**ORGANIZATION GUIDELINES**

United Arts Appeal Projects Pool grants are available to quality arts programs and organizations and to individual artists for career development. (*Separate application forms are available for individual artists.)*

**Funding Award Amounts**

Projects Pool awards will not exceed $500.00.

**Application Deadline**

Applications must be received no later than ***midnight, Monday, April 14, 2025.***

Late applications will not be accepted.

**Eligibility for Organizations**

* Only one application per organization is accepted.
* The applying organization is a nonprofit organization.
* The project is artistic in nature.
* The nonprofit has been established in Chautauqua County for at least one year and has an active Board of Directors that meets on a regular basis.

**Funding Restrictions**

* Previous recipients of a Projects Pool grant who have failed to submit the required final report or failed to meet the obligations of their past grant are ineligible.
* Budgeted expenses must relate to the program or project.
* Grants cannot be used for regrants to others, payment of past debts, campaigns, capital expenditures, or any purchases not related to the program or project.
* Members of the Advisory Panel are ineligible to submit applications.

**Review Criteria**

* Quality or uniqueness of proposed artistic project or programming
* Community benefit or interest generated by the project or programming
* Reasonableness of budget, demonstrated need for funding

**Required Documents:**

* Organization Application
* Proof of nonprofit status
* A current resume including details of your experience related to your artistic discipline
* An example or documentation of your work (photos, website or YouTube link)
* Optional: One to three samples of additional materials you feel may support your application (photos, reviews of or publicity for exhibitions or performances, brochures or programs)

**Application Process**

1. Combine all required documents into a single PDF labeled ***“(Your Name) 2025 UAA Application.pdf”***
2. *Email pdf to:* UAAofCC@gmail.com*\*please note\* applications that are not submitted as a single PDF will be returned)*

**Review Process**

Applications to the Projects Pool are screened by the United Arts Appeal for eligibility and completeness. Applications are then reviewed by an Advisory Panel made up of Chautauqua County residents who are knowledgeable in the arts. The Advisory Panel makes funding recommendations to the United Arts Appeal Board of Directors for its final decisions regarding funding approval and award amounts.

**Decision Notification**

*Applicants will be notified of the decision regarding their applications no later than*

***May 31, 2025.***

**If you do not receive notification within two weeks that your application was received, or if you have any questions or need more information,** contact UAA Arts Administrator Donn Smeragliuolo

**(716) 244-0657** [UAAofCC@gmail.com](mailto:UAAofCC@gmail.com)

**ORGANIZATION APPLICATION**

|  |  |
| --- | --- |
| Organization name: |  |
| Contact person: |  |
| Title: |  |
| Contact person’s phone #: |  |
| Contact person’s email: |  |
| Organization address: |  |
| Organization city, state, Zzp: |  |
| Organization phone: |  |
| Organization email: |  |
| Organization website: |  |

Have you received a United Arts Appeal Projects Pool grant before? qYes qNo

If yes, what was the project? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When did you last receive it? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount of funding received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Project title: |  |
| Art form or discipline: |  |
| Tentative project completion date: |  |
| Total estimated cost of your project: |  |
| Amount of funding requested: |  |

**QUESTIONS (attach additional sheets as needed)**

**1. Briefly describe your project. When and where will it take place?**

**2. List main artistic and administrative staff who will be involved in the project.**

**3. How many people are expected to be served by this project? Describe the intended audience and expected number of attendees.**

**4. What are the total expenses (equipment, supplies, fees, etc.) and total Income (admissions, sales, contributions, grants, other) of the project, including deficit or surplus.**

**REQUIREMENTS**

1. Should the individual artist be funded, the following statement must be included in all publicity related to the funded project: ***“This (event, project, program) is made possible in part by support from the United Arts Appeal of Chautauqua County Projects Pool Grants Program.”***

2. Should the individual artist be funded, a final report must be submitted by **March 31,** 2026 including:

* final budget with receipts for grant-funded purchases
* photos and/or documentation of the completed project

Report forms are online at [UnitedArtsAppeal.org/grants.html](http://unitedartsappeal.org/grants.html).

**CERTIFICATION:**

By submitting this application you are certifying that you have the authority to represent the applicant organization and that you have read the guidelines for application to the United Arts Appeal of Chautauqua County’s Projects Pool Grants Program and that this application complies with those guidelines.