



# PERFORMING ARTS READINESS

a community served by ✦Lyrasis

## Network Grant Application Form

Please email your completed application form as a PDF to [PARgrants@lyrasis.org](mailto:PARgrants@lyrasis.org).

### Guidelines

Seven (7) grants of between \$5,000 - \$25,000 each will be awarded for projects to support both the development of new or emerging disaster preparedness networks that include performing arts and culture organizations, and the expansion of existing networks to increase participation among performing arts organizations. Grant recipients will be provided a two-day training session to strengthen effective facilitation skills and foster relationships among networks.

**Request Amount** – Between \$5,000 - \$25,000; we anticipate the majority of awards will average \$15,000 - \$25,000.

**Application Deadline** – Rolling Deadline: submit between August 1, 2023 and March 1, 2024.

**Length of Project** – Projects may begin no earlier than September 15, 2023 and must be completed in 12-18 months.

#### **Applicant Eligibility Requirements:**

- Network must include a cultural heritage and a performing arts organization as co-leads of the project. One should be designated as the recipient of grant funds, if awarded.
- Leadership of the applicant organizations must endorse the application.
- Previous recipients of PAR networking grants are not eligible.

#### **Funding Restrictions - Grant funds may NOT be used for the following:**

- Overhead or indirect costs
- Expenses incurred prior to the award of the grant
- Construction or capital expenses
- Lobbying or political activity.

#### **Examples of Eligible Use of Grant Funds:**

- Consultants, speakers, and facilitators
- Meeting expenses
- Travel
- Promotional expenses (such as websites and postcards)
- Local conference participation or training
- Temporary or part-time staff for outreach and organizational functions
- Acquisition/subscription of planning tools
- Network sustainability planning

### Criteria for Review of Emergency Response and Support Networks

- Demonstrated community interest in building or engaging with the network
- Plan of work is reasonable and appropriate to achieve the network's emergency preparedness goals.
- Budget is appropriate and justified by the plan of work.
- Applicant organizations demonstrate sound operations, management and community engagement.

## Co-Lead Organization #1 Information

(This organization will receive the grant funds, and be responsible for administration and reporting)

Legal Name of Applicant Organization \_\_\_\_\_

Website / Twitter / Instagram: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

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

Applicant County: \_\_\_\_\_

## Contact Person Information for Co-Lead Organization #1

\_\_\_\_\_  
Name (Last, First) Title

\_\_\_\_\_  
Primary phone number | Other phone number Email address

\_\_\_\_\_  
Applicant Authorizing Official

\_\_\_\_\_  
Name (Last, First) Title

\_\_\_\_\_  
Primary phone number | Other phone number Email address

## Organization Profile for Co-Lead Organization #1

- NISP organization type code: \_\_\_\_\_  
(see attached list of National Information Systems Project organization type codes; please contact PAR staff if you have questions on the code for your organization type)
- Applicant Mission Statement:

- Please provide a link to or copy of applicant organization's most recent annual report or equivalent descriptive publication that describes one-two years of activity:

## Co-Lead Organization #2 Information

Legal Name of Applicant Organization \_\_\_\_\_

Website / Twitter / Instagram: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

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

Applicant County: \_\_\_\_\_

## Contact Person Information for Co-Lead Organization #2

\_\_\_\_\_  
Name (Last, First) Title

\_\_\_\_\_  
Primary phone number | Other phone number Email address

\_\_\_\_\_  
Applicant Authorizing Official

\_\_\_\_\_  
Name (Last, First) Title

\_\_\_\_\_  
Primary phone number | Other phone number Email address

## Organization Profile for Co-Lead Organization #2

- NISP organization type code: \_\_\_\_\_  
(see attached list of National Information Systems Project organization type codes; please contact PAR staff if you have questions on the code for your organization type)
- Applicant Mission Statement:  
  
\_\_\_\_\_
- Please provide a link to or copy of applicant organization's most recent annual report or equivalent descriptive publication that describes one-two years of activity:  
  
\_\_\_\_\_

## Network Information

1. Attach to the application a list of current or potential member organization names of your network. For existing networks, describe the network's membership by organization type and percentage, e.g., 50% cultural/history organizations, 20% libraries, 30% performing arts organizations.
2. Describe any collaborative work done by current or potential network members in the recent past.
3. Please provide us with the Mission Statement of your network, or potential network, if you have developed one. For existing networks, explain how you manage the network, member meetings, finances and programs.
4. How many organizations regularly participate, or will potentially participate, in the meetings and activities of your network? For existing networks, please provide a list with participation figures for meetings, educational programs, and other events your network has offered in the past year.
5. Attach letters of support from up to three current or potential members of the network. Specific details can include network member's level of participation in the network; impact of the network; and desired programs from a new or expanded network

## Project Description

1. Describe the impetus for your network and state the goals and measurable outcomes for success around beginning, or increasing, the inclusion of performing arts organizations.
2. Describe specific marketing and communication strategies you will use during the project for including the performing arts organizations in your area.
3. What specific activities will you do during the grant period? Include strategies to emphasize work with the performing arts community. Include start and end dates for your project. Please note that model programs or projects that can be replicated by other networks are encouraged.
4. Describe how you will measure your outcomes of this grant project.

5. Provide a brief budget explanation within the narrative to describe the basis for expenses listed in the budget below, such as:
- Consultant Fees \$2,500: A professional facilitator for a two-day meeting, including ½ day of prep and follow-up at \$1,000/day for \$2,500
  - Meeting Expenses, Supplies, etc., of \$2,500: Room rental at \$250/day for \$500 and lunch plus refreshments for 20 people at \$50/day for 2 days for \$2,000.

### **Project Budget (provide figures to the nearest dollar)**

Total Requested

Amount: \$ \_\_\_\_\_

Expenses by Line:

Expense Line	Basis of Cost	Total Project Cost
Total Project Costs:		

Feel free to contact PAR Project Coordinator Steve Eberhardt at [PARgrants@lyrasis.org](mailto:PARgrants@lyrasis.org) or 1.800.999.8558 x2919 to discuss project ideas or ask questions about the application process.

Please email your completed application form as a PDF to [PARgrants@lyrasis.org](mailto:PARgrants@lyrasis.org).

# National Information Standards Project Codes

## Applicant Institution

01 Individual Artist  
 02 Individual Non-Artist  
 03 Performing Group  
 04 Performing Group - College/University  
 05 Performing Group - Community  
 06 Performing Group - Youth  
 07 Performance Facility  
 08 Art Museum  
 09 Other Museum  
 10 Gallery/Exhibit Space  
 11 Cinema  
 12 Independent Press  
 13 Literary Magazine  
 14 Fair/Festival  
 15 Arts Center  
 16 Arts Council/Agency  
 17 Arts Service Organization  
 18 Union/Professional Association  
 19 School District  
 20 Parent-Teacher Organization  
 21 Elementary School  
 22 Middle School  
 23 Secondary School  
 24 Vocational/Technical School  
 25 Other School  
 26 College/University  
 27 Library  
 28 Historical Society  
 29 Humanities Council  
 30 Foundation  
 31 Corporation  
 32 Community Service Organization  
 33 Correctional Institution  
 34 Health Care Facility  
 35 Religious Organization  
 36 Seniors' Center  
 37 Parks and Recreation  
 38 Government - Executive  
 39 Government - Judicial  
 40 Government - Legislative (House)  
 41 Government - Legislative (Senate)  
 42 Media - Periodical  
 43 Media - Daily Newspaper  
 44 Media - Weekly Newspaper  
 45 Media - Radio  
 46 Media - TV  
 47 Cultural Series Organization  
 48 School of the Arts  
 49 Arts Camp/Institute  
 50 Social Service Organization  
 51 Child Care Provider

99 None of the Above

## Disciplines (Applicant & Project)

01 Dance
 

- A Ballet
- B Ethnic/Jazz
- C Modern

 02 Music
 

- A Band
- B Chamber
- C Choral
- D New
- E Ethnic
- F Jazz
- G Popular
- H Solo/Recital
- I Orchestral

 03 Opera/Musical Theatre
 

- A Opera
- B Musical Theatre

 04 Theatre
 

- A General
- B Mime
- D Puppet
- E Theatre for Young Audiences

 05 Visual Arts
 

- A Experimental
- B Graphics
- D Painting
- F Sculpture

 06 Design Arts
 

- A Architecture
- B Fashion
- C Graphic
- D Industrial
- E Interior
- F Landscape Architecture
- G Urban/Metropolitan

 07 Crafts
 

- A Clay
- B Fiber
- C Glass
- D Leather
- E Metal

## Disciplines (Continued)

- F Paper

- G Plastic
  - H Wood
  - I Mixed Media
- 08 Photography
- 09 Media Arts
- A Film
  - B Audio
  - C Video
  - D Technology/Experimental
- 10 Literature
- A Fiction
  - B Non-Fiction
  - C Playwriting
  - D Poetry
- 11 Interdisciplinary
- 12 Folklife/Traditional Arts
- A Folk/Traditional Dance
  - B Folk/Traditional Music
  - C Folk/Traditional Crafts & Visual Arts
  - D Oral Traditions (include folk/traditional
- 13 Humanities storytelling)
- 14 Multidisciplinary
- 15 Non-Arts/Non-Humanities