



PNC Arts Alive is a multi-year, \$855,000 dollar initiative designed to support the visual and performing arts.

**APPLICATION INSTRUCTIONS
SOUTHEAST FLORIDA MARKET (BROWARD AND PALM BEACH COUNTIES ONLY)
YEAR FOUR FUNDING PERIOD**

INTRODUCTION AND INSTRUCTIONS

Application deadline: May 31, 2019 by 5:00 p.m. (EST)

- Complete the application in entirety. It is important that you stay within the maximum word counts.
- Complete the provided excel file PNCARTSALIVE-Budget-2019. **We are asking you to include three versions of your budget, 100%, 75% and 50% of the original request.** Be sure to include your organization name at the top of the sheet.
- Scan and/or electronically send required supporting documentation and attachments.
- Submit application and all required attachments electronically to artsalivefloridaeast@pnc.com. Please do not send copies of the materials to individual contacts at PNC. Please note no hardcopy applications will be accepted. All applicants will receive confirmation of receipt of their grant application via email within 24 hours after receipt.
- Notification: Applicants will be notified in July 2019 about the status of their PNC Arts Alive grant application.
- PNC will announce the 2019 grant recipients at a press events in August and September. You will be notified in advance so you can hold the date in case your organization is selected.
- Grant requests must be between \$10,000 to \$20,000.

Questions?

**We will be available to answer specific application questions via e-mail only from 04/15/19 – 02/25/19.
E-mail questions to: artsalivefloridaeast@pnc.com and we will respond within 48 hours.**

Eligibility Requirements & Checklist

The eligibility checklist must be completed and submitted with your application to be considered for funding. Click in the box to the left to indicate each statement is true. All boxes must be checked (statement must be true) in order to meet eligibility requirements.

ORGANIZATION:

PREPARED BY:

ORGANIZATION QUALIFICATIONS

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|--------------------------|--|
| <input type="checkbox"/> | We are a non-profit. |
| <input type="checkbox"/> | We have a current IRS Letter of Determination confirming the organization's 501(c)3 or other tax-exempt status. |
| <input type="checkbox"/> | We are a visual and/or performing arts group. |
| <input type="checkbox"/> | We have a current operating budget of \$45,000 or more annually. |
| <input type="checkbox"/> | We are of sound financial standing. |
| <input type="checkbox"/> | We are of sound legal standing. |
| <input type="checkbox"/> | <u>We have an audited financial statement or IRS Form 990 from 2017 and/or 2018.</u> |
| <input type="checkbox"/> | <u>We are NOT using a fiscal agent or pass through organization to receive funding.</u> |
| <input type="checkbox"/> | <u>We have an open, non-discriminatory membership and outreach.</u> |
| <input type="checkbox"/> | <u>We are NOT a school, university or educational institution.</u> |
| <input type="checkbox"/> | <u>We are NOT a historical or science museum.</u> |
| <input type="checkbox"/> | <u>We are located and operate in the Southeast Florida area, in one of the eligible counties listed below:
(Eligible counties: Broward and Palm Beach)</u> |

PROGRAM QUALIFICATIONS

- | | |
|--------------------------|---|
| <input type="checkbox"/> | <u>Proposed grant is for a visual or performing arts program/project.</u> |
| <input type="checkbox"/> | <u>Proposed program/projects falls within the stated funding period September 2019 - September 2020.</u> |
| <input type="checkbox"/> | <u>Funding request is between \$10,000 - \$20,000</u> |
| <input type="checkbox"/> | <u>Program reaches diverse audiences, particularly the underserved, and/or economically disadvantaged.</u> |
| <input type="checkbox"/> | <u>Program offers an innovative approach to engaging and building hard-to-reach audiences in imaginative ways.</u> |
| <input type="checkbox"/> | <u>Program makes the arts more approachable, accessible and part of everyday life.</u> |
| <input type="checkbox"/> | <u>Program utilizes technology and other methods of outreach to effectively promote the program and extend its reach.</u> |
| <input type="checkbox"/> | <u>Program offers PNC distinct opportunities to increase PNC's community recognition via audience/media/promotional exposure.</u> |
| <input type="checkbox"/> | <u>NOT for a multi-year request or standard sponsorship.</u> |
| <input type="checkbox"/> | <u>NOT a capital, operating, challenge or matching grant request.</u> |
| <input type="checkbox"/> | <u>NOT a stand-alone educational outreach program (must be connected to an exhibit/production to be considered).</u> |

ORGANIZATION INFORMATION

Applicant (organization name as it appears on your 501(c)3 letter):

IRS Tax ID#:

AKA Name:

Street Address:

City:

State:

Zip:

County:

Executive Director:

Direct Phone:

Extension:

E-Mail:

Website Address:

Name, e-mail and phone for Project Contact (if different from ED):

Project Contact:

Direct Phone:

Extension:

E-Mail:

Twitter Handle:

Other Social Media Information:

Total Operating Budget (current year):

Over \$45,000: Yes or No (check one)

Total Operating Budget (prior year):

Over \$45,000: Yes or No (check one)

GRANT PROPOSAL DETAILS

Project/Program Title:

Art Discipline:

Project Start Date:

Project Finish Date:

Target Audience:

Total Number of People to be reached:

Total Project Budget:

*Amount of Grant Request:

By checking this box, the preparer of this application acknowledges that all information provided on the first two pages is correct and true to the best of his/her knowledge.

3. How will your proposed project make your art form more accessible and attractive to diverse audiences? (200 words or less).

4. How does your proposed program offer PNC distinct branding opportunities? Indicate whether PNC Arts Alive will be integrated into the title of the program/project such as "Presented by" or in the subtext of the program title such as "made possible by a grant from." (No more than five bullet points, 100 words each)

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SUPPORTING DOCUMENTATION (REQUIRED)

- Complete the three (3) Project Budget templates provided.
- List of current Board of Directors, identifying each by occupation and affiliation.
- Copy of current *IRS Letter of Determination* confirming the organization's 501(c)3 or other tax-exempt status. (Letter must also include a statement about the organization's status under section 509(a)1 of the Internal Revenue Code. If necessary, you can request an updated IRS determination letter by calling the **IRS TAX EXEMPT LINE: 877-829-5500**.)
- List of corporate and foundation contributors including amounts for the most recently completed fiscal year.
- Operating budget for the current year.
- Audited financial statements for the prior year or IRS Form 990.



Verification of Good Legal Standing

A copy of this form should be completed by each entity applying for funding.

If you answer “Yes” to any of the following questions, please provide details, including the applicable regulatory body or governmental agency, the court or agency in which the proceeding is, or was, pending. Also include the date it was instituted, the principal parties, a description of the factual basis alleged to underlie the proceeding, the relief sought, and any mitigating circumstances. Please describe any event that has occurred within the last ten (10) years.

“Key Person” means any current director, officer, manager, or key employee of the entity, or any persons with similar duties or responsibilities.

1. Has the entity or any Key Person been subject to any criminal legal proceedings involving a felony offense?
 Yes No

2. Has the entity been subject to any regulatory or governmental investigations, audits, or inquiries, whether resolved, pending, or threatened?
 Yes No

3. Has the entity or any Key Person been party to any resolved, pending, or threatened legal proceeding in which the entity or Key Person was either a party adverse to PNC, or in which the entity had a material interest adverse to PNC?
 Yes No

Entity Name:

Name of Authorized Signer (Please Print):

Authorized Signature