



WHO WE ARE

Formed in 2006, pursuant to County Resolution 2005-331, our legal name is the “*County of Summit Regional Arts and Cultural District Board of Trustees.*” Fifteen trustees appointed by County Council for three-year terms serve without compensation. Council appropriates public funds for the grants administered by the Arts and Cultural District Board. Representatives of Council and of the County Executive serve on the Board.

The Arts and Cultural District Board currently makes grants to not-for-profit organizations and agencies for activities in the performing arts, the visual arts, and architecture, design, and preservation which serve the citizens of Summit County and promote cultural and economic development.

The goal of the Arts and Cultural District Board is to strengthen the quality of life for the citizens of Summit County through activities in arts and culture. The Board believes that the arts-and-cultural sector is an essential asset in building a thriving community. While its long-term goals include strengthening arts and cultural non-profit organizations, the Board supports **activities** rather than general operating budgets or endowments.

Refer to our web site for a listing of grants awarded. **www.co.summit.oh.us**

HOW TO APPLY FOR A GRANT

Requests to the County of Summit Regional Arts and Cultural District should be made in writing and follow the form outlined in “*Application Guidelines.*” (page 4)

Deadlines are:.....***March 1st & September 1st***

The grant distribution committee meets semi-annually. You may be asked to attend an on-site visit or come in for an office interview prior to consideration.

You will learn the outcome of your request approximately six weeks after the application deadline.

Submit applications to:***Director of Communications***
County of Summit Regional Arts and Cultural District
The Ohio Building, 8th Floor
175 South Main Street
Akron, OH 44308

For questions, contact: ***Jill Hinig Skapin, Director of Communications, County of Summit Executive Office at: (330) 643-2627 or email: summitarts@summitoh.net***

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BACKGROUND AND GUIDELINES

1. Agencies/organizations may submit only one application per grant cycle and may be funded only once per calendar year.
2. Reporting - Grantees must submit a final report within 60 days of the completion of their activity. Failure to submit a final report will result in ineligibility for future funding.
3. Before submitting your application, make sure you have completed the cover sheet with all signatures in place. Observe all appropriate deadlines. Activities which appear to be requesting operating rather than special activities funding, or those which have no other income, will not be considered.
4. Grantees are required to:
 - A. Use County of Summit Regional Arts and Cultural District logo with credit line ***“funded by County of Summit Regional Arts and Cultural District”*** in all related promotional materials
 - B. If asked, provide speakers to explain their project to other groups or organizations in the County
 - C. Complete a final report as noted in #2 above



**NOT FOR PROFIT GRANT APPLICATION FORM
PROPOSAL COVER SHEET**

Use this form as the cover sheet to accompany your grant request.
Fill out and supply the material as outlined in "Application Guidelines" (page 4) to complete your application.

For questions, contact:.....*Jill Hinig Skapin, Director of Communications, County of Summit Executive Office*
at: (330) 643-2627 or email: summitarts@summitoh.net

<i>Name of Organization: (as indicated on your IRS 501(c)(3) determination letter)</i>			
<i>Federal Tax ID#:</i>			
<i>Address:</i>			
<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>	<i>Phone:</i>
<i>Primary Contact:</i>		<i>Title:</i>	
<i>E-mail:</i>		<i>Website:</i>	

Brief Description of Request: (Please limit to space provided.)

Brief Description of How Your Activity Will Specifically Contribute to
the Economic Development of Summit County: (Please limit to space provided.)

Total Amount Requested: \$ **Total Cost of Activity:** \$



APPLICATION GUIDELINES

Please submit one original copy which includes all support materials, along with original signatures. Also submit one electronic version of the completed application in MS Word document. Submit all to the County of Summit Executive Office, Director of Communications (see address on page 1). Place a check next to the following to indicate each is included in the proposal packet.

- A. Detailed, concise description of activity, its purpose and background not to exceed three typed pages.
- B. How does this activity relate to the goals of your organization?
- C. Activity timetable:
 - 1. When will it begin and end?
 - 2. Will additional staff or consultants be necessary?
 - 3. What method(s) will you use to evaluate the activity?
- D. Background of your organization, including history, mission, major programs, population served by your organization, organization staff, list of trustees and officers.
- E. Support and involvement:
 - 1. Is this activity a collaboration with other organizations or agencies? If so, please describe.
 - 2. How will your activity change if only partial funding is granted?
- F. Activity budget - see page 5.
- G. Current annual agency/organization expense and revenue budget summary.
For municipalities and local government activities please submit a brief project budget.
- H. One (1) copy of the following must accompany application:
 - 1. Tax-exempt letter from the IRS verifying your organization has 501(c)(3) nonprofit status or is a 509(a) public charity.
 - 2. Current audited financial statement (if not available, a form 990 or 990-EZ).

I have read the Grant Application Form and certify that all information submitted in this application is correct.

Signature of Board President/Chair:

Signature of Director or Contact Person:

_____ date

_____ date



ACTIVITY BUDGET

Please tell us how you intend to spend the grant funds that you are requesting, plus what other funds or in-kind services that you plan on using. Please use this format to submit your budget, either typed or legibly hand written.

Itemized Expenses	Activity Expenses Amount of Expense
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____
8. _____	\$ _____

Total Activity Expenses \$

Activity Revenues

Amount Requested from Regional Arts & Cultural District Board	\$ _____
Earned Income - explain	\$ _____
Other Support Committed (foundations, corporations, governments, individual)	\$ _____
Other Support Pending (foundations, corporations, governments, individual)	\$ _____
In-kind contributions (materials, equipment, etc.)	\$ _____

Total Activity Revenues \$