



## Ohio River Border Initiative Project Application Guidelines 2010 Grant Program

### Program Outline:

The Ohio River Border Initiative grant program is open to individual artists, school groups, community organizations, and arts groups in all the counties that touch the West Virginia/Ohio border. Projects must involve the presentation of, education about, or participation in the arts or recognized traditional crafts. **Projects must begin no earlier than July 1, 2010 and be completed by June 30, 2011. Final reports are due 30 days after completion of the project. The amount of funds you request from ORBI cannot exceed \$3,000.**

### Mission Statement:

The mission of the Ohio River Border Initiative is to strengthen community arts activities by encouraging and supporting collaborative efforts and partnerships across the Ohio/West Virginia border.

### Deadlines:

Grants are awarded annually. The grant application deadline is February 1 of each year. Signed applications accompanied by all appropriate support materials must be **postmarked** no later than **5:00 p.m. on Monday, February 1, 2010.**

### Matching Funds:

Applicants must supply 25% of the total project cost. (For example: If the total project budget is \$2,000, the applicant must provide a cash contribution of at least \$500 from other sources.) The match must be all cash. Applicants are also encouraged to show in-kind contributions, although these contributions will not be counted toward the applicant's matching share of the cash budget.

### Eligibility:

To be eligible to apply artists or organizations must:

- Be located in any of the following counties: in West Virginia - Wayne, Cabell, Mason, Jackson, Wood, Pleasants, Tyler, Wetzel, Marshall, Ohio, Brooke, Hancock; in Ohio - Lawrence, Gallia, Meigs, Athens, Washington, Monroe, Belmont, Jefferson, Columbiana.
- Be fiscally accountable and display responsible management practices
- Demonstrate community involvement and support
- Have audiences, board members and staff from diverse backgrounds.

### Restrictions:

ORBI grants will not fund the following:

- Organizations or programs outside the ORBI counties listed above
- Building construction costs
- Events or exhibitions which have already taken place
- Debts or operating deficits

- Endowments
- Capital expenditures in excess of \$500
- Fund raising efforts
- Multi-year grants (e.g., requests for two-year projects)
- Projects that primarily present political, denominational, religious or sectarian ideas, or projects that enhance the property of religious institutions
- Applications from organizations that have not submitted required final reports for past ORBI projects

**ORBI grants may be used to fund:**

- Transportation costs for bringing art to people or people to art
- Artist fees and services
- Costs of administering the project
- Marketing costs and publicity
- Art or educational materials

**Funding Criteria:**

Projects must demonstrate the following:

- **Active** collaborations among artists, communities and/or organizations **on both sides of the Ohio River**
- Qualified personnel and artists are involved in the project
- Evidence of active community involvement and support
- Project goals are clearly stated and the project organizers are clear about why the project is important and what it will accomplish in the community
- Multiple methods will be used to promote the project activities
- Evaluation strategies are in place to document the project's impact
- The budget is appropriate to the proposed activities
- The project's organizers are able to complete and manage the project

**Arts organizations that have received direct appropriations for normal operating expenses from either the West Virginia or the Ohio Legislatures in the last three calendar years are not eligible to receive ORBI grant funding.**

The Ohio River Border Initiative is a joint program  
of the Ohio Arts Council and  
the West Virginia Commission on the Arts.

## APPLICATION PACKAGE CHECKLIST

Mail to: ORBI  
P.O. Box 3  
Chloe, WV 25235

Completed application form: one original and five copies

Letters of commitment from project partners: one set of originals and one set of copies

*Letters should be short, should state the partner's role, and should be signed by an authorized representative of the partner.*

Most recent annual budget of organization: two copies

Proof of non-profit status: two copies

Support materials two sets, no more than 5 pages in a set

*Support materials include resumes or professional biographies for artists, photocopied press clippings and promotional materials. If you provide an ADA transition plan, this plan is allowed in addition to the 5-page limit for support materials.*

Only printed matter on 8 ½" X 11" pages will be accepted as support material. If more than 5 pages of support materials are submitted, the Project Director will determine the most relevant ones and discard the rest. You may use both sides of each page for support materials only.

Booklets, multi-page brochures, video tapes and audio tapes will not be viewed by the grant panel and will be discarded.

All pages attached to the application form must be typewritten or neatly printed, including budgets and support materials. All expenses for which you request ORBI funding must be explained in the application form.

**Use only the space provided on the application form. Do not continue application information on the back of the form or on additional sheets. Any modification of pagination, available space or font size will be grounds for having an application disqualified from consideration. Illegible applications will also be disqualified from consideration. You must submit your application ONLY on the paper form provided by ORBI or on the Adobe Acrobat form available from the ORBI Web site. You may not retype the application form, even if you maintain the original spacing. Faxed applications will not be accepted.**

**Application Form  
Ohio River Border Initiative  
2010 Grant Program**

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

City                      State                      Zip+4

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Employer Identification Number – EIN \_\_\_\_ - \_\_\_\_ - \_\_\_\_ OR

(for individual artists) Social Security Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Legislative Districts:    Ohio House \_\_\_\_\_    Ohio Senate \_\_\_\_\_    U.S. Congress \_\_\_\_\_

                                 WV House \_\_\_\_\_    WV Senate \_\_\_\_\_    U.S. Congress \_\_\_\_\_

Status of Applicant:    Nonprofit            \_\_\_\_ Yes            \_\_\_\_ No            \_\_\_\_ Applying

                                 Incorporated            \_\_\_\_ Yes            \_\_\_\_ No            \_\_\_\_ Applying

                                 Tax-Exempt            \_\_\_\_ Yes            \_\_\_\_ No            \_\_\_\_ Applying

                                 Individual Artist            \_\_\_\_ Yes            \_\_\_\_ No

Project Title \_\_\_\_\_

Project Dates \_\_\_\_\_ to \_\_\_\_\_

mm/dd/yy

mm/dd/yy

ORBI Funds Requested: \$ \_\_\_\_\_

A. State the mission/purpose of your organization (or your work as an artist) and provide a brief history.

B. Project Description

1. What will happen? When will it happen? Where will it happen? Describe expenses to be funded by ORBI.

2. Who will be involved as key personnel, artists and administrators?

3. Is there a particular problem or issue that your project is designed to address? If so, briefly describe that problem or issue.

C. How will individuals or other community organizations from both sides of the Ohio/West Virginia border be involved in the project? Identify your partners in both West Virginia and Ohio and describe how those partners will work together in your project.

D. Project Results

1. What impact will the project have on:

a. the communities involved -

b. the organizations involved -

c. the artists involved -

E. What methods will your organization use to market and promote this project?

F. What methods (qualitative and quantitative) will your organization use to evaluate the project? This can include surveys, debriefing meetings, interviews, etc.

G. Describe the specific actions you and your partners are taking to overcome barriers that would keep people with disabilities from participating in your project.

H. Provide any other information in this space that you think the ORBI grant panel needs to know about your project that is directly relevant to ORBI's mission and the purpose of the grant program.

J. Project Budget:

Project Income - cash

	Projected or pending amount	Confirmed amount	Total
Admissions			
Other WV grant funding			
Other Ohio grant funding			
Foundation funding			
Corporate donations/Sponsorships			
Individual donations/Memberships			
ORBI grant request			
Other			
Total Cash Income			

Project Expenses - cash

	Funded by ORBI request	Funded by applicant's cash contribution	Total
Project personnel			
Contracted non-artistic services			
Artist fees			
Travel			
Design/Printing			
Paid advertising			
Project supplies			
Space or equipment rental			
Accessibility expenses			
Equipment purchase (less than \$500)			
Other:			
Total Cash Expenses			

**Note: Total Cash Income must equal Total Cash Expenses.**

**In-Kind Support**

Donor	Good or Service Donated	Market Value

**Assurances:**

**I certify that this organization’s governing board has given formal approval for submission of this application and that all facts, figures and representations made in this application are true and correct to the best of my knowledge. I understand that all information requested in the application is not required by law; however, all questions must be answered so ORBI can properly evaluate the proposal.**

**Submission of this application signifies our intent to comply with all general and specific guidelines of the Ohio Arts Council, the West Virginia Commission on the Arts, restrictions imposed by the OAC and the West Virginia Commission on the Arts, and, where applicable, the National Endowment for the Arts, a federal agency. All information provided in this application is public information and can be released or reproduced for public use by ORBI, the Ohio Arts Council, or the West Virginia Commission on the Arts.**

**The organization providing the location for your project must be in compliance with the ADA to be eligible for ORBI funding. Check the option below that applies to your project.**

- G \_\_\_ This location is in full compliance with the Americans with Disabilities Act (ADA).**
- G \_\_\_ We are not in compliance with the ADA. A transition plan that will bring this location into compliance is submitted with this application.**

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**Authorized Official’s Signature – original**

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**Name – print**

**Title**

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**Evening Phone**

**Daytime Phone**

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**Date of Application**