



North  
Carolina  
Arts  
Council  
*Fifty years  
of leadership*

## **2018-2019 Sampson County Grassroots Subgrant Application Requirements & Tips**

### **Membership Requirement**

The Sampson Arts Council Board of Directors requires that all 2018-2019 Grassroots subgrant applicants are members of the Sampson Arts Council. Please fill out the membership form included in your packet and return with your application. We appreciate your support!

### **Choosing a Project**

Please choose one specific project, or a consistent project series for your application.

Most Grassroots Grants range from \$300 - \$2,000.

### **Matching Requirement:**

All Grassroots funds must be matched 1:1 by the subgrantee. This cannot be matched with in-kind support. It must be a cash match.

### **Application Form**

The application can be found at our website [www.sampsonarts.net](http://www.sampsonarts.net)

### **Supplemental Material**

1. Completed Typed Application Form
2. Project Narrative – do not exceed three pages
3. Additional itemized Project Budget specifically explaining all expenses
4. Any co-signed artist contracts or letters of intent including the agreed upon fee if available
5. Brief biographical information on the key personnel and on artists involved in the project

### **Number of Copies**

All Applicants must submit an original copy of the application plus 4 copies.

### **Composing your Narrative**

The application narrative is one of the required attachments to the Grant Application. Organize your narrative so that it addresses as many of the following items as possible if applicable. Your narrative cannot exceed three 8-1/2 x 11" pages.

### **Please make sure to include ALL of the following information**

1. Project title or summary description
2. Project goals
3. Description of intended participants/audience, including estimated numbers and racial/cultural composition
4. Location where project will take place
5. Description of project activities
6. Description of artists to be involved in the project, how and why they are chosen and, if appropriate, the rate of payment for their services.  
(If you have not selected the artists, describe the kinds of artists you intend to involve and how you will select them.)
7. Description of how the project will be publicized and promoted to reach intended participants
8. Description of how you will evaluate the project

### **Develop a Specific and Complete Itemized Project Budget**

You should attach a separate project budget sheet that specifically outlines how you will be spending the money. Please be as specific as you can be with this.

### **Application Deadline and Submission**

Your complete application must be received by the Sampson Arts Council by **5PM, Tuesday, September 18, 2018**. The physical and mailing address is 709 College St., Clinton, NC 28328. No applications will be accepted after **5PM on Tuesday, September 18, 2018**. Incomplete applications will not be submitted to the grants panel.

**Grassroots Workshop:** All 2018-2019 applicants are required to attend a Grassroots Arts Program Workshop to assist in preparing competitive grants: **Tuesday, August 21, 2018 - 5:30-6:30pm or Wednesday, August 22, 2018 - 12:00-1:00pm** at the Victor R. Small House, 709 College St. in Clinton. Please call 910-596-2533 to register.

### **Questions and Assistance**

If applicants have any questions or need assistance, please do not hesitate to e-mail or call Kara Donatelli at [director@sampsonarts.org](mailto:director@sampsonarts.org) or 910-596-2533. I am here to help you!