



## ADAMS COUNTY ARTS COUNCIL

### STAR GRANT PROGRAM (Serving The Arts Regionally)

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

## 2024 APPLICATION INSTRUCTIONS

---

### STAR GRANT PROGRAM GOALS

- To increase access to high-quality arts programs for Adams County citizens and visitors.
- To support arts activities in multiple disciplines 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.

### GUIDELINES FOR ELIGIBILITY

#### Who is eligible?

Schools, non-profit arts organizations, non-profit organizations conducting arts events, and artists for commissions or for residencies are eligible to apply for a STAR Grant. (Note: letter of agreement from school or organization requesting or benefiting from artist services is required.)

- Project must be an arts activity that will directly 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, 2024, and December 31, 2024.
- Applicants must apply by November 3, 2023 (postmarked or delivered).
- An organization or school may request any amount; however, typical awards range from \$500-\$1,800.

### FUNDING RESTRICTIONS

#### The following are 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 five judges comprised of four community citizens and one ACAC Board Member will evaluate applications based upon the following criteria:

- Artistic quality of the project. Artistic merit of the project will be evaluated based on regional standards, project planning and design, realistic goals and activities, and qualifications of the artist(s). (15 points)
- Ability to carry out the project. Can the applicant successfully demonstrate completion of a project similar to the proposed project? What resources – monetary, people, supplies, space do you have available? (20 points)
  - Project Plan. Please provide a list of activities and a timeline for completion for your project. Indicate how prepared you are to begin, execute, and complete your project. Include a list of key participants (staff, artist(s), volunteers, etc.) as applicable, who will be responsible for executing this project.
  - Budget. Please provide a detailed budget for your project, including any partners or additional funding sources that will contribute to the success of this project, if applicable.
- Community Served. Who will be served? Please indicate cultural/educational needs that will be served by this project. How many artists, students, teachers, members of the general public, and/or diverse populations to you anticipate to serve? (15 points)

---

This application is available online at [www.adamsarts.org](http://www.adamsarts.org). If you have questions about the STAR Grant, please contact Kylie Stone at (717) 334-5006 or ([events@adamsarts.org](mailto:events@adamsarts.org)).



ADAMS COUNTY ARTS COUNCIL

STAR GRANT PROGRAM (Serving The Arts Regionally)

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

## 2024 APPLICATION SUMMARY

---

### A. ORGANIZATION INFORMATION

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Check one:    School            Nonprofit organization            Artist

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

If you are an artist, describe discipline/provide a brief bio. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

Date & Time of event/residency: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Total Project Budget: \_\_\_\_\_

What will STAR Grant funds be used for? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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: \_\_\_\_\_



## ADAMS COUNTY ARTS COUNCIL

### STAR GRANT PROGRAM (Serving The Arts Regionally)

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

## 2024 APPLICATION (page 2)

### B. NARRATIVE

Please submit a narrative not to exceed three pages that responds directly to the questions below and addresses the grant criteria in the application instructions. Retype or copy/paste the question header in bold face type and follow with your answer using 12 point font size.

- 1. ORGANIZATION/ARTIST:** Provide one-to-two paragraphs about your organization and a brief bio of the artist(s) participating in this project.
- 2. PROJECT DESCRIPTION:** Describe the project to be funded. State your goals and outcomes. Describe the artistic quality of the project. (Address criteria listed 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. PROJECT PLAN:** Describe your ability to carry out the project. Include a project plan/timeline of activities. (Address criteria listed in the guidelines.)
- 4. BUDGET:** Please provide an itemized project budget detailing income and expenses. Include quotes/pricing information attachments as applicable. The budget may be a separate page, if necessary. If you are awarded partial funding, do you still plan to complete the project? Where will remaining funds come from? Use the attached budget worksheet as a model. A fillable worksheet can also be downloaded from our website. [An application without the required project budget information will be considered incomplete and will not be accepted for consideration.]
- 5. COMMUNITY SERVED:** Describe the community to be served. Estimate audience numbers and population diversity. Describe how this project addresses the needs of the community you serve. (Address criteria listed in the guidelines)
- 6. EVALUATION:** How will you evaluate the success of this program?
- 7. SUPPORT MATERIALS:** Please enclose one copy of any support materials that describe your organization and/or project. (For example, include flyers, news releases, photos, and/or advertising materials). Include information about the artist(s) that applies to the project and to the experience and abilities of the artist. You can also include copies of quotes or pricing information for expenses in this section.

Submit Application by November 3, 2023 to:

Adams County Arts Council; 125 S. Washington St.; Gettysburg, PA 17325

The complete application should include one original and five (5) copies of:

1. The Application Summary (page 1)
2. The Narrative (not more than 3 pages)
3. Additional budget page(s) if necessary

Submit one (1) copy of support materials as described in question 7.

---

This application is available online at [www.adamsarts.org](http://www.adamsarts.org). If you have questions about the STAR Grant, please contact Kylie Stone at (717) 334-5006 or ([events@adamsarts.org](mailto:events@adamsarts.org)).