

LOCAL ARTS AGENCY PREPARATORY APPLICATION COVER SHEET - FY 2010

Deadline: Monday, February 23, 2009

Submit **FIVE** copies of the Preparatory Application package to: ATT: John Cusano, LAA Program Manager, Connecticut Commission on Culture & Tourism, One Constitution Plaza, 2nd Floor, Hartford, CT 06103

***Note: All Preparatory Application materials must be received (not postmarked) at the Commission's offices by 4:00 PM on Monday, February 23, 2009.**

GRANTEE INFORMATION

Organization Name _____

Private Nonprofit LAA For Private Nonprofits/Federal Employer ID#: _____

Municipal Government LAA

Other/Describe _____

Street Address _____

Mailing Address (if different) _____

City/State/Zip _____

Telephone _____ Ext. _____ Fax _____

Website Address (if available) _____

CONTACT INFORMATION (STAFF & GOVERNANCE LEADERSHIP)

Executive Director/ CEO Name _____

E-mail _____

Board President/Chair Name _____

E-mail _____

LEGISLATIVE INFORMATION (OBTAIN FROM TOWN CLERK)

United States Representative _____ District # _____

State Senator _____ District # _____

State Representative _____ District # _____

FOR OFFICE USE: App # _____

8. Annual Fiscal Year Start Date (mm/dd/yy) _____ End Date (mm/dd/yy) _____

9a. Provide a Budget History Summary

Include only cash income and expenses. **DO NOT** include capital campaigns or capital improvements or construction or the value of any in-kind donations received.

	<i>Actual 2006</i>	<i>Actual 2007</i>	<i>Current 2008</i>	<i>Approved 2009</i>	
A. Earned Income					
B. Contributed Income					Two Year Average Income*
C. Total Operating Income					
D. Operating Expenses					
E. Net Income/Loss					

9b. Add **TOTAL OPERATING INCOME** for fiscal years (actual) 2007 and 2008 and divide by 2. Place number in provided box in table above (*far right).

10. Amount of accumulated deficit the organization presently carries, if any: \$ _____

11. If the organization shows operating deficits for the fiscal years on the table above, or is carrying an accumulated deficit, describe your plan to reduce or eliminate debt in the space provided below.

12. Has your organization developed a formal plan?

- Yes No In Process (will be completed prior to 10/1/09)

If yes, provide the start and end dates of the current plan:

Start Date (mm/dd/yy):	
End Date (mm/dd/yy):	

13. Is your organization currently engaged in a Capital or Endowment Campaign or planning to launch one in the next year?

- Yes No

STRENGTHS, WEAKNESSES, OPPORTUNITIES & THREATS

		H E L P F U L	H A R M F U L
<i>INTERNAL ORIGIN (the organization)</i>	STRENGTHS: What does your organization do well? What unique resources can your organization draw upon? What do others see as your organization's strengths?		WEAKNESSES: What could your organization improve upon? Where does your organization have inadequate resources? What might others see as your organization's weaknesses?
<i>EXTERNAL ORIGIN (the environment)</i>	OPPORTUNITIES: What opportunities are available to your organization? What trends might your organization take advantage of? How can your organization turn strengths into opportunities?		THREATS: What trends could disrupt your organization? Are there competitive groups that cause concern? What threats are likely due to weaknesses identified above?

SITUATIONAL ANALYSIS

Please attach a one page narrative analysis of your organization's current situation. (See Preparatory Application Instructions)

ORGANIZATION BACKGROUNDER

Please attach a single page background sheet describing your local arts agency. (See Preparatory Application Instructions)

CHECKLIST

Submit one (1) original and four (4) copies of the Preparatory Application package. Please place a post-it note marked "ORIGINAL" on the application containing the original signature.

Total of **FIVE** complete packages, each assembled in the following order:

- Cover Sheet** (Application Page 1 - Grantee, Contact & Legislative information)
- Organizational Profile** (Application Pages 2/3 - Items 1-13) & SWOT (Application Page 4)
- Situational Analysis** (your attachment)
- Organization Backgrounder** (your attachment)
- Signature** (Application Page 5)

SIGNATURE

Under penalties of perjury, I declare that I have examined information contained in the application for this grant and accompanying documents and, to the best of my knowledge and belief, they are true, correct and complete, and I am in fact eligible for funding under this grant program. I am aware that the submission of any false information or omission of any pertinent information resulting in the false representation of a material fact may subject me to civil and/or criminal penalties for filing of false public record and/or forfeiture of any funding awarded under this program. I further declare that I have reviewed the Commission on Culture & Tourism's Grant Overview Guidelines and acknowledge that it is my responsibility as a grant applicant to become familiar with these guidelines and that failure to comply could result in ineligibility for the grant program. I understand that should I have any questions regarding these guidelines, I may contact CCT. I further understand that all documents submitted become the property of CCT.

Printed Name _____ Title _____

Signature _____ Date _____