



Operating Grants: Request for 2nd Year Funding

To be completed by Two-Year Operating Grantees entering their second year of funding. Save this form to your computer and fill it out using Microsoft Word or a compatible program. Application deadline: May 1, 2012.

Grant Number (to be filled out by MAC staff): _____

1. Organization Name: _____ 2. County: _____

3. Mailing Address: _____ City: _____ Zip: _____

4. Telephone: _____ Fax: _____ E-mail: _____

5. U.S. Congressional District # ____ 6. MS Senate District # ____ 7. MS House District # ____

8. Year your organization was founded: _____ 9. Date of Incorporation: _____

10. Federal Employee ID Number: _____

11. Project Director: _____ Title: _____

12. Telephone: _____ E-mail: _____

13. Authorizing Official: _____ Title: _____

14. Telephone: _____ E-mail: _____

15. When does your fiscal year begin and end (month/day)? _____ to _____

Note: The amount of your second year grant will be based on the previous year's award.

The authorizing official and project director certify that the information contained in the application, including all attachments and supporting material, is true and correct to the best of our knowledge. We certify that the applicant will comply with all general and specific guidelines and restrictions of the Mississippi Arts Commission and, when applicable, of the National Endowment for the Arts, including the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Executive Order 12549, Fair Labor Standards, and the Drug Free Workplace Act of 1988.

Authorizing Official:

Signature Date

Type name: _____

Project Director:

Signature

Date

Type name: _____

Application Deadline: May 1, 2012

Op. Grants - Request for 2nd Year Funding: Budget (page 1 of 2)

- 1) Fill out the budget form based on your projections for the next fiscal year.
- 2) Itemize each item for next year's projected expenses on a separate page.
- 3) Explain any changes of more than 20 percent from the previous year on the separate page.
- 4) Attach the required financial audit of the organization's most recently completed fiscal year.

Next Year's Cash Expenses	Amounts
1. Personnel (staff): Administrative	
Artistic	
Technical/production	
2. Outside fees and services (contractors): Artistic	
Other	
3. Space rental:	
4. Travel:	
5. Marketing: Printing	
Other	
6. Remaining operating expenses: Postage	
Telephone	
Rentals	
Supplies/materials	
Insurance	
Other (specify)	
7. Subtotal:	
8. Capital expenditures: Building	
Acquisitions	
9. Total Cash Expenses:	
10. Deficit (if any):	
11. Accumulated deficit*:	

*If your organization has an accumulated deficit, please submit

- A financial audit for the past two fiscal years (see audit requirements in current guidelines)
- A year-to-date financial statement for the current fiscal year of operation; and
- A specific plan for reducing or eliminating the deficit.

Request for Year 2 Funding: Budget, page 1 of 2

- 1) Fill out the budget form based on your fiscal year.
- 2) Itemize each item of the income, including in-kind contributions, on a separate page.

Next Year's Cash Income	Amounts
1. Revenue: Admissions	
Contracted services	
Other Revenue	
2. Private-sector support: Corporate contributions	
Foundation grants	
Other private contributions	
3. Government support: Federal	
Regional	
County	
Municipal	
4. Applicant cash:	
5. Subtotal:	
6. Operating grants from MAC:	
7. Total Cash Income*:	

**The total cash income should be equal to or greater than the total cash expenses.*

In-Kind Contributions**: Describe and estimate the dollar value of any contributed goods and services. Item:	Amounts

**Defined as the cash value of goods and services contributed by sources other than the grantee organization (for example, work done by volunteers or donated office space). Grantees must be able to produce records of in-kind contributions.