



FY 2005 Program Guidelines and Grant Application

Arts and Libraries Community Literary Partnership Program

Introduction

The Michigan Council for Arts and Cultural Affairs (MCACA), in partnership with the Library of Michigan and the Michigan Humanities Council (MHC), has developed the Arts and Libraries Community Literacy Partnership program. The goal of the program is to provide funding to libraries across the state for projects that infuse new arts and cultural resources into community-based literary programs that: (1) address literacy, (2) celebrate our literary and cultural legacy, and (3) foster the joy of reading.

This program will support projects that engage arts and cultural resources in literary landmark programs, community reads programs, and other literary programs presented by Michigan's libraries. Supported projects may include a poetry reading or concert series based on the theme of the community reads program and/or around the literary landmark, creative writing masters classes, arts and cultural festivals, after-school programs, early-childhood story hour programs, community lectures, film series, reading and discussion programs, etc. It is being funded in part through the National Endowment for the Arts (NEA) Challenge America Program and complements the NEA's Reading in America Program.

The program will support grant requests from \$2,500 up to \$5,000. Applications must be postmarked no later than June 3, 2005. Hand delivered applications must be in Michigan Humanities Council offices by 4:00 p.m. Late applications will NOT be accepted. Applications may be downloaded from the following websites:
www.michigan.gov/arts or
www.michiganhumanities.org

The State of Michigan Council for Arts and Cultural Affairs, an agency of the Michigan Department of History, Arts & Libraries, serves to encourage, develop and facilitate an enriched environment of artistic, creative cultural activity in Michigan. Through its program of services and matching grants, MCACA demonstrates the importance of arts and culture in daily living; provides broad public access to arts and cultural activities; supports arts and culture as a catalyst for community revitalization and economic development; strengthens arts education; supports those who create, present or produce quality arts and cultural projects; encourages innovation; celebrates diversity; facilitates delivery of arts and cultural resources statewide; and enhances the state's quality of life.

The Michigan Humanities Council is an independent non-profit organization and the state affiliate of the National Endowment for the Humanities. Through its various grant programs and Council-conducted projects, the Council encourages and supports a variety of activities which bring together humanities scholars, cultural institutions, and the public to explore and conserve cultural traditions and engage Michiganders of all ages in the challenges to mind and spirit presented by the humanities.

Program at a Glance

To be Eligible:

- ▶ Applicants must be a recognized Library by the Library of Michigan
- ▶ Applicants with unmet obligations on prior grants i.e., late/incomplete reports, *may not* apply.

(Please contact MCACA staff if you are concerned about a prior grant.)

Program Goals:

- ▶ To infuse new arts and cultural resources into community-based literary programs that:
 - 1) address literacy,
 - 2) celebrate our literary and cultural legacy
 - 3) foster the joy of reading

Funding Basics:

- ▶ Funding between \$2,500 and \$5,000 is available in projects categories.
- ▶ Request amounts may not exceed 1/2 of the project's total cost.
- ▶ A 1:1 match of grant funds is required. The Match may be cash and/or in-kind services.
- ▶ Funded projects must be completed between June 13, 2005 and September 30, 2005.
- ▶ Notification date of the award is on or after June 13, 2005.
- ▶ Applicants may apply to more than one Council program. The Council however, reserves the right to limit the number of grant awards to any one applicant.
- ▶ Only one application may be submitted for the same project or activity in a fiscal year.

Deadline:

- ▶ Applications must be postmarked no later than June 3, 2005.
- ▶ Hand delivered applications must be in Michigan Humanities Council offices by 4:00 p.m.
- ▶ Late applications will **NOT** be accepted
- ▶ Metered mail **IS NOT** acceptable.

Send your completed application to:

Arts and Libraries Community Literary Partnership Program
Michigan Humanities Council
119 Pere Marquette Drive, Suite 3B
Lansing, MI 48912-1270

Review Criteria

Applications to the Arts and Libraries Community Literary Partnership Program will be reviewed according to the following criteria. Each of the following four criteria total to a maximum score of 100 points. A score of at least 80 points must be earned for the application to receive a funding recommendation. It is not necessary to answer each individual question posed within the four categories, but your proposal must address each of the four areas. In that respect, the review criteria may also serve as an outline for your grant proposal.

Artistic/Cultural Merit

35 points

- ▶ Is there evidence of artistic/cultural excellence?
- ▶ Will the project provide quality experiences for audiences / participants?
- ▶ Does the project make use of high caliber, professional artists and scholars?
- ▶ Does the project compensate artists/scholars fairly?

Project Assessment Strategies

15 points

- ▶ Are there plans to measure the success of the project in meeting the program goals?
- ▶ Is the assessment tool appropriate to the project?

Community Effect

25 points

- ▶ Is the project physically and economically accessible to all segments of the community?
- ▶ Are the project activities appropriate for the community?
- ▶ Is there a broad base of support, such as financial donors, volunteers and in-kind contributors, letters of support?
- ▶ Will the project advance the goals of the program?

Project Planning and Management

25 points

- ▶ Is the budget complete and without mathematical errors?
- ▶ Are there clear and suitable artistic and scholarly roles and responsibilities?
- ▶ Does the budget itemization match the budget form?
- ▶ Are the project leaders appropriate and qualified?
- ▶ Are there appropriate plans for making the public aware of the project?
- ▶ Is the project planning and management sufficient to ensure the project will be implemented as planned?

Application Instructions

Applications must be typed. Before preparing your application, read the guidelines. The Guidelines provide important information about types of projects the Council will fund and the criteria by which your application will be reviewed. Be sure that your application addresses these issues.

The codes requested in the application may be found in the Codes/Definitions pages 10 & 11

Section 1. Cover Page.

The cover page provides a receipt record for Council use and provides the summary of the project for Council members.

Project Summary

Provide a clear and concise project summary. Include timeline and # and types of activities. Use only the space provided. If the project is funded, this will be the basis for your grant contract language.

Separate applications must be completed for each grant request. The grant application may be duplicated.

Section 2. Applicant Information.

Name, Address and Telephone Number

Enter the legal name, other commonly used names, official mailing address, telephone number and office hours of the organization. Use exact spellings. Do not use abbreviations unless part of the official name. Correspondence will be sent to this address, including notification of receipt of your application.

Authorized Official

Enter the name, title and address of the person who is authorized to sign official papers. Note: This individual and the Project Director cannot be one and the same.

Board Chairperson

Enter the name and title of the individual who bears ultimate authority and responsibility on behalf of the applicant organization.

County Code

Refer to County Codes in this booklet. Enter the name and 2-digit code for the county in which the applicant organization's main office is located.

Federal Identification Number

Enter the applicant organization's 9 digit Federal Identification Number. This number (also known as Federal Employer Identification) is recorded on 990 Tax Returns and on W-2 forms.

Status Code

This has been pre-entered for you

Institution Code

This has been pre-entered for you

Legislators

Identify your U.S. Representative to Congress, state senator and state representative and their districts. This information may be obtained through your local library or county clerk's office.

Applicant's Primary Discipline Code

This has been pre-entered for you

Grantee Race Code

Refer to the Grantee Race Code in this booklet (page 9). Enter the one code that best represents 50% or more based on code description for applicant organization.

Section 3. Project Information.

Project Director (contact person)

This is the person to whom questions concerning this application will be addressed. Include address and phone number(s). Note: This individual and the Authorizing Official **cannot** be one and the same.

Application Instructions

Activity/Project Title

Start date/end date

Enter the dates of your project. Include implementation. These dates must be within the grant period of June 13, 2005, through September 30, 2005.

Project's Primary Discipline Code

This has been pre-entered for you

Project Race/Ethnicity Code

Refer to the Project Race/Ethnicity Code in this booklet, (page 9). Enter a code to reflect grant activities.

Type of Activity Code

This has been pre-entered for you

Arts Education Code

This has been pre-entered for you

Project Descriptors

Refer to project descriptors in this booklet (pages 9) and select descriptor(s) that comprise a significant portion (50 percent or more) of the grant's resources activities. Select and enter all that apply. If none apply, or if the descriptors apply to a small or indeterminate portion of your funding/activities, enter Z.

Project County Code(s)

Refer to the County Codes in this booklet (page 8) to describe the location of the project. The applicant organization's location and the project location may differ. Enter all codes that apply.

Section 4a. Budget Summary.

Complete Section 5, Projected Budget before completing the budget summary.

Section 4b. Project Participation Summary.

Michigan Artists/Scholars Participating

Enter the number of Michigan artists and/or scholars involved in this project as providers of art, artistic or cultural services.

Amount Paid to Michigan Artists/Scholars

Enter the amount paid to Michigan artists and/or scholars involved in the project as providers of art or artistic or cultural services.

Artists/Scholars Participating

Enter the total number of artists and/or scholars involved in the project as providers of art, artistic or cultural services (this total number should include Michigan artists.)

Amount Paid to Artists/Scholars

Enter the total amount to be paid to artists and/or scholars involved in this project as providers of art, artistic or cultural services (total should include amount paid to Michigan artists/scholars.)

Individuals Benefitting

Count direct project participants, service providers and any staff, board members or other partners directly involved with the project. Do not use the total number of individuals served by all programs of the organization receiving the assistance.

Figures should encompass only those individuals directly affected by or involved in the funded activity, and should include the totals from the Artists/Scholars Participating and Youth Benefitting fields. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers.

Youth Benefitting

Enter the total number of children and youth (including students, participants, and audience members) who will directly benefit from the project. This figure should reflect a portion of the total number reported in Individuals Benefitting.

Application Instructions

New Hires and Employees

Enter the number of individuals who will be hired and employed by the applicant organization, during the grant period, to implement the project. Include full and part time staff. Do not include contract workers.

Section 4c. ADA Information.

Please circle the appropriate response. Unless the question states otherwise, the information you provide on ADA compliance should be project specific.

Section 5. Projected Budget.

Complete the budget paying attention to the instructions on the application form as well as the budget definitions.

A detailed itemization must be provided as Attachment #2. The Budget Itemization must follow the same format as the Sample Itemization in this booklet (pages 12 & 13) and include all sub-totals and totals.

Revenue

Include all earned and unearned revenue for this project. Provide an explanation of revenue sources in the detailed budget itemization. Copy in-kind expenses total from line 33 to line 18.

Expenses

Include all expenses for this project. List cash expenses under cash column. List the dollar value of all donated programming space, goods and/or service hours under in-kind. All expenses must be fully explained in the budget itemization. Generally, Council funds cannot be used for capital expenses, therefore, revenue to cover these expense should be clearly identified and completely explained in the revenue breakdown portion of your budget itemization.

Add line 4 and line 13. Enter the total of these two lines on line 20, cash match.

After completing the project budget, Section 5, transfer requested information to Budget summary (section 4a).

Section 6. Assurances.

Please review carefully. Provide the signature of the authorized official, or board designee; include the meeting and signing dates.

Section 7. Attachments and Attachment Checklist.

The following attachments and the Attachment Checklist portion of the application must be submitted with your application.

Attachment #1, Proposal Narrative

The Project Narrative is vitally important to the Peer Panel Reviewers, as it tells the story of your project and includes details such as the “who, what, when, where, why, and how much.” The Narrative should be written so that it can be easily understood by someone not familiar with the applicant organization or geographic location. Please be concise and to the point.

Compose the Narrative by addressing the Review Criteria on page 3.

- 1) Artistic/Cultural Merit
- 2) Project Planning and Management
- 3) Community Effect
- 4) Project Assessment Strategies

Narrative Formatting: Narrative must be typed single spaced, on 8” x 11” sheets of white paper one-sided only. Do not use smaller than 12-point type, and be sure to leave a minimum margin of 1” on both sides. **Failure to adhere to formatting criteria may result in a loss of points.**

Submit no more than 3 narrative sheets and label as Attachment #1 - Proposal Narrative. Collate and number each page in the upper right corner. Be sure to include the name of the organization and narrative question on each page.

Application Instructions

Attachment #2, Budget Itemization

Each revenue and expense budget figure from Section 5, projected budget, must be itemized, including all payments to artists/scholars and in-kind. Indicate the source (for revenue amount) and use (for an expense amount) for each figure in the itemization. The itemization of all artists/scholars payments should identify artists/scholars or groups who will be paid by name, and the fee for each. The itemization must be accurate and balance with the projected budget in section 5. You must indicate if amounts listed on lines 1 through 14 are pending or confirmed by placing a “p” or “c”, next to the dollar amount.

Attachment #3 Resumes/Bios

Provide a resume or Bio for the:

- a) Project Director
- b) Key Artists/Scholars
- c) Key Decision Makers

Attachment #4, Optional Documentation

Provide a concise but representative sample of materials (promotional materials, pamphlets, brochures, annual reports, programs, season brochure, catalogues, newsletters, samples of work, etc.), to acquaint panelists with your organization and its programs. Include any letters of support.

Mailing Instructions

- ▶ Applications are due by June 3, 2005.
- ▶ Applications must be postmarked by the **U.S. Post Office** or **dated by a commercial carrier** on or before the application deadline. Hand delivered applications must be dated and documented received by Council staff on or before the application deadline. Late or significantly incomplete applications will not be accepted.
- ▶ Applications will be evaluated by review panels as submitted. Metered mail will not be accepted as proof of meeting deadlines.
- ▶ Faxed applications are unacceptable.

- ▶ Applications must be typed or word processed.
- ▶ The original and three copies (total of four) of completed Council forms and required attachments must each be collated and placed in its own envelope. Each envelope should be labeled with the organization’s name and identified according to the checklist (see Section 7, “Packaging” of the application form)
- ▶ Three copies of documentation requested in specific program or component guidelines should be submitted in separate envelopes labeled with the organization’s name and identified according to the checklist.
- ▶ The four envelopes are to be submitted in a single package.
- ▶ It is the applicant’s responsibility to ensure that application sets are collated and assembled properly. Individual envelopes will not be opened and will be forwarded to reviewers as submitted. Envelopes will not be checked by staff prior to distribution. Check individual program information for any special instructions.
- ▶ The Council is not responsible for loss or damage of application materials. The Michigan Council for Arts and Cultural Affairs and the Michigan Humanities Council reserve the right to retain a copy of application materials for archival purposes and for a permanent record.
- ▶ All application materials are public records. Keep a complete copy of your application for your file.
- ▶ Applications should be sent to the following address:

Arts and Libraries Community Literary Partnership Program
Michigan Humanities Council
119 Pere Marquette Drive, Suite 3B
Lansing, MI 48912-1270

Application Definitions & Codes

Underserved Community/Areas Definitions

It is the long-term goal of the Michigan Humanities Council and the Michigan Council for Arts and Cultural Affairs to make quality arts and cultural programs and services to all 83 counties in the State of Michigan.

Underserved Community

An underserved community is defined as one in which people lack access to arts programs, services, or resources due to geography, economic conditions, cultural background, sociopolitical circumstances, disability, age, or other demonstrable factors. The term “community” can refer to a group of people with common heritage or characteristics, whether or not living in the same place.

Underserved areas

“Underserved areas” are identified and defined by the MHC and MCACA as the counties listed below:

Alcona	Gratiot	Menominee
Alger	Hillsdale	Missaukee
Allegan	Ionia	Montcalm
Antrim	Iosco	Montmorency
Arenac	Iron	Monroe
Baraga	Kalkaska	Oceana
Barry	Keweenaw	Ogemaw
Bay	Lake	Osceola
Benzie	Lapeer	Otsego
Branch	Livingston	Presque Isle
Cass	Luce	Roscommon
Clare	Mackinac	Schoolcraft
Crawford	Manistee	Shiawassee
Eaton	Mason	Van Buren
Gladwin	Mecosta	Wexford

County Codes

01 Alcona	43 Lake
02 Alger	44 Lapeer
03 Allegan	45 Leelanau
04 Alpena	46 Lenawee
05 Antrim	47 Livingston
06 Arenac	48 Luce
07 Baraga	49 Mackinac
08 Barry	50 Macomb
09 Bay	51 Manistee
10 Benzie	52 Marquette
11 Berrien	53 Mason
12 Branch	54 Mecosta
13 Calhoun	55 Menominee
14 Cass	56 Midland
15 Charlevoix	57 Missaukee
16 Cheboygan	58 Monroe
17 Chippewa	59 Montcalm
18 Clare	60 Montmorency
19 Clinton	61 Muskegon
20 Crawford	62 Newaygo
21 Delta	63 Oakland
22 Dickinson	64 Oceana
23 Eaton	65 Ogemaw
24 Emmet	66 Ontonagon
25 Genesee	67 Osceola
26 Gladwin	68 Oscoda
27 Gogebic	69 Otsego
28 Grand Traverse	70 Ottawa
29 Gratiot	71 Presque Isle
30 Hillsdale	72 Roscommon
31 Houghton	73 Saginaw
32 Huron	74 Sanilac
33 Ingham	75 Schoolcraft
34 Ionia	76 Shiawassee
35 Iosco	77 St Clair
36 Iron	78 St Joseph
37 Isabella	79 Tuscola
38 Jackson	80 Van Buren
39 Kalamazoo	81 Washtenaw
40 Kalkaska	82 Wayne
41 Kent	83 Wexford
42 Keweenaw	99 Statewide

(Use for project activity only)

Application Codes

Grantee Race Codes

Applicant organizations should code themselves based on the predominant group of which their staff or board or membership (not audience) is composed. Use the list below. Organizations should choose the **one** code that best represents 50 percent or more of their staff or board or membership.

- A** 50% or more Asian
- B** 50% or more Black / African American
- H** 50% or more Hispanic / Latino
- N** 50% or more American Indian / Alaska Native
- P** 50% or more Native Hawaiian / Pacific Islander
- W** 50% or more White
- 99** no single group listed above represents 50 percent or more of staff or board or membership.

Project Race/Ethnicity Codes

If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the grant or activity is not designated to represent or reach any one particular group, choose code "99."

- A** Asian
- B** Black / African American
- H** Hispanic / Latino individuals
- N** American Indian / Alaska Native
- P** Native Hawaiian / Pacific Islander
- W** White
- 99** No single group

Project Descriptors

Select the project descriptor (s) below that comprise a significant portion (50 percent or more) of the grant's resources activities. Select all that apply. If none apply, or if the descriptors apply to a small or indeterminate portion of your funding/activities, enter Z.

- A Accessibility** - grants or services related to ADA/504 compliance or other activities designed to increase access to the arts and culture for persons with disabilities.
- I International** - programs or activities supporting any of the following: grantees visiting other countries, foreign artists visiting the USA, any cultural exchange program, linkages with artists or institutions in other countries, or establishing/administering international programs in your own agency.
- P Presenting/Touring** - grants or services resulting in the movement of artists, scholars and artworks for performances, readings, screenings, exhibits, etc., in different geographic areas. Use this code to indicate funds awarded for either the hosting/presentation of works originating outside of the grantee community or for the fees paid to artists or arts organizations that will, themselves, be touring in different areas.
- T Technology** - grants or services using technology for the creation or dissemination of artworks or the use of technology for organizational management purposes.
- Y Youth at Risk** - grants or services designed primarily to serve at-risk youth. Include culture and arts-related intervention programs (for violence, drug/alcohol abuse and crime) as well as other creative programming specifically involving at-risk youth as primary project participants or beneficiaries.

Budget Definitions

Activity

Refers to the specific project or range of operations proposed for MHC/MCACA funding.

Admissions

Revenue derived from fees earned through sales of services (other than this grant award). Include sales of workshops, etc., to other community organization, government contracts for specific services, performances or residence fees, tuition, etc. Include foreign government support.

Applicant Cash

Funds from the applicant's resources allocated this project.

Capital Expenditures-Acquisitions

Expenses for additions to a collection, such a works of art, artifacts, plants, animals or historic documents, the purchase of which is specifically identified with the activity.

Capital Expenditures - Other

Expenses for purchases of building or real estate, renovation or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., which are specifically identified with the activity.

Corporate Support

Cash support derived from contributions given for this activity (other than this grant award) by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this activity.

Employee-Administrative

Payments for employee salaries, wages and benefits specifically identified with the activity, for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund raisers, clerical staff such as secretaries, typists, book-keepers, and supportive personnel such as maintenance and security staff, ushers and other front-of-the house and box office personnel.

Employees-Artistic/Culture

Payment for employee salaries, wages and benefits specifically identified with the activity, for artistic directors, scholars, conductors, directors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors,

graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

Employees-Technical/Production

Payments for employee salaries, wages and benefits specifically identified with the activity, for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stage hands, video and film technicians, exhibit preparators and installers, etc.

Federal Support

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the federal government, or a proportionate share of such grants or appropriation allocated to the activity.

Foundation Support

Cash support derived from grants given for this activity (other than this grant award) by private foundations, or a proportionate share of such grants allocated to this activity.

Government Support

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the city, county, in-state regional and other local government agencies, or a proportionate share of such grants or appropriation allocated to the activity.

Grant Amount Awarded

Amount awarded in support of this activity.

In-Kind

In-kind items utilize the same definitions as cash categories to reflect the value of fees and services which are provided to the applicant by volunteers or outside parties at no cash cost to the applicant.

Marketing

All costs for marketing, publicity, and/or promotion specifically identified with the activity. Do not include payments to individuals or firms which belong under "personnel" or "outside fees and services." Include costs of newspapers, radio and television advertising, printing and mailing of brochures, flyers, and posters, and food, drink and space rental when directly connected to promotion, publicity or advertising. For fund-raising expenses, see "Other Expenses."

Budget Definitions

Non-employee artistic or scholarly fees and services

Payments to firms or persons for the services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, scholars, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

Non-employee, other fees and services -

Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity.

Other Expenses

All expenses not entered in other categories and specifically identified with the activity. Include fund-raising expenses, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping and hauling expenses not entered under "Travel."

Other Private Support

Cash support derived from cash donations given for this activity or a proportionate share of general donation allocated to this activity. Do not include corporate, foundation or government contributions and grants. Include gross proceeds from fund-raising events.

Other Unearned

Revenue derived from sources other than those listed above. Include catalog, sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

Space Rental

Payments specifically identified with the activity for rental of office, rehearsal, theater, hall, gallery and other such spaces.

State/Regional Support

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of state government, or a proportionate share of such grants of appropriations allocated to the activity. *Some examples of other state funding include: Minigrants, Arts & Humanities Touring Program, etc.*

Total Cash Expenses

The total of personnel through capital expenditures above.

Travel

All costs directly related to travel of an individual or individuals and specifically identifies with the activity. Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For trucking, shipping, or hauling expenses, see "Other Expenses."

Total Cash Revenues

The total of admissions through grant amount award above.

Sample Itemization

MHC and MCACA require that you submit a full itemization of each figure in your budget. That itemization is to be submitted as ATTACHMENT #2. The following is a sample of such an itemization.

**ATTACHMENT #2, Page 1
"Your" Arts Organization Inc.**

Revenue:

(p = projected) (c = confirmed)

Admissions

Ticket sales

1 performances x 250 x \$5 per ticket \$1,250p

\$1,250

This number is from line 1 of the budget form

Other earned income

pre performance workshop -25 tickets x \$10 ea \$250 c

book sales - 10 copies x \$20 \$200 p

\$450 p

\$450

This number is from line 2 of the budget form

Corporate Support

The Alexander Corporation \$500 p

5 businesses @ \$50 \$250 p

4 businesses @ \$100 \$400 p

\$1,100 p

\$1,100

This number is from line 5 of the budget form

Other Private Support

Charities of Our Town \$700 c

\$700 c

\$700

This number is from line 7 of the budget form

Council request

\$5,000

Total Cash Revenue

\$8,500

\$8,500

This number is from line 17 of the budget form

This amount should equal the amount on line 32 of the budget form

Sample Itemization

ATTACHMENT #2, Page 2
"Your" Arts Organization

Expenses / Cash

Administrative Employees			
Executive Director - 4% of salary	\$2,500	\$2,500	This number is from line 21 of the budget form
Artistic Fees / Services			
Grover Street dancers			
1 performance - \$5,500	\$5,500	\$5,500	This number is from line 24 of the budget form
Marketing			
Newspaper Ads			
4 x \$125	\$500	\$500	This number is from line 28 of the budget form
Total Cash Expenses	\$8,500	\$8,500	This number is from line 32 of the budget form
			This number should equal the amount reported on line 17 of the budget form

Expense In-Kind

Administrative Employees:			
Executive Director - 2% of salary	\$1,250	\$1,250	This number is from line 21 of the budget form
Other fees/services (non-employee)			
7 volunteer readers 8hr x \$10	\$560	\$560	This number is from line 25 of the budget form
Space Rental			
Allante Elementary Auditorium			
2 performances - 2 x \$800	\$1,600	\$1,600	This number is from line 26 of the budget form
Total In-Kind Expenses	\$3,410	\$3,410	This number is from line 33 of the budget form

NOTE: The numbers used in the Itemization samples are presented solely as examples of budget itemization format. These numbers are not to be used as recommendations of the MHC or MCACA proper pay scales/expenses, etc.

Regional Regranting Agencies

MCACA's Regional Regranting Program provides Minigrants of up to \$4,000 for arts projects responding to local needs. Minigrants are administered for the Council by Regional Regranting Agencies throughout Michigan. Please contact your county's Regional Regranter (see page xx) for information.

1 City of Detroit

Cultural Affairs Department
1240 City-County Building
Detroit, MI 48226
Tara Danforth Brown / Carolyn Keith
313 224-3470 313 224-3399 fax
www.ci.detroit.mi.us/culturalaffair
email - tdb@itsd.ci.detroit.mi.us
County: *Wayne*

**2 Oakland County Office of Arts,
Culture & Film**

Executive Office Bldg.
1200 N. Telegraph Rd.
Pontiac, MI 48341-0403
Kristie Everett Zamora
248 858-0415 248 452-9172 fax
www.co.oakland.mi.us/arts/
email --zamorak@co.oakland.mi.us
County: *Oakland*

3 The Art Center

125 Macomb Place
Mt. Clemens, MI 48043
Gretchen Rose / Jo-Anne Wilkie
586 469-8666, Ext. 109 586 469-4529 fax
email – minigrants3@aol.com
Counties: *Macomb, St. Clair*

**4 Ann Arbor Council for Community
Excellence**

425 S. Main St.
Ann Arbor, MI 48104
Tamara Reel
734 214-0112 734 665-4191 fax
www.annarborchamber.org
email – artsalliance@annarborchamber.org
Counties: *Livingston, Monroe, Washtenaw*

5 Greater Flint Arts Council

816 S. Saginaw
Flint, MI 48502
Cathy Johnson / Greg Fiedler
810 238-6875 810 238-6879 fax
www.gfn.org/gfac
email – cathyjohnson2@prodigy.net
Counties: *Genesee, Lapeer*

6 Arts Council of Greater Lansing

425 S. Grand Ave.
Lansing, MI 48933
Marcia Ditchie
517 372-4636 517 484-2564 fax
www.lansingarts.com
email – marcia@lansingarts.org
Counties: *Clinton, Eaton, Ingham, Shiawassee*

7 Northeast Michigan Arts Council

3233 Grove Rd., P.O. Box 238
Standish, MI 48658
Gail Schmidt
989 846-4577 989 846-9751 fax
www.centurytel.net/nemac
email – gschmidt@mea.org
Counties: *Arenac, Bay, Midland, Saginaw*

8 Arts Council of Greater Grand Rapids

161 Ottawa NW, Suite 300
Grand Rapids, MI 49503
Janelle Thompson / Iliana Ordaz-Jeffries
616 459-2787 616 459-7160 fax
www.artsggr.org
email – jthompson@iserv.net
Counties: *Ionia, Kent, Lake, Mecosta, Montcalm,
Newaygo, Osceola*

9 Cheboygan Area Arts Council

P.O. Box 95
Cheboygan, MI 49721
Joann Leal / Marilyn Florek
231 627-5432 231 627-2643 fax
www.theoperahouse.org
email – jpl@nmo.net
Counties: *Alpena, Charlevoix, Cheboygan,
Emmet, Montmorency, Otsego, Presque Isle*

10 Traverse Area Arts Council

c/o 9791 Avondale Lane
Traverse City, MI 49684
Diane Hubert
231 922-9429
www.traversearts.org
email – dhubert@chartermi.net
Counties: *Antrim, Benzie, Grand Traverse,
Kalkaska, Leelanau, Manistee, Missaukee,
Wexford*

Regional Regranting Agencies

11 Eastern Upper Peninsula Planning

524 Ashmun, P.O. Box 520
Sault Ste. Marie, MI 49783
MaryAnn Harrington / Ellen Benoit
906-635-1581 906 632-4255 fax
www.eup-planning.org
email – ebenoit@up.net
Counties: *Chippewa, Luce, Mackinac*

12 Central Upper Peninsula Planning

2415 14th Avenue South
Escanaba, MI 49829
Peter Van Steen
906 786-9234 906 786-4442 fax
email – cuppad@chartermi.net
Counties: *Alger, Delta, Dickinson, Marquette, Menominee, Schoolcraft*

13 Copper Country Comm. Arts Cncl.

126 Quincy Street
Hancock, MI 49930
Cynthia Cote
906 482-2333 906 482-0177 fax
www.pasty.com/~ccarts
email – ccarts@chartermi.net
Counties: *Baraga, Gogebic, Houghton, Iron, Keweenaw, Ontonagon*

14 Holland Area Arts Council

150 East 8th Street
Holland, MI 49423
Helen Zeerip / Jason Kalajainen
616 396-3278 616 396-6298 fax
www.hollandarts.org
email – haac@macatawa.org
Counties: *Allegan, Mason, Muskegon, Oceana, Ottawa*

15 Arts Council of Greater Kalamazoo

Epic Center
359 S. Burdick, Suite 203
Kalamazoo, MI 49007
Anne Mehring / Barb Harkins
269 342-5059 269 342-6531 fax
www.kazooart.org
email – anne@kazooart.org
Counties: *Barry, Berrien, Cass, Kalamazoo, St. Joseph, Van Buren*

16 United Arts Cncl. of Calhoun Cnty.

P.O. Box 1079
Battle Creek, MI 49016
Kevin Henning / Melissa Ryan
616 441-2700 616 441-2707 fax
www.unitedartscouncil.org email-kevinhenning@unitedartscouncil.org
Counties: *Branch, Calhoun, Hillsdale, Jackson, Lenawee*

17 Huron County Economic Development

250 E. Huron Ave., Room 303
Bad Axe, MI 48413
Carl Osentoski / Laura Weber
989-269-6431 989 269-8209 fax
www.huroncounty.com
email - carl@huroncounty.com
Counties: *Huron, Sanilac, Tuscola*

18 Art Reach of Mid Michigan

P.O. Box 166
Mt. Pleasant, MI 48804-0166
Katherine Hunt
989-773-3689
www.artreachcenter.org
email - khunt@edcen.ehhs.cmich.edu
Counties: *Clare, Gladwin, Gratiot, Isabella*

19 Kirtland Community College Foundation

10775 N. St. Helen Rd.
Roscommon, MI 48653
Gary Carton
989-275-5000 Ext. 311 989 275-8745 fax
www.kirtland.edu/foundation
email – cartong@kirtland.edu
Counties: *Alcona, Crawford, Iosco, Ogemaw, Oscoda, Roscommon*

Regranting County/Region

Regional Regranting /Minigrant Program

The following lists all Michigan counties in alphabetical order. To find your Regional Regranting agency, locate your county on the list. After the name of each county is the number of its Regranting Region.

County	Region	County	Region
Alcona	19	Lapeer	5
Alger	12	Lake	8
Allegan	14	Leelanau	10
Alpena	9	Lenawee	16
Antrim	10	Livingston	4
Arenac	7	Luce	11
Baraga	13	Mackinac	11
Barry	15	Macomb	3
Bay	7	Manistee	10
Benzie	10	Marquette	12
Berrien	15	Mason	14
Branch	16	Mecosta	8
Calhoun	16	Menominee	12
Cass	15	Midland	7
Charlevoix	9	Missaukee	10
Cheboygan	9	Monroe	4
Chippewa	11	Montcalm	8
Clare	18	Montmorency	9
Clinton	6	Muskegon	14
Crawford	19	Newaygo	8
Delta	12	Oakland	2
Dickinson	12	Oceana	14
Eaton	6	Ogemaw	19
Emmet	9	Ontonagon	13
Genesee	5	Osceola	8
Gladwin	18	Oscoda	19
Gogebic	13	Otsego	9
Gr Traverse	10	Ottawa	14
Gratiot	18	Presque Isle	9
Hillsdale	16	Roscommon	19
Houghton	13	Saginaw	7
Huron	17	Sanilac	17
Ingham	6	Schoolcraft	12
Ionia	8	Shiawassee	6
Iosco	19	St Clair	3
Iron	13	St Joseph	15
Isabella	18	Tuscola	17
Jackson	16	Van Buren	15
Kalamazoo	15	Washtenaw	4
Kalkaska	10	Wayne	1
Kent	8	Wexford	10
Keweenaw	13		

HAL, Library of Michigan, MCACA & MHC

Department of History, Arts and Libraries

The State of Michigan Council for Arts and Cultural Affairs and the Library of Michigan are agencies of the Department of History, Arts and Libraries.

Dr. William M. Anderson, Director

HAL phone: 517/241-2236

HAL web address: www.michigan.gov/hal

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Nancy R. Robertson, Acting State Librarian
Sheryl Mase, Director – Library Development and Data Services

Elaine Harrison, Director – Public and Technical Services
Karren Reish, Coordinator – Michigan Center for the Book

Julia Meredith - Youth Services Specialist

Deb Bacon-Ziegler – Continuing Education Coordinator

Library of Michigan phone: 517/373-1580

Library of Michigan web address:

www.michigan.gov/libraryofmichigan

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MCACA phone: 517/241-4011

MCACA web address: www.michigan.gov/arts

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MHC phone: 517/372-7770

MHC web address: www.michiganhumanities.org