

# American Rescue Plan Act (ARPA) Subgrant Application FY 2023-2024



North  
Carolina  
Arts  
Council  
*Fifty years  
of leadership*



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Submit this application to The Lee County Arts Council

## I. Organization Information

Name of Organization: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Contact Person's Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_

County: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Organization's Website: \_\_\_\_\_

Organization's EIN: \_\_\_\_\_

Applicant Race: \_\_\_\_\_

*Organizations should choose the race that best represents 50 percent or more of their staff, board, or membership.*

## II. Request Description

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

Project Start Date (No earlier than July 1, 2023): \_\_\_\_\_

Project End Date (No later than June 30, 2024): \_\_\_\_\_

## III. Project Questions. Be concise and specific. No boilerplate. Text should be relevant and meaningful to the project for which funds are being requested.

a. Project Title: \_\_\_\_\_

b. Project Description in 25 words or less: \_\_\_\_\_

c. What are the 2 most important goals/intended outcomes of your project? \_\_\_\_\_

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- d. What are the demographics and estimated total numbers of your intended participants?*(Participants are anyone who is part of the project including audience, artists, staff, etc.)*
1. Total number of intended participants:
  2. Percent of Black/African American:
  3. Percent of Asian:
  4. Percent of Native American/Alaska Native:
  5. Percent of Native Hawaiian/Pacific Islander:
  6. Percent of Hispanic/Latino:
  7. Percent of White:
  8. Total Percent (should add to 100):
- e. Where will the project take place?
- f. What are the project activities? Describe the primary activities of the project in 3 sentences or less.

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- g. Who are the artists involved in the project? How and why were they chosen? What will be the rate of payment for their services? (If you have not yet selected the artists, please describe the kinds of artists you intend to involve and how you will select them.)
- h. How do you plan to publicize and promote your project to reach intended participants? Please use a specific, clear list to answer this question.
- i. What are three measurable goal statements by which you will evaluate this project?
- j. What are your top two strategies for creating a quality arts experience? Please describe each in two sentences or less.

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- k. How is your project and/or work unique and necessary to Lee County?

**IV. Organizational Finances:** Note that public schools and other large governmental or community agencies should attach arts program financial information only. The entries in this area should match the totals on your attachments.

- a. What is your LAST fiscal year end date: \_\_\_\_\_
- b. What was your actual income for the last fiscal year: \_\_\_\_\_
- c. What was your actual expense for the last fiscal year: \_\_\_\_\_
- d. **Attach an Actual Income & Expense Statement for your last fiscal year.**
- e. What is your CURRENT fiscal year end date: \_\_\_\_\_
- f. What is your budgeted income for the current year: \_\_\_\_\_
- g. What is your budgeted expense for the current year: \_\_\_\_\_
- h. **Attach a complete operating budget for the current fiscal year.**
- i. What is your NEXT fiscal year end date: \_\_\_\_\_
- j. What is your budgeted income for the next year: \_\_\_\_\_
- k. What is your budgeted expense for the next year: \_\_\_\_\_
- l. **Attach a complete operating budget for the next fiscal year.**

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**V. Project Budget:** Please provide a projected budget for your proposed project utilizing the format below.

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

If you entered an amount in Item F Remaining Expenses, describe what those include below:

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Lee County  
ARTS COUNCIL

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**VI. Organizational Demographics.** Public schools and other large governmental or community agencies should provide a description of their arts program only rather than the entire organization.

- a. What is your organization’s mission?
  
- b. Who does your organization primarily serve (ten words or less)?
  
- c. In what year did your organization form?
  
- d. List your two or three most important programs/services and describe each with one or two sentences.

- | e. Board & Staff Composition.                   | Board Members | Staff/Contractors |
|---|---------------|-------------------|
| 1. Total number:                                |               |                   |
| 2. Percent of Black/African American:           |               |                   |
| 3. Percent of Asian:                            |               |                   |
| 4. Percent of Native American/Alaska Native:    |               |                   |
| 5. Percent of Native Hawaiian/Pacific Islander: |               |                   |
| 6. Percent of Hispanic/Latino:                  |               |                   |
| 7. Percent of White:                            |               |                   |
| 8. Total Percent (should add to 100%):          |               |                   |

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**VII. Grant Acknowledgement.** Please check each credit line option below that your organization will provide to recognize the support of the Lee County Arts Council (LCAC) and the North Carolina Arts Council (NCAC) with insertion of the LCAC logo, NCAC logo, and NCAC text credit line (see the Guidelines for logos and credit line details):

- Website
- Social Media
- Program or Playbill
- Newsletters (print or electronic)
- E-blast invitations or announcements
- Event posters, flyers, brochures, postcards, etc.
- Lobby Display
- Curtain speech at each event/performance
- Logos on all media advertisements (including tv)
- Credit line on all audio advertisements (radio/tv)

Other Grant Acknowledgement Plans:

## VIII. 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: \_\_\_\_\_

The Grassroots Arts Program (GAP) is made possible by individual contributions to The Lee County Arts Council and funding by the North Carolina Arts Council, a division of the Department of Natural and Cultural Resources with funding from the National Endowment for the Arts.

Submit a digital copy of this application and all attachments to [leecountyarts@gmail.com](mailto:leecountyarts@gmail.com) by 5:00 p.m. on Friday, August 25, 2023 with the subject line ARPA 2023-24. For questions, you may also call The Lee County Arts Council at (919) 774-6139.