



Passaic County Cultural & Heritage Council

at Passaic County Community College

The Passaic County Arts Re-grant Program



Contact Information for PCCHC:

Passaic County Cultural & Heritage Council
Passaic County Community College
One College Boulevard
Paterson, NJ 07505
(973) 684-5444 or 6507

www.pccc.edu/cultural-affairs/pcchc

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This program is funded is made possible through a grant from the New Jersey State Council on the Arts.

Type of Grant Requested (please check one) *PAGE 3 OF APPLICATION*

- Special Project (SP)
 General Operating Support (GOS): **Arts organizations only.** This request cannot exceed 20% of your annual budget.

Amount Requested: \$ 2,000**3. Budget Summary** *PAGE 3 OF APPLICATION*COMPLETE THIS BUDGET SUMMARY AFTER COMPLETING PROJECT BUDGET ON PAGE 8.

- | | |
|---|-----------------|
| A. Amount Requested from PCCHC
A must not exceed (B+C); max \$5,000 | \$ <u>2,000</u> |
| B. Cash Match
Must be \$1 to \$1 match with cash being at least 50% of A. | \$ <u>2,500</u> |
| C. In-Kind Match
Cannot exceed 50% of match. | \$ <u>1,500</u> |
| D. TOTAL BUDGET (A+B+C): | \$ <u>6,000</u> |

Project Budget

Budget figures reflect the period between January 1, 2018 and December 31, 2018.

PROJECT EXPENSES

Expense Categories List each expense and describe in Project Description #6 on previous page.	Requested From PCCHC	Matching Cash	Matching In-Kind	Category Totals
Personnel Salary	N/A		\$500	\$ 500
Technical / Production Staff		\$600	\$150	\$ 750
Professional Services / Artists (Fees, Stipends) Please break down in Project Description #6 if multiple artists/fees.	\$1,500	\$700		\$2,200
Space Rental	\$ 500		\$500	\$1,000
Equipment Rental		\$350		\$ 350
Supplies / Materials			\$300	\$ 300
Photocopying		\$100		\$ 100
Graphic Design / Printing		\$300		\$ 300
Publicity		\$200		\$ 200
Postage / Telephone	N/A	\$100		\$ 100
Hospitality	N/A	\$150	\$ 50	\$ 200
Other (list below)				
TOTALS	A. \$2,000	B. \$2,500	C. \$1,500	Grand Total \$6,000

Note:

- ◆ A, B and C should correspond to the *Budget Summary* on page 3.
- ◆ Total of A, B and C should equal Grand Total.

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PROJECT INCOME

Include expected funds from local government, private and corporate donations, memberships, tuition, registrations, admissions/tickets, grants (**other** than PCCHC re-grant), sale of ads in programs, contribution from your organization and other sources of income.

Source:

Amount:

<u>Local Bank Donation</u>	<u>\$ 300</u>
<u>Ad Sales in Program</u>	<u>\$ 500</u>
<u>Ticket Sales (\$10 ticket x 40 tickets sold)</u>	<u>\$ 400</u>
<u>Re-grantee Organization Budget</u>	<u>\$1,300</u>
<u>Total Project Income</u>	<u>\$2,500</u>
<u>Amount Requested from PCCHC</u>	<u>\$2,000</u>
<u>Total In-Kind Income (from below)</u>	<u>\$1,500</u>
<u>Grand Total (same as on Expenses Chart and Budget Summary)</u>	<u>\$6,000</u>

IN-KIND INCOME

Donated goods and services, for which the organization does not pay cash, but which have a documented cash value. List all contributions to the organization pertaining to the project expected during the re-grant period (January 1 – December 31, 2018).

Volunteer hours spent on the project and the type of service performed must be documented if used toward the match. If you cannot detail in the space below, you may attach a list or chart. Be sure to request statements from donors indicating the value of goods and/or services.

Examples of In-kind Contributions:

- ◆ Rental fees of any space allotted for your project's use for which you are not being charged.
- ◆ Volunteer hours spent on this project can be claimed as an in-kind contribution provided it is computed at its fair market value.
- ◆ Donated equipment, supplies or professional services for your project.

In-Kind Contribution (detail contribution, i.e. 7 hours X \$10/hour)	Cash Value
<u>Performance Space (discount from full rental price)</u>	<u>\$ 500</u>
<u>Costumes donated/borrowed from local university (Supplies/Materials)</u>	<u>\$ 300</u>
<u>Juice donated by local supermarket (Hospitality)</u>	<u>\$ 50</u>
<u>Project Manager Volunteer – Personnel Salary (\$20/hour x 25 hours)</u>	<u>\$ 500</u>
<u>Technical / Production Volunteer (\$25/hour x 6 hours)</u>	<u>\$ 150</u>
<u>Total In-Kind Contribution / Income</u>	<u>\$1,500</u>