



Bartlett Arts Council Grant Application

This application must be type written or legibly printed!

Check One: Operating Grant Project Grant

Amount Requested: \$ _____

Section A - Applicant Information

1. Name of Applicant Organization: _____

2. Permanent Address: _____

3. City/State/Zip Code: _____

4. Contact Person: _____ Address _____

5. Phone Number: (____) _____ Fax Number: (____) _____

6. Project Start Date: _____

7. Project End Date: _____

8. Nine-digit Federal Identification Number from the IRS letter granting tax-exempt status to your organization. Attach a copy of the IRS letter to each copy of this application.

9. Total Income of Your Organization's Last Operating Year: \$ _____

10. Operating Year: _____ Start of Year _____ End of Year _____

11. Name of Person(s) in the Your Organization Responsible for Filing (as applicable)

➤ 990 Form: _____

➤ Federal Payroll Tax Form: _____

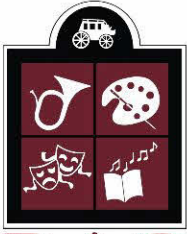
➤ State of TN Certificate for Registration of Charitable Organizations: _____

12. Demographic Information. For information, call the Shelby County Election Commission.

TN House District: _____ TN Senate District: _____

Shelby County Commission District: _____

Commissioners' Names: _____



BAC
Bartlett Arts Council

Section B - Project Information

1. Project Title: _____

2. Project Description (attach no more than 1 additional page for project description):

3. Organization's special qualifications to conduct this project. (Include attendance figures or estimates, if applicable.)

4. How will the applicant organization promote this project?

5. Who are the targeted audience and how many persons are estimated to attend?

6. If applicable, provide the dates, times, and lengths of presentations and/or performances to be held.



Section C - Project Information

1. Funding Requested from the Bartlett Arts Council: \$ _____

2. Earned Income (List all sources): Total

Ticket Sales # _____ @\$ _____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

3. Grants and Contributions from Other Sources

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

4. Other (List any source not already identified.)

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

5. Total of all income sources

(Grand total of all sub-totals listed in #1-4 above) \$ _____



Section D - Project Information

	Cash	In-Kind
1. Administrative Salaries and Wages:		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Subtotal:	\$ _____	\$ _____
2. Artists Salaries:		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Subtotal:	\$ _____	\$ _____
3. Supplies and Materials:		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Subtotal:	\$ _____	\$ _____
4. Production Costs:		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Subtotal:	\$ _____	\$ _____
5. Promotion and Publicity:		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Subtotal:	\$ _____	\$ _____
6. Other Costs:		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Subtotal:	\$ _____	\$ _____
GRAND TOTAL:	\$ _____	\$ _____



Section E - Attachments

All applicants must provide the following information as attachments to their application.

1. Letters from the IRS certifying non-profit status.
2. Most recent annual financial statement of the applicant organization.
3. A copy of the applicant organization's annual budget for the current and previous fiscal year.
4. Names and addresses of the applicant organization's Board of Directors or Officers.