



2025-26 GAP Application Tutorial

Overview

Applicants for the 2025-26 Grassroots Arts Program (GAP) grants must submit their application in JotForm by August 29, 2025. The application package includes the following:

- Application. Narrative and statistical data about your program or project activity. Arts organizations may also request funding for operations.
- Organizational Financial Statement. Download and complete the template for Organizational Financial Statement. The requirements are to provide a complete income and expense statement for your last fiscal year (actuals) and a complete operating budget for your current fiscal year and your next fiscal year. Public schools and other large governmental or community agencies need only complete the financial information as it relates to their arts program. Upload the completed document in the space provided.
- Project Budget. Download and complete the template for your Project Budget. Note that your total cash expenses must equal your total cash income. Upload the completed document in the space provided.

Navigating the Application Form

The Application form is organized into multiple pages. Click “Next” at the bottom of each page to progress to the page. You will receive a validation error if you leave a required question unanswered or if the answer to a narrative question is too brief or exceeds the allowed character limit. You will need to resolve these issues to move on to the next page.

You do not need to complete your Application in one sitting. After clicking “Save” at the bottom of the page, you can close your form and return to it later. You will see a pop-up dialog box that allows you to save your submission as a draft. You do not need to create an account to save your draft - click the “Skip Create An Account” at the bottom of the dialog box. Enter your email address (if needed) and click the send icon. You will receive an email with a link that will allow you to resume your application. You can use the same link to return as many times as you need.

Submit your Application by clicking the “Submit” button on the last page of the form. Once submitted, you will receive an email with a copy of your Final Report and attachments. If you are applying for multiple grants for different projects, use the original link to open and complete an application for each grant request.

General questions about the application process may be directed to leecountyarts@gmail.com or you may call (919) 774-6139 for assistance.

Section I. Organizational Information

The following information will be requested in this section.

- Legal Name of Organization (required). This should be the legal name as defined in your organization's governing documents.
- Name of Fiscal Agent (optional). If your organization has not been in operation for at least one year or is unincorporated, you may need to have a fiscal agent to receive the funds on your behalf. The Lee County Arts Council can provide more information about this requirement. If your organization is working with a fiscal agent, enter the name in the space provided.
- Contact Person's Name, Title, Phone Number and Email Address (required). The Contact Person is the individual preparing and submitting the form. Any questions about the application will be generally directed to the Contact Person.
- Authorizing Official's Name, Title, Phone Number and Email Address (required). The Authorizing Official is typically the Board Chair, President or School Principal. Another official may be designated as provided by the organization's structure or bylaws.
- The Organization's Mailing Address and County (required). For purposes of the Grassroots grant, the Organization must reside in Lee County and the address and county information must reflect this.
- Applicant Race (required). This is a National Standard for Arts Information Exchange data collection project to document state arts agency grantmaking activities. This information is not used in making grant decisions. Organizations should choose the one code that best represents 50 percent or more of their staff, board and, if applicable, membership.
- Website (optional). Provide the organization's website, if available.
- Organization's EIN (required). Provide the organization's Employer Identification Number (EIN) as assigned by the Internal Revenue Service.
- Organization's UEI (optional). Provide the organization's Unique Entity Identifier (UEI) as assigned to entities that register to do business with the federal government, including organizations that receive grants.
- Mission (required). Give a brief description of your organization's mission statement.
- Audience (required). Provide an overview of the numbers and kinds of people that your organization serves. For example, your organization may be a school serving X number of children from ages Y to Z. Or, your organization could be focused on a particular population in the county (ethnic, service, age, income, gender, disability, etc.). In either case, the "numbers" should reflect the individuals actually served during the course of a year. This could be the prior fiscal year of an average over several years.
- Current Arts Programs & Services (required). Provide a description of the current arts programs and services that your organization provides to its audience. Public schools and other large governmental or community agencies should provide a description of their arts program only rather than the entire organization.

- **Board and Staff Composition (required).** Complete the table entering the total number of board members and the total number of staff (if applicable) in the first row. In the succeeding rows, enter the percentage of board members and staff that fall into each ethnic group.

	Board Members	Staff
Total Number	#	#
% Asian	%	%
% Black/African American	%	%
% Hispanic/Latino	%	%
% Native American/Alaska Native	%	%
% Native Hawaiian/Pacific Islander	%	%
% White	%	%
Total Percent (should add to 100%)	%	%

- **Organizational Financial Statement (required).** Download the template (see Attachment A). Enter the actual income and expense data from your last fiscal year. Your entries are to be taken from your organization's financial statements and are subject to audit. In the same spreadsheet, enter the projected income and expense information taken from your operating budget for the current fiscal year and your projected budget for the next fiscal year.

Public schools and other large governmental or community agencies need only enter financial information as it relates to their arts program.

Upload the completed Organizational Financial Statement (Excel file). This will be presented to the Subgrant Advisory Panel as part of the evaluation process.

Section II. Project Questions

The following information will be requested in this section.

- **Project Title (required).** A project title should be concise, specific, and informative. It should capture the project's main idea in a few words.
- **Project Description (required).** A project description is a brief, high-level overview of your program, project or operating need. It may include the project's objectives, essential qualities, the problem it addresses, or any community partnerships involved.
- **Grant Amount Requested (required).** Enter the amount of funding that you are requesting. See the GAP Subgrant Guidelines for Funding Guidelines and Policies.
- **Project Start and End Date (required).** A project's start date is wherever the first task is scheduled to begin. The end date is when the last task is scheduled to end. A project may begin no earlier than July 1, 2025 and end no later than June 30, 2026. If you are funded and find that you will not be able to complete your project within the time frame, you will need to contact The Lee County Arts Council by April 15, 2026 to discuss options.
- **Project Goals (required).** Discuss the main goals that your organization hopes to accomplish. You could include a description of what participants will learn or gain from the arts experience or how the project will impact the community. If you have measurable action items, include these as well.

- Participant Description (required). A participant is anyone who is part of the project; these include the audience, artists, consultants, volunteers, staff, etc. The description of your intended participants should be specific. For example, “We expect the community participation to be 200 adults and 300 middle-school-aged children.”
- Participant Composition (required). Complete the table entering the estimated percentage of participants that fall into each ethnic group.

	Participant Composition
% Asian	%
% Black/African American	%
% Hispanic/Latino	%
% Native American/Alaska Native	%
% Native Hawaiian/Pacific Islander	%
% White	%
Total Percent (should add to 100%)	%

- Location and Dates (required). Provide the venue name, address and date(s) of event or performance. If there is more than one performance or event, list all dates and venues. If multiple events or performances are involved, you may upload this information in Additional Supporting Documents at the end of the Project Questions section.
- Project Activities (required). Describe the project’s activities. For example: Each art camp student will engage in a rotating schedule of visual and performing arts classes. This includes 20 hours a week of instruction, with at least 10 hours devoted to sculpture, drawing and painting and 10 hours to dance, theatre and musical instruction.
- Artists (required). Describe the artists or ensembles that will be engaged to provide the art experience outlined in your project. Explain how and why they were chosen. Provide the name, the rate of pay, ethnicity, and credentials. If multiple artists are involved, you may upload this information in Additional Supporting Documents at the end of the Project Questions section. If the artists have not been chosen yet, describe your process for choosing artists and notify The Lee County Arts Council of your final selection(s) when you complete this activity.
- Publicity (required). Explain how you plan to engage your audience and any strategies for outreach or participation. For example, press releases, website, advertising, social media, etc.
- Project Evaluation (required). What tools or methods will you use to evaluate the success of your project? For example, Surveys, participant counts, revenue, etc.
- Project Budget (required). Download the template (see Attachment B). Enter the projected income and expenses for your project. Note that your total cash expenses must equal your total cash income. Upload the completed document in the space provided.
- Additional Supporting Documents (optional). You may attach up to five (5) additional supporting documents that you feel help demonstrate the work associated with this proposal. For example, program/project plans, performance events, artist information and credentials, etc.

Section III. Certification

We recommend that you review your application one last time before selecting CONTINUE to confirm that all required responses and attachments are present.

When you are ready to submit the application to The Lee County Arts Council, click CONTINUE. A Consent Disclosure dialog box will appear inviting you to sign the document. Click SIGN DOCUMENT and your signed application will be submitted.

On submission, you will receive a confirmation email with your application attached. If you do not, check your spam/junk folder. If you still do not see an email confirmation, please contact The Lee County Arts Council at leecountyarts@gmail.com or (919) 774-6139.

After the submission is completed, the Authorizing Official will be contacted separately for his/her signature. The application process will not be completed until the signatures of both the Contact Person and the Authorizing Official have been received; therefore, it is recommended that applications be submitted as early as possible.

Grassroots Arts Program Subgrant Application - Organization Financial Statement

Organization Name:

Person Completing Report:

Last Complete Fiscal Year End Date:

Cash on Hand as of Last Complete FY:

Note: Enter Data in the fields highlighted in Blue only.

	Last Complete Fiscal Year Actuals	Current Fiscal Year Budget	Next Fiscal Year Budget
INCOME			
Ticket Sales/Event Revenue			
Concession/Merchandise Sales			
Member Dues			
Commissions			
Contracted Services			
Class/Workshop/Seminar Fees			
Other Earned Revenue			
Total Earned Revenue	\$ -	\$ -	\$ -
Corporate Support			
Foundation Support			
Individual Support			
Federal Government Support			
State Support			
Local Support			
Other Contributed Support			
Total Contributed Revenue	\$ -	\$ -	\$ -
In-Kind Revenue			
INCOME TOTAL	\$ -	\$ -	\$ -

	Last Complete Fiscal Year Actuals	Current Fiscal Year Budget	Next Fiscal Year Budget
EXPENSES			
Administrative Staff			
Artistic Staff			
Technical/Production Staff			
Payroll Taxes and Benefits			
Total Personnel Expenses	\$ -	\$ -	\$ -
Artistic Contracts			
Other Contracts			
Total Outside Contracts	\$ -	\$ -	\$ -
Marketing Expenses			
Other Program/Production Expenses			
Total Program/Production Expenses	\$ -	\$ -	\$ -
Space Rental			
Utilities, Telephone, Internet			
Computer/Technology Expenses			
Travel & Lodging			
Insurance			
Office Postage, Printing & Supplies			
Other Administrative Expenses			
Total Administrative Expenses	\$ -	\$ -	\$ -
In-Kind Expenses			
EXPENSES TOTAL	\$ -	\$ -	\$ -
NET PROFIT/LOSS	\$ -	\$ -	\$ -

Grassroots Arts Program Subgrant Application - Project Budget

Organization Name:	
Person Completing Report:	
Grant Amount Requested:	\$ -

NOTE: Enter data in the field highlighted in Blue only.

	Grant Amount	Matching Funds	Project Total
PROJECT EXPENSES			
Administrative Staff	\$ -	\$ -	\$ -
Artistic Staff	\$ -	\$ -	\$ -
Technical/Production Staff	\$ -	\$ -	\$ -
Total Personnel Expenses	\$ -	\$ -	\$ -
Artistic Contracts	\$ -	\$ -	\$ -
Other Contracts	\$ -	\$ -	\$ -
Total Outside Contracts	\$ -	\$ -	\$ -
Marketing	\$ -	\$ -	\$ -
Space Rental	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -
Remaining Project Expenses	\$ -	\$ -	\$ -
Total Production Expenses	\$ -	\$ -	\$ -
EXPENSES TOTAL	\$ -	\$ -	\$ -

PROJECT INCOME	
Admissions	\$ -
Contracted Services	\$ -
Other Earned Revenue	\$ -
Total Earned Revenue	\$ -
Corporate Support	\$ -
Foundation Support	\$ -
Individual Support	\$ -
Federal Government Support	\$ -
State/Regional Support	\$ -
Local Support	\$ -
Other Contributed Support	\$ -
Total Contributed Revenue	\$ -
Applicant Cash on Hand	\$ -
Grant Amount Requested	\$ -
INCOME TOTAL	\$ -

Grant Amount = The total amount of money requested by your organization through the Grassroots Arts Program.
 Matching Funds = The total amount of money your organization plans to spend to complete your project(s). This amount should equal or exceed the Grant Amount.

Project Total = The total amount of money your organization plans to spend to complete your project(s). This is a calculated amount equal to the sum of the Grant Amount and the Matching Funds.

Project Income = The total amount of money from all sources that will fund your project(s).