

**ADAMS COUNTY ARTS COUNCIL**  
**2020 STAR (Serving the Arts Regionally) Grant Program GUIDELINES**

*The mission of the Adams County Arts Council is to cultivate an arts-rich community.*

**STAR Grant Program Goals:**

- ✦ To support a wide variety of arts activities in Adams County, traditionally an underserved region for the arts.
- ✦ To increase assistance to schools and local artists for arts residencies and activities.
- ✦ To encourage and support local decision-making in re-granting of county, and municipal arts allocations.
- ✦ To increase access to high quality arts programs for Adams County citizens and visitors.

**GUIDELINES FOR ELIGIBILITY**

**Who is eligible? Schools, non-profit arts organizations, non-profit organizations conducting arts events, and artists for commissions or for residencies (note: letter of agreement from school or organization requesting or benefiting from your services is required.)**

- ✦ Project must be an arts activity that will benefit the public.
- ✦ Projects benefiting for-profit businesses are ineligible.
- ✦ Projects must be open to the public and take place in Adams County, or benefit an arts organization or artist(s) based in Adams County.
- ✦ Projects must occur between January 1, 2020, and December 31, 2020.
- ✦ Applicants must apply by November 1, 2019 (postmarked or delivered).
- ✦ An organization or school may request any amount but typical awards range from \$500-\$1800.

**FUNDING RESTRICTIONS (Not eligible for funding)**

- ✦ Capital expenses (i.e., equipment)
- ✦ Activities that have a religious purpose
- ✦ Activities for which academic credit is given
- ✦ Programs already completed
- ✦ Events not taking place in Adams County
- ✦ Cash awards or prizes
- ✦ Benefit or fundraising activities
- ✦ Hospitality expenses (i.e. receptions, parties)
- ✦ Lobbying activities
- ✦ Competitions

**CRITERIA GUIDELINES**

A panel of three judges comprised of community citizens will evaluate applications based upon the following criteria:

- ✦ **Artistic quality of the project.** This includes artistic merit based upon regional standards, project planning and design, realistic goals and activities, and qualifications of the artist(s). (10 points.)
- ✦ **Ability to carry out the project.** Applicant successfully demonstrates completing a project similar to proposed project. What resources – monetary, people, supplies, space do you have available? Is the budget realistic, is the request level appropriate, and is the budget balanced? Other funding sources? (10 points.)
- ✦ **Community Served.** Who is served (general public, students, or diverse populations)? Cultural/educational need for project. (10 points.)

This application is available online at [www.adamsarts.org](http://www.adamsarts.org). If you have questions about the STAR Grant, please contact Aurora Bonner at 334-5006 or ([aie@adamsarts.org](mailto:aie@adamsarts.org)).

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**A. ORGANIZATION INFORMATION**

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

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

Phone \_\_\_\_\_ FAX \_\_\_\_\_ Email \_\_\_\_\_

Check one: School \_\_\_\_\_ Nonprofit organization \_\_\_\_\_ Artist \_\_\_\_\_

Briefly describe your organization, including mission statement. If a school, list grade level for project. If artist, describe discipline. \_\_\_\_\_

\_\_\_\_\_

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

Brief Project Description (1 or 2 sentences) \_\_\_\_\_

\_\_\_\_\_

Amount Requested \_\_\_\_\_ Total Project Expenses \_\_\_\_\_

What will the funds be used for? \_\_\_\_\_

\_\_\_\_\_

Date, Time of event/residency \_\_\_\_\_

Admission price if applicable \_\_\_\_\_

**Certification**

I, \_\_\_\_\_, hereby certify that (1) the information in this application is correct; (2) the funds, if granted, will be used only for the purpose described above; (3) the organization/artist will comply in all respects with the program guidelines for this grant, and acknowledge that failure to do so may necessitate the repayment of all grant funds.

I certify that I am authorized to obligate the applicant; that I have knowledge of the information presented herein; and on behalf of the applicant, release the Adams County Arts Council, its board of directors, employees and agents from any responsibility with respect to damages to property or materials submitted in connection herewith.

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**B. NARRATIVE**

Please submit a narrative not to exceed 2 pages that responds directly to the questions below and addresses the grant criteria. Retype the question in bold face type, and follow with your answer using 12 point font size.

**1. Describe the project to be funded. State your goals or outcomes. Detail your activities and resources.**

**2. Describe the artistic quality of the project. (Address the criteria in the guidelines.) Please note that this is about the project, the artist, and the work that will be done, not about your organization or school.**

**3. Describe your ability to carry out the project. (Address the criteria in the guidelines.)**

**4. Describe the community served. Estimate audience numbers and population diversity. (Address the criteria in the guidelines.)**

**5. Describe how this project addresses the needs of the community you serve.**

**6. How will you evaluate the success of the program?**

**7. If you are awarded partial funding, do you still plan to complete the project? Where will the remaining funds come from?**

**8. Please itemize your project budget detailing income and expenses.** This may be a separate page, if necessary. [An application without this required project budget will be considered incomplete and will not be accepted for consideration. A one-line budget is acceptable if there is only one income and one expense.]

Example: For one school assembly

Income from STAR Grant: \$350

Expense of artist(s): \$350

**9. Please enclose one copy of support materials that describe your organization and project. (For example, include flyers, news releases, photos, and advertising materials.) Include information about the artist(s) that applies to the project and to the experience and abilities of the artist.**

Submit Application by November 1, 2019 to:  
Adams County Arts Council  
125 S. Washington St.  
Gettysburg, PA 17325

The complete application should include one original and 3 copies of:

1. The **Organization Information** (page 1)
2. The **Narrative** (not more than 2 pages)
3. Additional budget page if necessary

Submit 1 copy of support materials as described in question 9.