.
4. Read the instructions for information about the Data Profile Manager.
5. Create Data Profile for your most recently completed fiscal year.
6. Continue to enter all relevant data until complete.
7. Submit the profile, when complete.
8. Print the Certification Report under Pennsylvania Council on the Arts for assembling your Interim AOAP application.

NOTE: There are linked instructions for each page and for each line item.

For Programs (Departments and Subsidiaries):

See pages 5, 6, and 7 before starting your PACDP profile.

For help contact:

PACDP Help Desk

Pennsylvania Cultural Data Project

email: help@PACDP.org

Toll Free 866-217-2237 (or 1-866-21PACDP)

Visit the web site for on-line help and orientation

www.pacdp.org

PACDP CERTIFICATION REPORT

Instead of submitting the PCA's standard data profile report used for Full Application review, Interim AOAP applicants required to print and submit only the PCA's Certification report, which highlights summary data, net assets released from restrictions, and authorizing signature.

From your PACDP account and data profile, under the Funder Reports listing, print and review the PCA's Certification Report. If line 8 shows net assets were released from restrictions in the past fiscal year, please provide detail on lines 9 and 10. Then sign the form. Two copies of this form are required to assemble your AOAP Interim application.



Pennsylvania Council on the Arts

PACDP - Certification Page

FY 2011-2012 33-K-420

Postmark Deadline: January 13, 2012

Organization/Subsidiary Name: _____

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PA CULTURAL DATA PROJECT SUMMARY

Financial Activity	FY 2008	FY 2009	% chg	FY 2010	% chg
1 Total Unrestricted Revenue	_____		_____		_____
2 Total Expenses	_____		_____		_____
3 Net Total Activity	_____		_____		_____

Balance Sheet Summary	FY 2008	FY 2009	% chg	FY 2010	% chg
4 Total Assets	_____		_____		_____
5 Total Liabilities	_____		_____		_____
6 Total Net Assets	_____		_____		_____
7 Total Liabilities & Net Assets	_____		_____		_____

* 0% signifies a value of less than +/- 0.5%.

Net Assets Released from Restrictions - ACTION REQUIRED

	FY 2010
8 Net Assets Released From Restrictions <i>(From CDP Section 3, Line 32)</i>	_____
<p>If Line 8 on this form is populated, breakout the non-programmatic and programmatic funds below. Handwrite in the breakout on Line 9 and or 10. Line 11 must add up to Line 8.</p>	
9 Assets released for non-programmatic purposes: (Such as land or building fixed assets or endowment funds)	Write in Amount Here \$ _____
10 Assets released for programmatic activities: (Arts programming and operations that support your mission)	Write in Amount Here \$ _____
11 Total Net Assets Released from Restrictions (line 9 + line 10)	Write in Amount Here \$ _____

Certification - ACTION REQUIRED

I understand that the PCA reviewers will assess the organization based, in part, on the information contained in the PACDP. I have reviewed and understand the information and have, as necessary, included notes to explain any variances.

 Signature of Officer Date (mm/dd/yy)

 Printed Name of Officer

 Title of Office Held

Instructions for AOAP Checklist

INSTRUCTIONS FOR INTERIM APPLICATION PACKAGE ASSEMBLY CHECKLIST

Postmark due date January 13, 2012.

Please use the “Interim Application Package Assembly Checklist” to assemble your application package to the PCA.

Be sure to include one copy of the Checklist as the first page in your package.

The application must be completed in eGrant (online electronic granting system).

Arts Organizations and Arts Program (AOAP) Application Form

Complete the AOAP Interim Application on eGrant at

<http://pca.eGrant.org/>

Pennsylvania Cultural Data Project Form

Complete the PACDP at:

<http://www.pacdp.org>

IRS Determination Letter

IMPORTANT – your organization information on your application must match the information listed on your IRS Determination Letter. If your address, phone number, organization name has changed in the past two years you must notify the IRS. Call the IRS directly at 1-877-829-5500 to update your information and request a new Determination Letter.

The Commonwealth of Pennsylvania requires a current IRS Determination Letter to process Grant Award Contracts (awards). Failure to submit a current letter will delay the processing of your check.



Interim Application Package Assembly Checklist

Check and provide single-sided and collated copies of the follow pages

Note: Please do not staple sets of application pages. Use paperclips to bind forms.

1 copy  1. AOAP Interim Application Checklist (this page)

AND

2 copies  2. AOAP Interim Report Form (Pages A & B, and Page C if required)

AND

4 copies  3. AOAP Interim Application Form (Pages 1-2)

AND

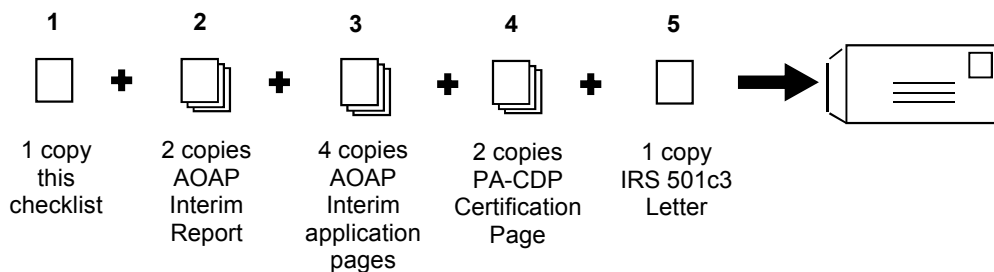
2 copies  4. PA Cultural Data Project (PCA Funder Report - Certification Page)

AND

1 copy  5. IRS Determination Letter (confirming IRS 501 C 3 status)

Make sure to sign each copy of Page B and Page 1

Assemble the Interim Report application package as illustrated below:



PCA STAFF LIST

Executive and Communication Offices:

Philip Horn, Executive Director:
phorn@pa.gov – 717-787-1530

Brian Rogers, Deputy Executive Director:
brogers@pa.gov – 717-783-2539

Heather Doughty, Deputy Director for Communications and
Special Assistant for External Affairs:
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Charlotte Flynn Michalski, Executive Assistant to the Council
and the Executive Director:
cmichalski@pa.gov – 717-787-1524

Mary Reading, Administration/Accounting:
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Grant Administration:

Bryan K. Holtzapple, Grants and Fiscal Officer:
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PCA STAFF LIST (CONTINUED)

Program Directors:

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Charon Battles, Dance, Challenge Program, Preserving Diverse Cultures:
cbattles@pa.gov – 717-787-1521

Jamie Dunlap, Arts in Education Partnerships and Projects, Arts Service, Arts Education Organizations, Accessibility to the Arts in PA, Entry Track, Individual Creative Artist Fellowships :
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Lori Frush Schmelz, Artisan Trails, City & Community Initiative, Film and Electronic Media, Local Arts, Local Government, Music, Pennsylvania Partners in the Arts:
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Philip Horn, (Interim) Literature, Pennsylvania Performing Arts on Tour (PennPAT), Presenting Organizations, Theatre:
phorn@pa.gov – 717-787-1530

Program Associates

Jewel Jones-Fulp, Arts Education Organizations, Arts Service Organizations, Challenge Program, Dance, Entry Track, Film and Electronic Media, Individual Artists Services (Fellowships), Literature, Local Arts, Presenting Organizations, Preserving Diverse Cultures, Professional Development
jjonesfulp@pa.gov – 717-525-5544

Vacant, Accessibility, Arts in Education, Art Museums, Council Initiated Projects, PA Partners in the Arts, Crafts, Folk and Traditional Arts, Local Government, Music, Theatre, Visual Arts
717-525-5545

Pennsylvania Council on the Arts

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Telephone: 717-787-6883
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TTY Users: 800-654-5984



Commonwealth of Pennsylvania
Council on the Arts
216 Finance Building
Harrisburg, PA 17120

