

# Artsbridge

Main office: Artsbridge  
925 Market Street  
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Parkersburg, WV 26102

(304) 428-3988  
(740) 350-5204

[www.artsbridgeonline.org](http://www.artsbridgeonline.org)

## Application for Project Support for 2017

**Project Support** is designed to assist your organization with a *specific* project. Acceptable projects would include a one-time project such as a play, musical, concert, dance recital, art exhibit, or year-round projects such as mentoring students in the arts, classes in the arts, etc.

**Project Support** is limited to a maximum of \$3000.00 and may only be requested once for a project during a calendar year.

**Project Support** is provided by Artsbridge as part of our mission:

The purpose of Artsbridge is to improve the quality of life in the Mid-Ohio Valley by promoting and supporting the arts through financial and technical support, and arts education in our schools and community.

If you have a question about Project support, please contact Artsbridge at 304-428-3988 to discuss details and eligibility.

### I. Eligibility:

- a. Organization must be established primarily for artistic purposes and provide arts programming.
- b. Organization should provide services to under-served populations.
- c. Organization must be tax-exempt and recognized as a 501(c)(3).
- d. Organization and/or project must support the mission of Artsbridge.
- e. Organization must be in compliance with the Americans with Disabilities Act requirements.
- f. Organization's principal operations must be in Wood County, West Virginia and/or Washington County, Ohio.

### II. To apply:

- a. Complete application form below and assemble requested attachments.
- b. Timely submit six (6) copies of requested materials to the Artsbridge Parkersburg office.
- c. Submissions are due by 4:00pm on Thursday, September 1, 2016. Late submissions will not be considered.

### III. Funding:

- a. Once funding has been approved , your organization will receive 75% of the approved amount.
- b. After completion of the project and receipt/ acceptance of the final report, you will receive the balance of the grant.

### IV. Hints for preparation:

- a. Be organized and systematic in your planning throughout the year.
- b. Develop a tool for evaluation that includes information that will impact future planning AND a quantitative tool.

Example survey for the Parkersburg Choral Society

*Please identify the genre that you would like to see (hear) next season.  
Use 1 as least favorite genre and 5 as most favorite:*

\_\_\_\_\_ *Show tunes*

\_\_\_\_\_ *Master works (Bach, Mozart, Brahms)*

\_\_\_\_\_ *Renaissance motets*

\_\_\_\_\_ *Contemporary choral (Whitacre, Forrest)*

\_\_\_\_\_ *Pop music*

- c. Think about your marketing strategies. One of the reasons that the Artsbridge grants emerged into the Project Support format was to increase awareness of ways to make your organization stronger. Do you have a marketing committee? Do you have a standard Press Release? Do you use Social media?
- d. How can you reach under-served populations?
- e. By addressing some of these issues by careful planning and preparation, the grant application process will be simplified.

These instructions and the application form below are a PDF document with user-fillable fields. Download the document and save it to your documents folder or desktop for easy access. Open the PDF document with the Adobe Acrobat Reader (or web browser), fill in the fields in the application and save the document. You need only print the Application form comprising two pages for submission with your request. Note that the "Edge" browser supplied with Windows 10 displays PDF documents but does not support user-fillable form fields.

**REQUEST FOR FINANCIAL  
SUPPORT IN 2017 FROM THE  
ARTSBRIDGE ARTS FUND**

**Information about the requesting organization:**

Organization:	<input type="text"/>	Contact:	<input type="text"/>
Address:	<input type="text"/>	Work phone:	<input type="text"/>
City:	<input type="text"/>	Home phone:	<input type="text"/>
State:	<input type="text"/>	Zip:	<input type="text"/>
Web Site:	<input type="text"/>		
FaceBook:	<input type="text"/>		

**Names, phone numbers and email addresses of Board officers:**

Name:	<input type="text"/>	Phone:	<input type="text"/>	Email:	<input type="text"/>
Name:	<input type="text"/>	Phone:	<input type="text"/>	Email:	<input type="text"/>
Name:	<input type="text"/>	Phone:	<input type="text"/>	Email:	<input type="text"/>
Name:	<input type="text"/>	Phone:	<input type="text"/>	Email:	<input type="text"/>

**Project budget and amount requested from Artsbridge:**

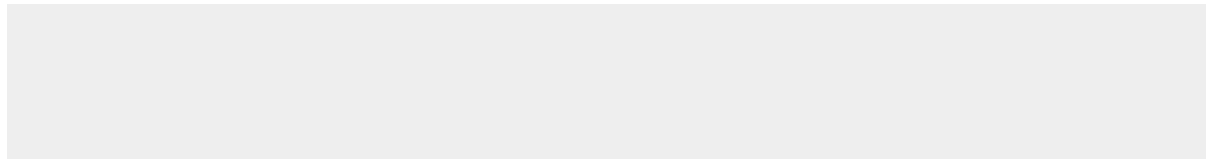
Project budget (\$):	<input type="text"/>	Amount requested (\$):	<input type="text"/>
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**Project Description:**

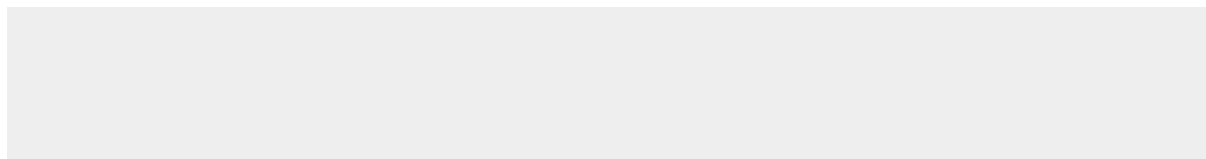
**What service does your organization provide to the Mid-Ohio Valley?**

**What is significant about your organization and the value it provides the community?**

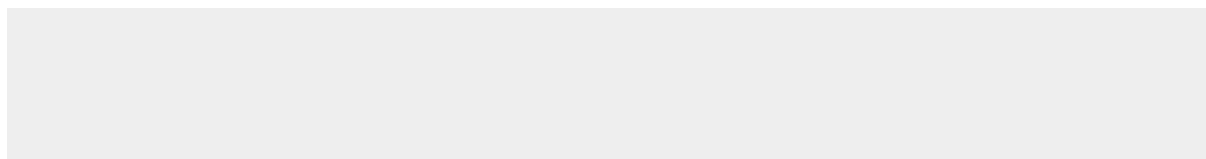
**How does your organization plan programs or activities? Who is involved? Please describe the process and include your season's or year's activities.**



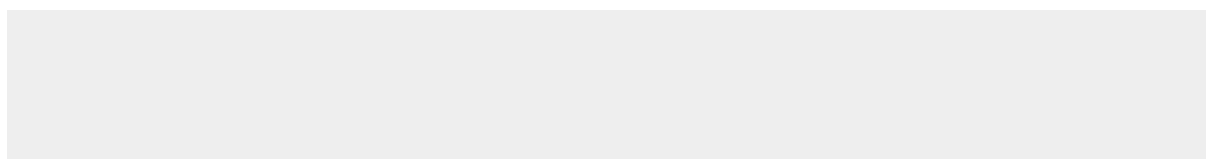
**How does your organization market your programs/activities?**



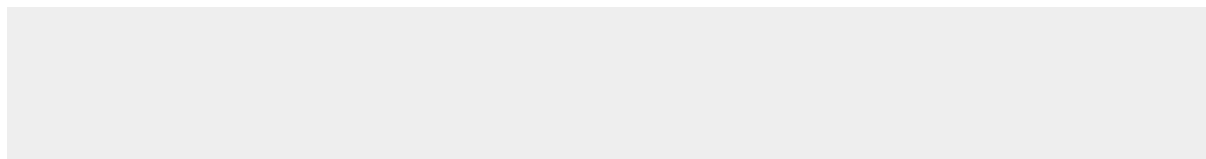
**What evaluation tool is currently used? Please attach a sample AND a compilation of results. Also describe HOW these evaluations impact future programming.**



**How do you provide services to under-served populations? (students, senior citizens, disabled, etc.)**



**Please list and describe any fund-raising plans or strategies for 2017.**



**Responses that do not fit in the spaces allocated above may be continued on additional sheets.**

**Please assemble and include the following supplemental materials:**

Attachment A: A current list of Board members/key administrative and artistic personnel

Attachment B: Latest audit or financial compilation

Attachment C: IRS tax-exempt letter

**Important notes:**

- PLEASE SUPPLY **SIX** (6) COPIES OF THIS APPLICATION FORM AND ATTACHMENTS.
- DO NOT STAPLE OR BIND IN ANY WAY.
- APPLICATIONS MUST BE RECEIVED AT THE ARTSBRIDGE PARKERSBURG OFFICE NO LATER THAN 4:00PM ON THURSDAY, SEPTEMBER 1, 2016.

**Upon your acceptance of a grant from Artsbridge, your organization agrees to the following:**

- Conspicuously list Artsbridge as a sponsor of the event/program. This includes the Artsbridge logo on any printed materials and credit in any media exposure or press release. (For example, "This concert is sponsored by Artsbridge.")
- Complete a final report form.

At the completion of the project and receipt of the final report on it by your organization, Artsbridge will disburse the remainder of the project funds.