FY20 New Leaders Grant Guidelines
For Young Professionals, Young Artists, and Young Leaders

The Michigan Council for Arts and Cultural Affairs (MCACA) is offering grants of up to $4,000.00 in support of arts and culture related projects or collaborations led by a young person (ages 14-30 years old) who is associated or connected to an established youth/teen council or young professionals group, or for the formation of a new teen/youth council or group.

To Be Eligible:
Applicants are limited to tax-exempt organizations, such as a nonprofit 501(c)(3), municipality, school or an L3C who are connected to or creating a youth/teen council or young professionals group focused on the arts and culture. For complete details on eligibility please see page 3.

Funding Basics:
• The program must be LED BY a young person or young people (ages 14-30 years old). The council defines “led by” as: a New Leader involved in KEY DECISION MAKING for the project being proposed.
• Applicants must match awarded grant funds 1:1. This match may be cash, in-kind or a combination of both.
• Applicants may request up to $4,000.00.
• Applicants must use the MCACA on-line application system at mcaca.egrant.net (no www).
• Projects must take place during the grant timeline: October 1, 2019 to September 30, 2020.
• A $25 application fee is required to submit your grant application (see pg 10).
• Start the application process early. This will give you time to contact us with questions.

Deadline to apply Is June 1, 2019.

Sample Definition of a youth/teen council or young professionals organization:

Youth/Teen councils or Young Professionals organizations - may be a formal “board” of young people that provides representation or a “voice” for youth in the community to which they provide opportunities for growth or recommendations and guidance around issues affecting young people.
New Leaders Grant Program

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Getting Started:

• Read through these guidelines completely before beginning the application process.

• Register with eGrant by going to mcaca.egrant.net and signing up (if you have applied in the past, you will use the same login information. Contact program manager Chad Swan-Badgero if you don’t remember your login information).

• If you receive an award, funds may only be used during the grant timeline of Oct 1, 2019 – Sept 30, 2020.

• If you are awarded a grant, there will be a final report required, so document your project well.

We are available to assist you with this grant application. For questions contact:

Chad Swan-Badgero, Arts Education Program Manager: BadgeroC@michigan.org, (517) 241-6747.
**Grantee Responsibilities and Requirements**

**Eligibility**
501(c)(3) or other tax-exempt organization such as a municipality or school, as well as L3Cs who host, facilitate, run, or manage a youth/teen council or young professionals group are all eligible to apply for this program. Youth who have a formal seat on the board of an organization are also eligible to apply through the organization. Organizations who wish to create a youth/teen council or young professionals arm to their work are eligible to apply.

**Accessibility**
MCACA strives to make the arts accessible to all people and this is a priority of its funding programs. Funded organizations agree to make every attempt to ensure that programs are accessible to persons with disabilities. According to state and federal law, every publicly funded organization must place itself in the position of being able to provide accommodations when persons with disabilities make requests for services. For a list of resources on accessibility, visit www.nea.gov/resources/ Accessibility/AccessLinks.html.

**Underserved Communities**
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 communities. 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. Find the complete list of underserved counties by clicking here.

**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 MCACA, 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.


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. The support credit should read: “This activity is supported in part by the Michigan Council for Arts and Cultural Affairs.”

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.
Step-by-step 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” here in the instructions refers to all activities that funds are being requested for, regardless of which category you choose.

Section 1: Applicant Information

Name
Enter organization’s legal name (same as DUNS/FEIN name). Use exact spellings. Do not use abbreviations unless part of the official name. Individuals cannot be applicants - see eligibility, p.3.

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 where organization is physically located.

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 (if applicable)

Telephone / Website / Office Hours
Organization’s phone number, website and office hours

Authorizing 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 (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 “New Leaders”

Section 3: Project Information
Choose “none”

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.

Project / Activity Title
Enter the project’s working title. This is a brief descriptive title such as “Bridgefest” or “Young Professionals Summit”.

Request Amount:
Enter the grant amount requested for your project. Remember all grant requests require a 1:1 cash and/or in-kind match. This means if you are requesting a grant for $2,000, you will match that grant with $2,000 in cash and/or in-kind services. Request amount cannot exceed $4,000.

Start Date/End Date
Enter the dates of your grant activity, including planning time. These dates must be within the grant award period of October 1, 2019 to September 30, 2020.

Project Description
Enter a description about the program (600 characters or less). This description should describe what the organization plans to DO with the grant.

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**
Choose the activity that is the best general description of what the organization is planning to do.

**Project Primary Counties**
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**
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**

**Total number of Michigan artists directly involved**
Enter the number of Michigan artists directly involved in providing artistic services specifically identified with the award. Include living artists whose work is represented regardless of whether the work was provided by the artist or by an institution.

**Total paid to Michigan artists**
Enter the amount paid to Michigan artists directly involved in providing artistic services specifically identified with the award.

**Total number of artists directly involved**
Enter the total number of artists directly involved in providing artistic services specifically identified with the award. 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).

**Total paid to artists**
Enter the total amount to be paid to artists directly involved in providing artistic services specifically identified with the award. (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.

Population Benefited by Race/Ethnicity:
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 programing. DO NOT SELECT ALL OPTIONS.

Population Benefited by Age:
Select all categories that made up 25% or more of the population that directly benefited, excluding broadcasts or online programing. DO NOT SELECT ALL OPTIONS.

Population 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 programing. DO NOT SELECT ALL OPTIONS.

Section 4b: AMERICANS WITH DISABILITIES ACT (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: Revenue & Expenses (Project Budget) (10 points)
Applicants must provide a detailed itemization of your entire projected project budget. This itemization must show a 1:1 cash and/or in-kind match of your grant award. You cannot use other state funds as matching funds. Keep complete records and receipts. All applicants MUST use the budget template provided in the eGrant system. Enter budget data into the eGrant system within the application. Applicants will NOT upload a separate budget attachment. An detailed and balanced budget is worth 10 points to the overall application.

Funding may ONLY be used for:
- Artist fees directly related to the project
- Salaries or wages directly related to the project
- Space rental
- Marketing or promotional expenses directly related to the project
- Project supplies and materials, including performance, or other production costs
- Project-related curriculum materials
Funding may NOT be used for:

- Costs associated with the start-up of a new organization.
- Costs incurred prior to the grant starting date.
- Indirect costs for the handling/management of grant funds and fundraising.
- Purchase awards, cash prizes, scholarships, contributions or donations.
- Entertainment or reception functions.
- Historical Projects without a clear cultural focus.
- Payments to endowments.
- Existing deficits, licensing fees, fines, contingencies, penalties, interest or litigation costs.
- Publication, records, films of a commercial nature, i.e. works of questionable artistic value produced to realize quick market profit.
- Creation of textbooks / classroom materials.
- College or university faculty exhibitions or performances.
- Internal programs at colleges or universities.
- Commissioning of their faculty by colleges or universities.
- Scholarly or academic research, tuition, or activities, which generate academic credit or formal study toward an academic or professional degree.
- Capital improvements, new construction, renovation or permanent equipment items unless part of a Capital Improvement grant.
- Out-of-state travel.
- Indirect costs.

Section 6: Required Documents

Things to remember:

- Files should 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.
- Please do not enable any document security settings or password-protect any PDF files you submit. MCACA is not responsible for documents that are unable to opened/are unreadable.

Attachment 1: Narrative
Attachment 2: Youth/Teen Council/Young Professionals History and/or Mission
Attachment 3: Assurances
Attachment 4 – 10: Work Samples (i.e. artist statement, pictures of previous work, sample documents)

Attachment 1 — Proposal Narrative (70 points)
Do not use a font size smaller than 12 point. Leave a minimum margin of 1” on all sides. Failure to adhere to formatting criteria may result in a loss of points.

Submit up to four narrative pages and label as att1OrgName (example: att1quincyyouththeater.pdf)

Narrative— clearly answer these questions in a total of FOUR pages or less. Your grant will be scored on your answers. Number your responses to correspond with the numbered questions below:
1. Describe the project for which you are requesting MCACA support. Be sure to include why you are doing this project. Include a detailed project timeline for the execution of the project. (25 points)

2. Describe what the responsibilities will be of the Young People involved in key leadership roles for this project. (25 points)

3. Describe the audience or community that will take part and/or benefit from this project. (10 points)

4. How will you evaluate the success of your project based on your responses to the above questions? (10 points)
   (Possible methods of evaluation include: participant surveys, audience testimonials, pre/post tests, participation summary, questionnaire, etc)

Attachment 2 — Youth/Teen Council/Young Professionals History and/or Mission (10 points)

Give a description of the council: what it is, who the people involved are, how it’s structured, and/or how it operates. Explain the history of the youth/teen council or young professionals group and how it integrates with the larger mission of the organization it’s affiliated with. Also include the focus and tasks typically associated with the youth/teen council. If the grant is to form a new group, explain how the new group will address the questions above.

Label as att2OrgName (example: att2quincyyouththeater.pdf)

Attachment 3 — Assurances

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

This form can be found on page 20 of these guidelines or by clicking on the Assurances document link within the eGrant system under Required Attachments. This form must accompany your application. The document must be a PDF. If you are unable to scan and upload this form, please mail it in to: MCACA New Leaders Grant, 300 N. Washington Sq, Lansing, MI 48913.

Attachment 4 - 10—Work Samples (10 points)

Use the remaining open attachments to upload relevant project specific materials or samples of the work regarding your project that will assist the peer panel in reviewing your application. This is your opportunity to show the panel what you can do with this grant. Files must be in PDF format. Visual, audio and video files may be included as a link in a PDF file. Be sure to name accordingly based on attachment number. Limit attachments to 10 pages.

Name this file att4organizationname (example: att4quincyyouththeater.pdf)

Section 7: Payment

The MCACA has an option to pay online for the non-refundable application fee. We highly recommend paying by credit rather than sending a check.

A $25.00 non-refundable application fee is required before submitting your application. On Section 6 of the application is the payment page. You will click on the link that then sends you to the online payment page (https://MEDC.cvent.com/FY20MCACA).

Below is the first screen, click “Register”
Enter first name, last name, and email address, then click “Next”

Enter organization and phone number, then click “Next”
Select the grant program(s) that you are submitting an application. Please note that you can make one payment for multiple grant applications, then click “Next”.

This screen is a registration summary of the information just entered from the previous screen, click “Next”.
This page is where you select and enter payment method. If you select “Credit Card” (highly recommended) then the payment information will drop down. Enter your credit card information then click “Finish.”

If you select the check option then just click “Finish.” No additional information is needed. All checks need to be made payable to the “State of Michigan” and sent to the following address:
Once you click “Finish” you will then go to the “Confirmation” page.

You will also receive an email with the confirmation information. Please check your junk email if it’s not in your inbox. You will need to copy the “Confirmation Number.” This confirmation number is required to submit your grant application in eGrant. In eGrant you will need to paste the confirmation number in the confirmation code box.
Once the confirmation code is pasted in the box then click “Next.”

Deadline
Applications are to be submitted on-line by 11:59 p.m. June 1, 2019. The eGrant system will not accept applications after this time. Incomplete applications will not be accepted by the eGrant system. All application materials are public records. Awards will be announced in September 2019.
Budget Definitions

General

Activity
Refers to the specific project or range of operations funded by MCACA.

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.

Grant Amount Requested / Awarded
Amount requested / awarded in support of this activity.

Revenues

Earned Revenue Definitions:

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

Unearned Revenue Definitions:

Applicant Cash
Funds from the applicant’s resources allocated to this project.

Corporate Support
Cash support derived from contributions given for this activity (other than the potential MCACA grant award) by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this 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 (Federal, Regional & Local)
Cash support derived from grants or appropriations given for this activity (other than the potential MCACA grant award) by agencies of the city, county, in-state regional, other local government and by agencies of the federal government.

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 fundraising 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.
State Support – Not from Council
Cash support derived from grants or appropriations given for this activity (other than the potential MCACA grant award) by agencies of the State government. These funds do not count toward cash match.

Expenses

Capital Expenditures-Acquisitions
Expenses for additions to a collection, such as 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., that are specifically identified with the 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, bookkeepers, and support personnel such as maintenance and security staff, ushers and other front-of-the-house and box office personnel.

Employees-Artistic
Payment for employee salaries, wages and benefits specifically identified with the activity, for artistic directors, 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.

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 fundraising expenses, see “Other Expenses.”

Non-employee Artistic 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, 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 fundraising 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.”

**Space Rental**
Payments specifically identified with the activity for rental of office, rehearsal, theater, hall, gallery and other such spaces.
## SAMPLE BUDGET ITEMIZATION TEMPLATE

<table>
<thead>
<tr>
<th>INCOME</th>
<th>CASH</th>
<th>IN-KIND</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE - EARNED</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Ticket Sales</td>
<td>$250</td>
<td></td>
<td>$250</td>
</tr>
<tr>
<td><strong>TOTAL EARNED INCOME</strong></td>
<td></td>
<td></td>
<td>$250</td>
</tr>
<tr>
<td><strong>REVENUE - UNEARNED</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corporate, Foundation &amp; Private support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corporate support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CN</td>
<td>$250</td>
<td></td>
<td>$250</td>
</tr>
<tr>
<td>Fifth Third Bank</td>
<td>$250</td>
<td></td>
<td>$250</td>
</tr>
<tr>
<td>Foundation support</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Reuter Foundation</td>
<td>$500</td>
<td></td>
<td>$500</td>
</tr>
<tr>
<td>Private support</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Individual contributions</td>
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<tr>
<td><strong>Other unearned revenue</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Advertising sales</td>
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<td>$200</td>
</tr>
<tr>
<td>CD and book sales</td>
<td>$50</td>
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<td>$50</td>
</tr>
<tr>
<td>Concession sales</td>
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<tr>
<td><strong>In-Kind revenue</strong></td>
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<tr>
<td>Itemized in expense column</td>
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<tr>
<td><strong>MCACA New Leaders Request</strong></td>
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<td>$3,500</td>
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<tr>
<td><strong>TOTAL CASH REVENUE</strong></td>
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<td>$7,000</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENSES - CASH</th>
<th>CASH</th>
<th>IN-KIND</th>
<th>MCACA share</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee expenses</strong></td>
<td></td>
<td></td>
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<tr>
<td>Project Director</td>
<td>$750</td>
<td>$ -</td>
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<tr>
<td><strong>Non-employee costs</strong></td>
<td></td>
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</tr>
<tr>
<td>Artists fees</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Jack Dyer, Musician</td>
<td>$1,150</td>
<td>$1,000</td>
<td></td>
<td>$2,150</td>
</tr>
<tr>
<td>Dan Parisian, Visual Artists</td>
<td>$1,150</td>
<td>$1,000</td>
<td></td>
<td>$2,150</td>
</tr>
<tr>
<td>Chuck Williams, Storyteller</td>
<td>$1,100</td>
<td>$1,000</td>
<td></td>
<td>$2,100</td>
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<tr>
<td><strong>Additional project related costs</strong></td>
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<tr>
<td>Concessions</td>
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<td>$50</td>
</tr>
<tr>
<td>Hall rental</td>
<td>$-</td>
<td>$1,000</td>
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<td>$1,000</td>
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<tr>
<td>Season Brochure/Postcard</td>
<td>$500</td>
<td></td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td>Marketing Adv Radio</td>
<td>$-</td>
<td>$750</td>
<td></td>
<td>$750</td>
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<tr>
<td><strong>Other expenses</strong></td>
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<td></td>
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<tr>
<td>Office Supply</td>
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<tr>
<td>Postage</td>
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<tr>
<td>Telephone</td>
<td>$125</td>
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<tr>
<td><strong>TOTAL EXPENSES</strong></td>
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<td>$7,000</td>
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</tbody>
</table>
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 gives assurances 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.

   o This application was approved by the governing board on ___/___/_____

   o 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 staff 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: ____________________________________________________________________________