

Cultural Facilities Grant FY16

Rhode Island State Council on the Arts

Introduction

Project Name*

Name of Project.

Character Limit: 100

Project Synopsis

In 1,000 characters or less provide a brief summary of the project, how you will use the grant funds, the major work involved and what you hope to accomplish. Your synopsis will be published if your project is recommended for funding.

Character Limit: 1000

How much do you anticipate the total project will cost?

What is the total cost of the project?

Character Limit: 20

Request

How much are you requesting from the State Cultural Facilities Grant fund?

Character Limit: 20

Principal contact for questions regarding this project*

Please indicate the one individual who should be contacted with questions regarding this project

Character Limit: 100

Principal contact email address*

Provide the email address of the principal contact for this project

Character Limit: 100

Project Location - Address

Provide the physical address of the proposed project. Example:

125 Main Street

Character Limit: 250

Project Location - City or Town

Indicate on the drop-down list the city or town in Rhode Island where this project will take place

Choices

Barrington

Bristol
Burrillville
Central Falls
Charlestown
Coventry
Cranston
Cumberland
East Greenwich
East Providence
Exeter
Foster
Glocester
Hopkinton
Jamestown
Johnston
Lincoln
Little Compton
Middletown
Narragansett
New Shoreham (Block Island)
Newport
North Kingstown
North Providence
North Smithfield
Pawtucket
Portsmouth
Providence
Richmond
Scituate
Smithfield
South Kingstown
Tiverton
Warren
Warwick
West Greenwich
West Warwick
Westerly
Woonsocket

Zip Code of Project Location

Provide the Zip Code associated with the physical address of the proposed project

Character Limit: 12

Rhode Island House District Number

Enter the RI House District Number of the physical address of the location the project is taking place by entering the address on the RI Secretary of State's Voter Information Center website - <https://sos.ri.gov/vic/> - or by calling the city or town board of canvassers - list located at <http://sos.ri.gov/elections/resources/boards/>

Character Limit: 2

Rhode Island Senate District Number

Enter the RI Senate District Number of the physical address of the location the project is taking place by entering the address on the RI Secretary of State's Voter Information Center website - <https://sos.ri.gov/vic/> - or by calling the city or town board of canvassers - list located at <http://sos.ri.gov/elections/resources/boards/>

Character Limit: 2

Description of Entire Project

If this is part of a larger project, in 5,000 characters or less please briefly describe the entire project, placing this application in context.

Character Limit: 5000

Project Documents

Please indicate the status of the following project documents at the time of application

Preliminary design and development documents are:

Choices

Complete (required for eligibility)

Not complete

Construction documents are:

Choices

Complete

Not complete

Construction permits are:

Choices

In hand

Applied for

Not in hand

Not applied for

Project timeline and projected costs

Project Expenses and Funding Worksheet*

Download and complete BOTH TABS of the project budget and funding worksheet at <http://www.arts.ri.gov/scfg/worksheet.xls> . When complete, save the file with the name of your organization (ex., XYZDance) and upload/attach the file here. This worksheet is in Microsoft Excel format. If you need an alternate format please contact Randall.Rosenbaum@arts.ri.gov

File Size Limit: 2 MB

Provide projected completion dates for each task

Planning and design

Character Limit: 10

Identify qualified contractors

Character Limit: 10

Select contractor

Character Limit: 10

Start construction

Character Limit: 10

Finish construction

Character Limit: 10

Project costs are based on:

Choices

- Price estimate provided by a construction professional
- Written proposal or contract signed by a construction professional
- Competitive bids based on construction documents
- Other (please specify in next question)

If you chose "other" in the question above, please identify

Character Limit: 250

Project Building

Are you currently leasing the project building?

Choices

- No
- Yes

Who currently owns the building?

Character Limit: 200

How many years will remain on the current lease as of October 1, 2015?

Character Limit: 3

How old is the building in years?

Character Limit: 3

Need for Project

These questions address the first review criteria: the Need for the Project.

Current use of the building*

In 7,500 characters or less, briefly describe the current use of the property as a cultural facility. Include information about the organizational mission, audiences served, and how the property serves the community.

Character Limit: 7500

Importance of the project to the organization and its mission*

In 5,000 characters or less, briefly describe how the construction, renovation or restoration will improve the organization's ability to address its mission and its programs and services. A second question, in the "Project Impact" section below, will seek information on the impact to your community and to the economy

Character Limit: 5000

Long-term maintenance of property

In 2,500 characters or less, briefly explain your organization's plans for long-term maintenance of the property upon completion of the proposed project.

Character Limit: 2500

Consequences of not completing the project

In 5,000 characters or less, please explain the consequences or challenges that will occur if this project is not undertaken

Character Limit: 5000

Project Impact

These questions address the second review criteria: the Impact of the proposed project

Contribution to the local and/or state economy*

How will this project contribute to the local and/or state economy? In 10,000 characters or less, tell us how this project will increase revenue, attract new visitors/audiences, or have an impact of the local or state economy in other way. Specific and measureable benefits or projections are encouraged.

Character Limit: 10000

Contribution to the cultural vitality of the applicant's community

In 7,500 characters or less, discuss how this project will contribute to the cultural life of your community through expanded programming or increased capacity.

Character Limit: 7500

Letters of support*

Please attach up to three letters of support - in one file - from partners and community leaders that address the value and importance of this project to your community

File Size Limit: 2 MB

Capacity to Succeed

These questions address the third review criteria: the organization's Capacity to Succeed

IRS Determination letter (required)*

Please upload a copy of the IRS 501 (c) 3 determination letter for your organization

File Size Limit: 1 MB

Financial Health of your organization*

Provide us with a snapshot of your fiscal health: in 7,500 characters or less, describe any major fiscal challenges, achievements or changes to your budget within the past three years. Identify specific sources of operating revenue that individually account for 25% or more of your total budget. Describe your organization's fund-raising efforts over the past three years, and how that experience will compliment your fund-raising for this project. Articulate the size and reason for any deficit over the past three years and your plans for resolving that deficit to balance the bottom line. If you feel you'd like to describe in detail any other aspects of your current annual operating budget, please do so.

Character Limit: 7500

Financial report: a recent budget report*

Please upload a copy of a budget report you have recently prepared and presented to your board. This is typically a report that shows the budget for the year and income and expenses to date.

File Size Limit: 1 MB

Financial report: most recent IRS 990 report*

Please upload a copy of your most recent IRS 990 submission

File Size Limit: 3 MB

Most recent Cultural Data Project Funder's Report

Please compile and upload a copy of your most recent Rhode Island Cultural Data Project funder's report. If this is not available, please indicate the reason why.

Character Limit: 1000 | File Size Limit: 3 MB

Previous experience with capital projects

In 5,000 characters or less, describe any previous experience your organization has had with capital projects. List the work that was done, when it was done, and the approximate cost of the project.

Character Limit: 5000

Board of Directors*

Please upload a list of board members, with affiliations.

File Size Limit: 1 MB

Project team*

List the project team, including the names and addresses of the architect, engineer, design consultants and general contractor. Identify individuals on your staff who will be working on this project. If the project does not require an architect, then list the person who will be responsible for the construction or renovation. You may also upload an existing list.

Character Limit: 7500 | File Size Limit: 1 MB

Current architectural plans*

Please upload a 8.5 x 11 inch reduction of the current architectural plans for this project

File Size Limit: 3 MB

Optional support materials

List all optional support materials you wish to provide. These can include photographs or other audio/visual material, clippings or press notices, or anything you feel the panel might need to evaluate your application.

Ideally we would like you to use the box below to provide links to material that exist online.

Character Limit: 3000 | File Size Limit: 4 MB

Certification

Certification*

By submitting this application I warrant that:

- I am the authorized official or designated representative of the applicant.
- The facts, figures and information contained in this application, including any attachments, are true and correct to the best of my knowledge.
- The project for which the application is made will comply with the Americans with Disabilities Act of 1990.
- Should a grant be awarded, the organization will comply with all the rules and requirements for administration of the grant

Choices

I have read the certification and am ready to submit the application.

