



LOCAL ARTS AGENCY PARTNERSHIP FUNDING REQUEST - FY 2009

All *LAA Partnership Funding Request* materials must be postmarked or hand delivered by
4:00 PM on Friday, April 11, 2008

Please send five (5) completed copies of the LAA Partnership Funding Request package to: John Cusano, LAA Program Manager, Connecticut Commission on Culture & Tourism, One Constitution Plaza, 2nd Floor, Hartford, CT 06103

***Note:** Please fill out the following PDF form. You **cannot** save data typed into this form. Please print the completed form for your records.

GRANTEE INFORMATION

Organization Name _____

Private Nonprofit LAA Municipal Government LAA

Other/Describe _____

Street Address _____

Mailing Address (if different) _____

City/State/Zip _____

Applicant Contact _____

Telephone _____ Ext. _____ E-mail _____

Website Address (if available) _____

Projected Proposal Expense Total: \$ _____

LAA Partnership Funds Requested of CCT: \$ _____

Proposal Synopsis: *(Summarize your Partnership Workplan activities in 150 words or less)*

Required Minimum Match: 25% 50% 75% 100%

SIGNATURE

The undersigned certifies that all of the information provided in this LAA Partnership Funding Request grant application package is true and correct to the best of her or his knowledge.

Authorized Signature _____ Date _____

Print Name _____ Title _____

FOR OFFICE USE: App # _____

PARTNERSHIP WORKPLAN

Workplan Content

Provide a one year workplan that describes your proposed activities (services and programs) which are designed to advance one or more of the LAA program's goals (see Program Guidelines and Partnership Funding Request Instructions).

Attach a narrative of up to three pages maximum.

FORMAT: Use a clear and readable font style no smaller than 10 point and set page margins of no less than one inch. **You may use bulleted information or tables/charts** to help clarify major activities. Please utilize a header with (at minimum) page numbers and the name of your organization.

- Organize a clear and logical outline of your major proposed activities for the one year period of the grant (July 1, 2008 through June 30, 2009).
- Communicate your proposed activities, where possible, as an evolution of and/or in reference to your organization's prior LAA grant program award, your LAA Preparatory Application analyses (SWOT & Situational Analysis), the Partnership Conference, key insights and/or recommendations established during your consulting session, and internal/external planning meetings.
- The Workplan narrative should substantiate: *
 - a) Scope of Activities
 - b) Synergies with LAA program goals
 - c) Constituents served
 - d) Anticipated outcomes
 - e) Evaluation

*See the Program Guidelines and Partnership Funding Request Instructions for further explanation of narrative content described in sections 4 a) through 4 e).

EXPENSE & INCOME ALLOCATIONS BUDGET

Partnership Funding Request Projected Budget

Complete the one page MS Excel budget page to detail projected expenses and income relevant to your proposal. The budget document contains embedded formulae and can be completed electronically. The supplied budget form uses the Commission's standardized chart of accounts (line items). A Sample Budget is provided. See the Program Guidelines and Partnership Funding Request Instructions.

ADDITIONAL MATERIALS

Additional materials are required for this grant. Please review the requirements described in the Program Guidelines and Partnership Funding Request Instructions.

1. **Board List** – maximum two page document providing a current list of your board of directors
2. **Copy of IRS Tax Exempt Determination Letter or Municipal Ordinance/Statute**
3. **Last Completed Year's Financial Statement** – supply an audited or endorsed copy of your last completed fiscal year income and expense figures.
4. **Support Materials**