

American Rescue Plan Act Federal Funding  
Subgrant Application  
FY 2023-2024



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*Submit this report to your funding agency. It should not be submitted to the North Carolina Arts Council.*

**I. Organization Information**

Name of Organization \_\_\_\_\_  
Contact Person's Name \_\_\_\_\_  
Contact Person's Title \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_  
State: North Carolina Zip Code \_\_\_\_\_ County \_\_\_\_\_  
Work Phone (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
Website \_\_\_\_\_  
Organization's EIN \_\_\_\_\_  
Organization's UEI \_\_\_\_\_  
Applicant Race \_\_\_\_\_

Please give a brief description of your organization, including mission, board and staff composition, current arts programs and services and number and kinds of people served. Public schools and other large governmental or community agencies should provide a description of their arts program only rather than the entire organization.

**Organizational Finances:**

Please attach complete income and expense statement (an audit may be substituted) for your last fiscal year and complete operating budgets for the current fiscal year and next fiscal year. Public schools and other large governmental or community agencies should attach arts program financial information only. Please copy the totals from these attachments in the spaces below.

Last Year Actual FY _____	Current Year FY _____	Next Year FY _____
Actual Income \$ _____	Income \$ _____	Projected Income \$ _____
Actual Expenses \$ _____	Expenses \$ _____	Projected Expenses \$ _____

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## II. Project Description

**Grant Amount Requested:** \_\_\_\_\_

**Project Start Date:** \_\_\_\_\_

**Project End Date:** \_\_\_\_\_

### **Project Narrative:**

Please attach a narrative providing the information requested below for the project you propose. Please be concise and specific as possible:

1. Project title or summary description
2. For capacity-building, sustainability, or expanding relationships with diverse artists and arts organizations, please list intended goals/outcomes.
3. Description of intended participants/audience, including estimated numbers and racial and cultural composition
4. Location where project will take place
5. Description of project activities
6. Description of the artists, partners, or consultants to be involved in the project, how and why they were chosen and, if appropriate, the rate of payment for their services (If you have not yet selected the artists, describe the kinds of artists you intend to involve and how you will select them.)
7. Description of how the project will be publicized and promoted to reach intended participants
8. Description of how you will evaluate the project

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North  
Carolina  
Arts  
Council  
*Fifty years  
of leadership*

## **Project Budget:**

Please provide a projected budget for your proposed project utilizing the format below.

<b>Project Expenses</b>	Cash Expenses	=	Grant Amount Requested
<b>A. Personnel</b>			
1. Administrative Staff	_____		_____
2. Artistic Staff	_____		_____
3. Technical/Production Staff	_____		_____
<b>B. Outside Fees and Services</b>			
1. Artistic Contracts	_____		_____
2. Other Contracts	_____		_____
_____			
<b>C. Space Rental</b>	_____		_____
<b>D. Travel</b>	_____		_____
<b>E. Marketing</b>	_____		_____
<b>F. Remaining Project Expenses</b>	_____		_____
<b>G. Total Cash Expenses</b>	_____	=	_____

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**Certification**

We understand that failure to respond to any of the above items may adversely affect the consideration of this application. We certify that we are committed to the completion of the proposed project in compliance with legal requirements and granting procedures. We certify that the information contained in this application, including attachments and supporting materials, is true and correct to the best of our knowledge.

Name and Position of Authorizing Official \_\_\_\_\_

Signature of Authorizing Official \_\_\_\_\_ Date \_\_\_\_\_

Signature of Contact Person \_\_\_\_\_ Date \_\_\_\_\_