



Operational Support Program Interim Application

The Operational Support Program provides support exclusively to arts and cultural organizations throughout Michigan. These organizations connect with people and the world around them by exploring, sharing and supporting creative expression. By doing so they promote the health and well-being of communities and citizens throughout our state. We believe that by sharing creative experiences and expressing our creativity, we build powerful connections with the people we are closest to, with our community, the world around us and with ourselves. Creativity is in everyone and all around us, by exploring and experiencing creative expression our lives are better. Organizations supported by this program provide this service to us all.

Are you eligible for OS Interim Application?

You must be able to answer YES to the following questions.

- Did you score 95 or higher in year one of the multi-year track?
- Are you in year two or year three of the multi-year track?
- Have you fulfilled all other grant requirements?

If you do not meet the eligibility requirements or are uncertain please contact MCACA staff.

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WARNING:

- It is strongly recommended that you begin your online application before the due date to handle any unforeseen technical problems that may prevent a timely application.
- Late applications will not be accepted.
- The successful submission of your application does not confirm the accuracy of the grant application, materials uploaded or that it will receive funding.
- The Council is not responsible for incorrectly uploaded materials, unreadable materials or the review panel’s inability to open attachments.

Funding Basics & Reporting

Awardees in the extended grant award track are required to submit an interim application and final report to be eligible for next year funding. The interim application is due August 31. Final reports are due October 31. Applications and reports will be evaluated by MCACA staff for compliance and any substantive changes in operations status.

If approved by the Council staff and funding is available, a grant contract will be issued for the next fiscal year. THIS IS NOT A GUARENTEE OF FUNDING OR THE SAME LEVEL OF FUNDING OVER THIS EXTENDED PERIOD. Funding levels are dependent on annual legislative appropriation to MCACA for grant making and are subject to fluctuation.

Grants awarded must be matched on a 1:1 cash basis, no in-kind. Grant awards cannot exceed 50% of organization's total unrestricted revenues (no in-kind).

Grant awards must be expended between October 1 and September 30.

All applicants must participate in the Cultural Data Project, www.miculturaldata.org. Three years of data must be submitted and an MCACA funder report is required as an attachment to the application.

Due to IRS regulations, MCACA will confirm all applicant organizations nonprofit status is current by verifying that a Form 990 has been filed in the last three years.

Facilities must be open to the public and provide accessible entrances.

Interim Operational Support Applications must be submitted online through eGrant, at mcaca.egrant.net (no www). Use the instructions in this document as a guide. The deadline to submit is August 31.

All applicants are required to submit a \$50.00 nonrefundable application fee.

If you have completed three years of the multi-year track you must submit a full application.

Although applicants may apply to more than one Council program, they may only apply for one Operational Support grant annually. In addition the Council reserves the right to limit the number of grant awards to any one applicant. Further, applicants cannot receive an Operational Support grant and an Arts Project Minigrant in the same year.

Please note:

If you do not submit your interim application by the published deadline your application will not be considered for funding that fiscal year.

If you do not submit your final report by the deadline as stated in the signed grant agreement, you are ineligible for the multi-year grant track.

Reports submitted more than three weeks late may result in the grant award being rescinded. In addition, the grantee will be ineligible to receive funds from MCACA until all obligations are met.

Grantee Responsibilities and Requirements

Accessibility

Grant applicants are required to assure that all arts programs, services and activities made possible with MCACA funding and all facilities in which such programs, series and activities are held (whether owned, leased or donated to the Applicant) will be accessible to people with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 OR will provide readily achievable reasonable accommodation as warranted. Accessibility Resources from the National Endowment for the Arts can be found at the following link: <http://arts.gov/accessibility/accessibility-resources/nea-office-accessibility>.

Underserved Counties

It is the Council's long-term goal to make quality arts and cultural programs and services available to all 83 counties in the State of Michigan. In order to accomplish that, MCACA has identified 43 underserved counties (the full list can be found on our website). In addition, 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. [Click here](#) for the complete list of underserved counties or visit the MCACA website.

Eligibility

Only nonprofit arts and cultural organizations are eligible for Operational Support. Applicants must be incorporated in the State of Michigan. They must ensure no part of net earnings benefit a private individual. Donations to the organizations must be allowable as a charitable contribution under section 170c of the Internal Revenue Code of 1954 as amended. (Organizations with status under Section 501(c)(3) of the IRS Code and local Units of Government meet this criteria.) Note: Municipalities, schools and non-arts nonprofit organizations are encouraged to apply in the Projects Support program.

Any applicant that has unmet obligations on current grant agreements, such as overdue or incomplete reports or other significant problems, is not eligible to apply for

future funding. If any applicant fails to meet MCACA requirements on a current grant agreement, their pending application will be removed from the review process. If any applicant fails to meet MCACA requirements on a current grant, following Council approval on the application, the newly approved grant will be rescinded. Auxiliary support organizations (i.e. friends of xyz), may not apply in this grant program. Federal and State of Michigan agencies, divisions or departments are not eligible to apply for funding from MCACA.

Match

Operational Support grant recipients are required to make a minimum 1:1 cash match. State funds may not be used as matching funds. There are certain expenses that may occur during the year that should not appear on the itemization required with awardee's Final Report. Items such as: costs involved in the start-up of a new organization, costs incurred prior to the grant starting date, indirect costs for the handling/management of grant funds, awards or cash prizes, fund raising events, reception costs, out of state travel, etc. Grantees must sign a grant agreement detailing terms for the use of Council funds. Please note that the grant agreement will detail the scope of work and the payment schedule.

Veterans Affairs

The arts have been a powerful, therapeutic tool in the healing process for many combat veterans reintegrating back into society and transitioning back into civilian life. Therefore the Council encourages organizations to provide veterans of all eras and all branches of the military with opportunities in the arts. Providing both a foundation for their work and freedom to pursue it as they see fit, is the best means to bringing quality work forward while maintaining assistance to veterans and artists.

The Fine Print

Receipt of state and federal grants carries with it certain obligations and responsibilities. By submitting a Michigan Council for Arts and Cultural Affairs (MCACA) grant application, applicants are affirming that they are familiar with the requirements of both MCACA and the National Endowment for the Arts (NEA), and that they will comply with those requirements.

Grantees should use cost accounting principles which comply with requirements as set forth in 2 CFR Chapter, I, Chapter II part 200 Uniform Administrative Requirements, Cost, Principals, and Audit Requirements for Federal Awards*. This new guidance, commonly called the Omni Circular, Super Circular or Uniform Guidance, replaces A-87 Cost Principals – State and Local Governments, A-122 Cost Principals - Nonprofit organizations, A-89 catalog of Domestic Assistance, A-102 Administrative Rules State and Local Governments, A-133 & A-50 Audit Rules. It is important to note that for grant recipients the change from the previous federal standards (like A-87 & A-133) to the OMNI circular formally went in to effect December 26, 2014, and applies to MCACA grants awarded after 7/1/2015.

* All references to the "Omni Circular" refer to the "Office of Management and Budget 2 CFR Chapter 1 & 2 Part 200, 215, 220, 225 and 230 – Uniform Administrative

Requirements, Cost Principals, and Audit Requirements for Federal Awards" dated 12/26/13, <http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf>

Since MCACA receives funding from the NEA (CFDA 45.025), organizations receiving funding from the MCACA must, in turn, comply with the requirements outlined in the NEA's General Terms and Conditions <https://www.arts.gov/sites/default/files/2015-general-terms-and-conditions-for-partnership.pdf>).

The Grantee shall otherwise be in compliance at all times with all applicable federal laws, regulations, rules and orders including, but not limited to Title VI of the Civil Rights Act of 1964, 42 USC 2000d et seq.; Executive Order 13166; Title IX of the Education Amendments of 1972, 20 USC 1681 et seq.; Section 504 of the Rehabilitation Act of 1973, 29 USC 701 et seq.; the Age Discrimination Act of 1975, 42 USC 6101 et seq.; the National Environmental Policy Act (NEPA) of 1969, 42 USC 4321 et seq.; the National Historic Preservation Act (NHPA) of 1966, 16 USC 470 et seq.; the Drug Free Workplace Act of 1988, 41 USC 701 et seq.; Lobbying restrictions, 18 USC 1913, 2 CFR 200.450, and 31 USC 1352; Davis-Bacon and Related Acts; the Native American Graves Protection and Repatriation Act of 1990, 25 USC 3001 et seq.; the U.S. Constitution Education Program, P.L. 108-447, Division J, Sec. 111(b); and the prohibition on funding to ACORN, P.L. 111-88, Sec. 427."

Grantees must assure the Council that professional performers and/or related or supporting personnel employed in projects funded by the Council shall not receive less than the prevailing minimum compensation as determined by the Secretary of Labor. Labor standards set out in Part 505 (29CFR) "Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts." In addition, grantees must assure the Council that no part of projects funded by the Council will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of employees engaged in such projects.

Consistent with Public Law 101-512, when purchasing equipment and products under a Council grant, grantees are encouraged to purchase American-made equipment and products.

Grantees are required to comply with requirements regarding debarment and suspension in Subpart C of 2 CFR 180, as adopted by the National Endowment for the Arts in 2 CFR 32.3254. Grantees are required to execute projects and/or productions in accordance with the above noted requirements, certifying that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Grantees are prohibited from conducting general political lobbying, as defined in relevant statutes, regulations and OMB circular within a Council funded project.

Travel outside the United States, its territories, Mexico and Canada not identified in the grant application must be specifically approved in writing by the Council before travel is undertaken. Such travel, if approved, must comply with applicable state and federal regulations.

According to section 11 of your Grant Agreement, Council support must be credited and included in all publicity, media materials, on your website and during each broadcast promotion of the activity. When NEA funds are included in the award, the support credit should read: **“This activity is supported in part by the Michigan Council for Arts and Cultural Affairs and the National Endowment for the Arts.”** The Grant Agreement will indicate if NEA funds are included as part of your award.

Grantees must submit, in a Council supplied format, a final report. The final report must include a narrative summary of outcomes, financial statement, detailed financial itemization, and publicity materials from the activity (i.e. publication materials, photographs and news stories). Selected grantees may also be required to submit an interim report.

Grantees are required to keep on file and make available upon request the following support documentation: A list of dates and amounts of all grant payments received; documentation of all expenditures made using grant funds and matching funds, including copies of paid invoices, receipts, timesheets, payroll records, and tax withholding reports. Documentation of in-kind donations should include volunteer work schedules, copies of receipts given to donors for in-kind donations, an explanation of how the value of each donation was determined, or other supporting documentation.

Interim Application Review

MCACA Staff will review Interim Applications for compliance and any substantive changes in organizational status or operations. Funding recommendations will be submitted to Council for consideration and action. The award for the current fiscal year will be based upon the initial panel review score.

Adjustments from year to year may occur as a result of changes in state and/or federal appropriation levels and other factors that affect the amount available for MCACA to grant awards. Awards are contingent upon staff review, acceptance of the Interim Application and completed prior year obligations.

The State of Michigan and the National Endowment for the Arts are the sources of funds for MCACA. They have certain reporting requirements, some of the information requested is used for reporting purposes. Be sure to complete all sections of the application form.

Interim Year Applicants must have previously been reviewed through the peer review panel process in Year One of the multi-year cycle, scored 95 or higher on the application, received funding and current on all reporting requirements. Interim Year Applicants must meet the eligibility requirements as described in the Grantee Responsibilities and Requirement section.

Interim Application Narrative

For the narrative, write clearly and succinctly, an overview of the activities/programs that will be provided in the coming fiscal year.

Please limit the narrative to no more than two pages.

MCACA encourages applicants to include hyperlinks and URLs of your website, links to videos, artist websites, marketing materials, Facebook pages, etc. that are pertinent to the application.

Supplemental Material

An organization must provide the following supplemental material:

- Provide the CDP Funders Report for the required fiscal years and in the correct format
- Staff/Board Changes that are significant and/or different from the original application
- Assurances document

NOTE: Grant awards and grant agreements are issued annually. The Council will approve a funding formula that takes into consideration the panel score, number of eligible applicants and available funds to determine grant awards. The Council may also consider geography or other policy-driven factors in its grant-making.

eGrant Application Instructions

- Applicants must apply using the online eGrant system. Go to **mcaca.egrant.net** (no www.).
- Codes are supplied by drop-down tabs in the eGrant system.
- The word “project” in the instructions refers to all activities that funds are being requested for, regardless of which category you choose.
- Please use the same eGrant account for each application. Be sure to write down your username and password.
- MCACA is not responsible for incorrectly uploaded materials or the inability to open attachments. Files should be uploaded as .pdf files (portable document format).

Section 1: Applicant Information

Name

Enter legal name (same as DUNS/FEIN name). Use exact spellings. Don't use abbreviations unless part of the official name. Individuals cannot be applicants, see eligibility, p.4.

Department

Enter the department, program or subsidiary of the applicant organization, if applicable.

Address 1

Organization's physical street address or rural route #, no PO Boxes.

Address 2

Organizations mailing address (PO Box, etc.)

City / State / Zip

For Organization's physical street address or rural route #

County

County organization is physically located in

Federal Identification Number

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

DUNS Number

Enter the applicant organization's nine-digit Data Universal Numbering System or DUNS Number. This number issued by Dun & Bradstreet is a unique numeric identifier assigned to a single business entity. DUNS number assignments are free for all businesses. If one does not exist for your business location, it can be created within one business day. For more information visit <http://fedgov.dnb.com/webform>

Other Common Name

Other commonly used name for organization

Telephone / Website / Office Hours

Organization's phone number, website and office hours

Authorized Official

Enter the name and title of the person who is authorized to sign official papers. **This person cannot be the same as the Project Director or have the same email address (See section 3 below).**

Board Chairperson

Enter the name and title who bears ultimate authority and responsibility on behalf of the applicant organization (can be the same as the Authorized Official).

Status Code--Describes Legal Status

This indicates the applicant organization's legal status.

Institution Code--This is used to identify the applicant organization.

Discipline Code--This describes primary area of work for the applicant organization.

Section 2: Program Area

Choose the Program "Operational Support"
Chose the category "Arts & Culture"

Section 3: Project Information**Project Director (contact person)**

This is the person to whom questions concerning this application will be addressed. Include address, email and phone number(s). **This person cannot be the same as the Authorized Official or have the same email address.**

Project / Activity Title

For operational support requests enter "*Operational Support, Interim Application*"

Amount Requested:

Enter the grant amount requested for your project.

Start date/end date

Enter the dates of your grant activity. For operational support enter October 1, 2017 to September 30, 2018.

Project Description

Enter a description about the organization (100 words or less).

Project Primary Discipline Code

Select the discipline that best describes the primary discipline of the project / activity.

NOTE: If activities are of a technical assistance or service nature, use the discipline which will benefit from the activity. For example, accounting workshops for dance company managers should be coded Dance. A training conference for trustees should be coded Multidisciplinary.

Type of Activity Code

Operational Support requests MUST enter Institutions/Organizations Support.

Project Primary County Code(s)

Enter the county in which the activity takes place. The applicant organization's location and the project location may differ. Enter all counties that apply. If you are entering multiple counties, enter them in alphabetical order as directed on the form.

Arts Education Code

An arts education project is defined as: An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge and/or skills in the arts with measurable outcomes. *Projects not fitting the definition of arts education stated above should choose "None of this project involves arts education."* This selection does not affect your grant score.

Section 4: Summary Information

The information should represent your projected numbers for the entire grant period. Awardees will be required to provide actual participant numbers in the final grant report.

Section 4a--Project Participation Summary**Michigan Artists Directly Involved**

Enter the number of Michigan artists directly involved in providing artistic services for your organization. Include living artists whose work is represented regardless of whether the work was provided by the artist or by an institution.

Amount Paid to Michigan Artists

Enter the amount paid to Michigan artists directly involved in providing artistic services for your organization.

Artists Directly Involved

Enter the total number of artists directly involved in providing artistic services for your organization. Include living artists whose work is represented regardless of whether the work was provided by the artist or by an institution (this total number should include Michigan artists).

Amount Paid to Artists

Enter the total amount to be paid to artists directly involved in providing artistic services for your organization (this total should include the amount paid to Michigan artists).

Adults Engaged in “In-Person” Arts Experiences

Enter the number of adults who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Do not count individuals primarily reached through TV, radio or cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers. Participation through electronic media, including webinars or any other on-line experience, should not be included. The distribution of literary material likewise should not be included.

Youth Engaged in “In Person” Arts Experiences

Enter the number of children/youth (0-18 years) who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Do not count individuals reached through TV, radio or cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers. Participation through electronic media, including webinars or any other on-line experience, should not be included. The distribution of literary material likewise should not be included.

New Hires

Enter the number of full time employees/equivalents that will be hired by the applicant organization in the coming year. Do not include contract workers. A full time employee or full time equivalents are defined as someone who receives a W2* from the organization. A contractual worker would be someone who receives a 1099** from the organization.

Employees

Enter the number of full time employees/equivalents for the applicant organization. Do not include contract workers. A full time employee or full time equivalents are defined as someone who receives a W2* from the organization. A contractual worker would be someone who receives a 1099** from the organization.

To determine FTEs, multiply the number of hours worked per week by part-time individual(s) by the number weeks worked per year. If you are calculating this value for a group of part-time individuals, then multiply this total by the number of individuals. This will give you the total number of hours worked in the given fiscal

year. Divide this total by 2000, which is the number of hours typically worked by a full-time individual over the course of a year.

Please note, if your full-time staff work less than 2000 hours annually, use the total number of hours actually worked as the denominator in this equation.

Example: The Arts Group has 5 part-time program employees who each work 15 hours per week for 40 weeks per year. To calculate their FTE:

$$\begin{aligned} 15 \text{ hours} \times 40 \text{ weeks} &= 600 \text{ hours per person} \\ 600 \times 5 \text{ part-time employees} &= 3000 \text{ hours} \\ 3000 \text{ hours} \div 2000 \text{ hours} &= 1.50 \end{aligned}$$

*W2 refers to Form W-2, a United States federal tax form issued by employers and stating how much an employee was paid in a year.

**1099 refers to the Form 1099 series, a United States federal tax form which is used to report various types of income other than wages, salaries, and tips (for which Form W-2 is used instead). An example of a reportable transaction are amounts paid to a non-corporate independent contractor for services.

For Capital Improvement Projects Only

Please leave this section blank. Not applicable for General Operating Support. This is for tracking the number of workers involved with a Capital Improvement Project only.

Populations Benefited by Race:

Select any of the categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming. DO NOT SELECT ALL OPTIONS.

Populations Benefited by Age:

Select all categories that made up 25% or more of the population that directly benefited, excluding broadcasts or online programming. DO NOT SELECT ALL OPTIONS.

Populations Benefited by Distinct Groups:

Select any of the categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming. DO NOT SELECT ALL OPTIONS.

Section 4b--ADA Information

Enter the appropriate responses to each question. The 504/ADA Coordinator is the person to whom questions concerning 504/ADA compliance and/or accommodations will be addressed.

Section 5: Required Attachments

Files must be uploaded as PDF documents. Do not create PDFs of your electronic documents by scanning, PDFs created this way are much larger and of lower quality. **Do not embed non-printable media files (video and/or sound) in your PDF documents.** Please do not enable any document security settings or password-protect any PDF files you submit to us. If you are uploading images, audio or visual files it is recommended to limit the size to 5MB. The attachments must be submitted as uploads with your on-line application:

Attachment 1: Narrative

Attachment 2: CDP/MCACA Funder Report

Attachment 3: Staff/Board Changes

Attachment 4: Assurances

Note: Attachments should be named as indicated below and converted to a PDF document.

Attachment 1 -- Proposal Narrative

Name this file Narrative-OrganizationName (example: Narrative-Quincyyouththeater.pdf)

Submit a two page narrative. Do not use type size smaller than 12 point. Leave a minimum margin of 1" on all sides.

For the narrative, please provide information on the upcoming season or programs/services your organization will be providing in the coming fiscal year.

Attachment 2 -- CDP/MCACA Funder Report

Name this file CDP-OrganizationName (example: CDP-Quincyyouththeater.pdf)

All applicants in the Operational Support program must participate in the Cultural Data Project (CDP), <http://culturaldata.org>. A minimum of three fiscal years' data must be submitted into the CDP system, and a funder report reflecting those three years is required as an attachment to this application.

For this grant cycle you must have fiscal year 2014, 2015 and 2016 entered in the CDP.

Note: Applicants should strive to attain Gold Star status, however, it is not required to generate a Funder Report from the CDP system, data must be "submitted" status to get the report. If there are anomalies or large swings in the data provided, provide an addendum to the CDP Funders Report explaining these occurrences.

Attachment 3 -- Staff/Board Changes

Name this file Board-OrganizationName (example: Bios-Quincyyouththeater.pdf)

If there are significant changes with staff or board since last year please provide updated staff/board list and bios.

Attachment 4 -- Assurances

Name this file Assurances-OrganizationName (example: Assurances-Quincyouththeater.pdf)

This form can be found on the last page of these instructions or by clicking on the Assurances document link within the eGrant system under Required Attachments, this form must accompany your application. If you are unable to provide an official electronic signature then you must sign, scan and upload the signed document as an attachment to your application. It is strongly encouraged that the document is a pdf. If you are unable to scan and upload this form please mail it in.

Attachment 5 - 10 – PLEASE LEAVE EMPTY

Section 6: Payment

A \$50.00 non-refundable application fee is required when submitting your interim application. We **highly recommend** paying by credit card rather than sending a check. On the payment page, click on the link for the payment option. Once payment has been accepted you will receive a confirmation number. This confirmation number is required to submit your grant application. In eGrant you will need to paste the confirmation number in the confirmation code box.

Application Submission

Interim applications are to be submitted on-line by 11:59 p.m. August 31, 2017. The eGrant system will not accept applications after this time. Incomplete applications will not be accepted by the eGrant system.

The successful submission of your application does not confirm the accuracy of the grant application or the materials uploaded.

The Council is not responsible for incorrectly uploaded materials or the inability to open attachments. The Michigan Council for Arts and Cultural Affairs reserves the right to retain a copy of application materials for archival purposes and its permanent record. All application materials are public records.

Michigan Council For Arts and Cultural Affairs ASSURANCES

A: The applicant has an established policy of equal opportunity without regard to race, color, religion, national origin, age, sex or disability. The applicant agrees to take steps necessary to correct any under-representation reported on the status report and achieve a reasonably representative work force at all levels of employment. The applicant has an established policy to provide equal opportunity on all programs, activities and services.

The applicant:

1. Agrees in all recruiting materials and advertisements to state that all job applicants will receive equal consideration for employment;
2. Agrees in all promotional materials and advertisements to state that all programs, activities and services will be provided equally; and
3. Agrees to post in conspicuous places, notices setting forth the law on equal opportunity in employment and public accommodations.

B: If the grant is awarded, the applicant warrants and represents to the Michigan Council for Arts and Cultural Affairs, that the support funds will be administered by the applicant.

C: Any funds received under this grant shall not be used to supplant funds formally budgeted for same and that funds received will be used solely for the contracted activities.

D: The applicant has read and will conform to the Guidelines.

E: The filing of this application by the undersigned, officially authorized to represent the applicant organization has been duly approved by the governing board of the applicant organization.

- This application was approved by the governing board on ____/____/____
- This application is scheduled to be approved by the governing board on ____/____/____
If the application has not yet been approved by your governing board, notify the Council of the action taken as soon as possible.

If the notification of action by your governing board is not received prior to panel review, the application may not be recommended for funding.

Organization name:

Grant Program:

Authorized Official: (Cannot be the Project Director)

Name (typed) _____ Date _____

Signature: _____