

# **Clifton Swanson Community Access to the PAC Fund**

2023-2024  
Grant Application



FOUNDATION *for the*  
PERFORMING  
**ARTS**  
CENTER

*Subsidizing direct PAC costs for SLO County's arts groups in the  
2023-24 Season*

**Deadline for Submission**  
**Friday, April 28, 2023 at 5:00**  
**PM**

**Contact and submit applications to:**

**Erika Neel**

**[erika@fpacslo.org](mailto:erika@fpacslo.org)**

**FPAC Office: (805) 541-5401**

**The Foundation for the Performing Arts Center's  
Clifton Swanson Community Access to the PAC Fund**

**About the Foundation**

In 1986, The Foundation for the Performing Arts Center was established by a committed group of SLO County residents who envisioned the creation of a world-class venue that would serve as the “hub of the performing arts” for the Central Coast region.

For thirty years, the Foundation has been committed to supporting the performing arts in SLO County. Our mission is to ensure that the PAC remains affordable and accessible for patrons and for local performing arts groups who utilize the world-class venue for their performances.

**General Information for Applicants**

The Swanson Fund is open to all eligible non-profit arts organizations who have booked or plan to book a date to perform on stage in the PAC's Harold J. Miossi Hall or the Pavilion during the 2022-2023 season. **For information on booking a date in the PAC, please contact Ryan Gruss, Managing Director at (805) 756-6557.**

The minimum Swanson Fund grant award for 2023-24 will be \$2,000.

Swanson Fund grants are one-year awards. Funded activities must take place in the fiscal year 2023-24, between July 1, 2023- June 30, 2024.

**Eligible applicants will:**

- Be a non-profit organization with 501(c)3 status
- Be a local performing arts organization and produce an event at the PAC where the majority of artists performing are from SLO County.
- Host a performance in the Performing Arts Center (Harold J. Miossi Hall and/or the Pavilion) on dates between **July 1, 2023, and June 30, 2024**
- Host a performance or showcase that is **ticketed** and **open to the public**
- Demonstrate financial need for their direct PAC costs. Examples of costs include:
  - Show labor
  - Tech costs
  - Equipment rental
  - Additional rehearsal time
- Demonstrate, per their grant application, fiscal capacity of organization to support both artistic and administrative activities
- Demonstrate evidence of organizational leadership and historical ability to produce financially sustainable and successful programs
- **Submit the completed Swanson Fund Application by 5:00 P.M. on the due date of Friday April 28, 2023** in person at the FPAC offices or electronically to the appropriate contact.
- Comply to all grant reporting requirements.
  - **All grant reports for the 2023-24 season will be due on July 31, 2022**, 30 days after the close of the granting period.
  - Details of the required report will be specified in the application contract, to be distributed to award recipients after grant decisions are made.

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**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 including schools
- 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

**The Foundation will follow these basic procedures in relation to grant requests:**

- We will provide all grant application guidelines upon request.
- Provide additional assistance, answer questions and address concerns regarding the application and process. Please contact Development Director Erika Neel at (805) 541-5401 for further assistance or to request a meeting.
- The Swanson Fund Grant Committee will screen and fairly review all completed grant applications.
- We will notify all agencies of award decisions in a timely manner.
- If a recipient, either directly or via its sub-recipients, is unable to complete approved activities because of disruptions created by the Covid-19 public health emergency, please contact your assigned grants management officer and program official as soon as practicable for further discussion and guidance.

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**Grant Guidelines and Requirements**

Complete the grant package and submit an original plus additional copy of appendices as specified below.

We will accept either hard copies or electronic versions of the grant package. Grants can be mailed or hand-delivered to the FPAC offices—755 Santa Rosa St. Suite. 301, SLO CA 93401 **or** emailed to [erika@fpacslo.org](mailto:erika@fpacslo.org).

**Applications must be received by the Foundation no later than 5:00 PM on Tuesday, August 31, 2022.**

**Grant Package Requirements (Checklist)**

The following documents are provided by the Foundation for applicant organization to complete:

- ☐ Application Cover Sheet (submit 5 copies if submitting hard copy grant)
- ☐ Grant Narrative (submit 5 copies)
- ☐ Performance/Event Budget Sheet (submit 5 copies)

In addition, applicants must provide one copy of each of the following required documents:

- ☐ IRS 501(c)3 Determination Letter
- ☐ Organization Board of Directors/ Leadership List
- ☐ Organization Operating budget from most recently completed fiscal year
- ☐ Any relevant financial statements from most recently completed fiscal year

**DO NOT staple pages of grant application together. Please use paper clips only.**



## Swanson Fund Grant Application

### Application Cover Sheet

**Please complete and use as first page of your grant application**

#### Application Information

Name of Organization:	
Name of Performance:	
Date of performance ( <b>between July 1, 2023 and June 30, 2024</b> ):	
Grant Request Amount: \$	Performance Budget: \$
Organization Budget: \$	

#### Organization Information

Address:	City, State:	Zip Code:
Website:		
Organization EIN #:	Year Established:	

#### Contact Information

President/ Exec. Dir.:	Title:
Phone:	Email:
Contact Person (If Different):	Title:
Phone:	Email

#### Authorizing Signature

I certify that the information in this application is to the best of our knowledge true and accurate and is submitted with our Board of Directors'/ Governing Body's full knowledge and endorsement.

Signature
Print Name
Title
Date



## Swanson Fund Grant Application Grant Narratives

**Please answer questions following word count requirements on a separate page and submit in application package.**

1. Tell us about your organization. Provide mission statement, history and accomplishments as applicable.  
**300 words max.**
2. Tell us about the performance for which you are requesting funding. How many performers will be involved? Describe the production.  
**300 words max.**
3. Briefly describe how you intend to use the Swanson Fund award if received.  
**250 words max.**
4. Has your company received a Swanson Fund grant award in the past? If so, please describe how the funds were used and how the company benefitted from the funds.  
**250 words max.**
5. Describe how your organization will market the performance. How do you intend to advertise the performance to the public? What is your ticket sales goal and how do you intend on seeing that the goal is met? Who is your target audience, and do you intend on drawing interest from outside the area?  
**500 words max.**



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## Swanson Fund Grant Application Line- Item Performance/Event Budget

Please complete the following including as much detail as possible.

Projected Expenses	Amount	FPAC Grant	Item Description
Marketing Expenses			
Artist Salaries			
Venue Rental (Harman Hall/ Pavilion)			
Rehearsal costs (i.e. Pavilion rental, etc.)			
Show Labor			
Production Expenses			
Development Expenses			
Administrative Expenses			
Other			
<b>Total Projected Expenses</b>			

Projected Income	Amount	Source Description
Ticket Sales		
Donations/Sponsorships		
Playbill Advertising		
Grants		
FPAC Grant		
Other		
<b>Total Projected Income</b>		