



FOUNDATION *for the*
PERFORMING
ARTS
CENTER

The Clifton Swanson PAC Community Access Fund

2017 Grant Application
Subsidizing Direct PAC Costs for Community
Groups Performing at the PAC

Deadline for Submission: **Monday, April 3, 2017 5:00 pm**

Contact: Justin McMillan, Development Associate
541-5401 ext. 313, FAX 781-3484

justin@fpacslo.org

Foundation for the Performing Arts Center

Clifton Swanson PAC Community Access Fund Grant Guidelines and Application Procedures

Mission Statement & History

The Foundation for the Performing Arts Center's mission is: "To provide and promote an extraordinary and accessible center for the performing arts that elevates the arts in our community."

Since its founding in 1986, the partnership comprised of the Foundation, Cal Poly and the City of San Luis Obispo have been resolute in their efforts to make performing arts in San Luis Obispo County thrive. From 1986-1996, the Foundation and our partners were the persistent, driving force behind the realization of an outstanding performing arts venue in San Luis Obispo County.

Today, the Foundation continues to support the PAC and its community by underwriting a portion of the PAC's operating costs, supporting local arts groups, offering free school matinees to thousands of children every year, and funding capital improvements.

The Clifton Swanson PAC Community Access Fund

The Foundation for the Performing Arts Center has established the *Clifton Swanson PAC Community Access Fund*, a realization of a long-term goal to increase support of our local community nonprofits who perform in Harman Hall at the PAC.

General Information for Swanson Fund Applicants

The Foundation for the Performing Arts Center exists today to act as the community steward in the raising and responsible spending of private funds to ensure the ongoing operation and long-term success of the Center. The *Clifton Swanson PAC Community Access Fund* specifically supports area arts nonprofits who perform in Harman Hall. **Non-profit arts organizations who have booked a 2017-18 performance date(s) in Harman Hall (ticketed and open to the public), or who plan to book a date, are eligible to apply.** Organizations that are awarded a grant and *do not* subsequently present a 2017-18 performance in Harman Hall, will not receive grant funds. Funds will be paid directly to the PAC when funded organization receives its final show settlement from the PAC.

The Foundation for the Performing Arts Center will follow these basic procedures in relation to grant requests:

- ◆ The Foundation for the Performing Arts Center will send grant application guidelines upon request, and guidelines and application will be available at fpacslo.org.
- ◆ A grants committee of the Foundation for the Performing Arts Center will screen and fairly review all completed grant applications.
- ◆ The Foundation for the Performing Arts Center will notify all agencies of the award decision in a timely manner.

Exclusions

In general, the Foundation for the Performing Arts Center does not make grants to/for:

- ◆ Organizations that discriminate on the basis of age, disability, ethnic origin, gender, sexual orientation, gender identity, race or religion.
- ◆ Individuals
- ◆ Fraternal Organizations, unless in support of a specific program open to or benefiting the entire community.
- ◆ Governmental Organizations
- ◆ Fundraising events such as annual campaigns, tournaments, fashion shows, auctions or dinners.
- ◆ Organizations with religious affiliations unless the program is open to the entire community without regard to religious beliefs.
- ◆ Organizations and programs designed to elect candidates to public office.
- ◆ Organizations located outside SLO County unless for a specific program benefiting residents of-and conducted within-San Luis Obispo County.
- ◆ Pay off past debts or existing obligations.
- ◆ Endowment funds.
- ◆ Private events

Funding Criteria & Priorities

The Clifton Swanson PAC Community Access Fund will focus grant awards on non-profit arts organizations who demonstrate financial need for their direct PAC costs. Some examples of these costs include:

- Show labor
- Tech costs
- Equipment rental
- Additional rehearsal time

The Foundation's intent is that funding will enhance the grantee's ability to perform at the PAC, affording them flexibility in performance budgeting and allowing them to focus their energy on the quality of their performance and on reaching their widest possible audience.

Priority will be given to organizations that provide evidence of organizational leadership, volunteer/board and staff commitment focused on improving administration and operations, and have demonstrated their ability to produce financially sustainable and successful programs that significantly impact the arts community of San Luis Obispo, while maintaining the fiscal capacity necessary to continue to support both artistic and administrative activities.

Funding and Review Cycle

Clifton Swanson PAC Community Access Fund grants are one year awards. The Grants Committee will consider requests once in 2017.

The grant amounts for 2017 will start at \$2,000.

Swanson Fund committee members will meet with eligible applicants on February 22 at 3:00 pm at a grant application workshop, to be held at the PAC. Please call Justin McMillan, Development Associate, at 541-5401 with any questions or to request a meeting.

The current grant request deadline is 5:00 pm, April 3, 2017.

Notification and awards will be made on or about May 1.

Follow-up and Reporting Requirements

- Funded activities must take place within one year of funding.
- Grantees must include the Foundation for the Performing Arts Center logo on all marketing materials, playbills, programs, exhibits, etc. related to their funded activities, when applicable and appropriate.
- Grantees must participate in any arts surveys conducted by the Foundation.
- Upon completion of the grant period, successful grantees will be required to provide a one to two page narrative on how the funds were used (please include actual financials) and the benefits to your organization and the community. These Copies of press releases and/or media contacts resulting from the grant award shall be included. Failure to submit the required report may disqualify the grantee from future funding.

Application Due

Submit an original and five (5) copies of your application along with the appropriate number of copies of the required appendices. Applications can be emailed to justin@fpacslo.org, mailed or delivered in person, but they must be **received** in the Foundation office **no later than 5:00 pm, April 3, 2017**. Late or incomplete applications **will not** be considered for funding. **Mail or hand deliver to: 755 Santa Rosa St., SLO, CA.**

More information

Please call or email Justin McMillan, Development Associate at the Foundation, with questions. Justin@fpacslo.org; (805)541-5401

Foundation for the Performing Arts Center

2017 Clifton Swanson PAC Community Access Fund Grant Application Cover Sheet

Applicant Information

Organization: _____

Address: _____
Street City/State Zip

Contact Person: _____

Phone: _____ **Fax:** _____ **E-mail:** _____

Grant Request Amount : \$ _____

Brief Grant Request Description (if applicable, project name): _____

Application Checklist

- Application Cover Sheet (Original and five copies)**
- Cover Letter with Performance/Event Description (Original and five copies)**
- Line-Item Performance/Event Budget (projected) with Grant Request item(s) (Original and five copies)**
- Marketing Plan and Ticket Sales Goal (Original and five copies)**
- Other Sponsors/Grantors (One copy)**
- Board of Directors/Leadership List (One copy)**
- IRS 501(c)(3) determination letter or other origination documents (One copy)**
- Financial Statements from most recently completed Fiscal Year (One copy)**
- Organizational Operating Budget for 2017-18 (approved) (One copy)**

*Authorizing Signatures**

**Application must include two signatures*

1.) Executive Director or CEO

2.) Board Chairperson or President

Signature

Signature

Name Printed

Name Printed

Title

Title

LINE-ITEM GRANT PERFORMANCE/EVENT BUDGET

SAMPLE FORMAT ONLY

I. List Project Budget Items-(not limited to those presented)

	PERFORMANCE BUDGET	FPAC GRANT
<i>Expenditures</i>		
Marketing Expenses	\$ 2,000	
Artist Salaries	\$ 3,000	
Development Expenses	\$ 2,000	
Administrative Expenses	\$ 3,000	
Harman Hall Rental	\$ 1,000	\$300
Pavilion Rental	\$ 200	\$200
Show Labor	\$ 2,000	\$2,000
Production Expenses	\$ 300	
TOTAL BUDGET	\$13,500.00	\$2,500

**Please note—only direct PAC costs are eligible for grant funding.

II. List Other Sources of Performance Support and Amounts, i.e.

SAMPLE ONLY

INCOME

Ticket Sales	\$ 8,000
Donations/Sponsorships	\$ 2,000
Playbill Advertising	\$ 1,000
Grants	\$ 3,000
Foundation Grant	\$ 2,500
Other	\$ 1,000
	=====
TOTAL ANTICIPATED PROJECT INCOME	\$17,500