

**S U F F O L K C O U N T Y**  
**OFFICE OF FILM AND CULTURAL AFFAIRS**

Department of Economic Development & Planning  
H. Lee Dennison Building  
100 Veterans Memorial Highway, 11th Floor  
Hauppauge, New York 11788  
(631) 853.4800  
suffolkcountyartsandfilm.com

**FILM FESTIVALS GRANT APPLICATION 2017**



STEVE BELLONE, COUNTY EXECUTIVE



THERESA WARD, COMMISSIONER ECONOMIC DEVELOPMENT & PLANNING

**APPLICANT INFORMATION**

---

Legal Name of Organization: \_\_\_\_\_

Address 1: \_\_\_\_\_

Organization dba.: \_\_\_\_\_

Address 2: \_\_\_\_\_

FEIN: \_\_\_\_\_

Year Founded: \_\_\_\_\_ Total Operating Budget: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

How Many Full-time Employees: \_\_\_\_\_

Title: \_\_\_\_\_

How Many Part-time Employees: \_\_\_\_\_

Email: \_\_\_\_\_

How Many Volunteers: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Total Annual Attendance: \_\_\_\_\_

---

**PROJECT INFORMATION**

Project Contact Person: \_\_\_\_\_

Project Time Period: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_

# Of artists hired by this project: \_\_\_\_\_  
(\*\* note: individual artists NOT artist groups)

Total Project Cost: \_\_\_\_\_

**PROJECT TITLE**

# of people served by project: \_\_\_\_\_

**ORGANIZATION MISSION STATEMENT**

A Mission provides an overview of the group's plan to realize their vision. This statement should not be more than three sentences.

500 Character Max

---

**PROJECT OVERVIEW** (Points Possible: 25)

A project that embodies the highest level of artistry and artistic vibrancy. A project that fosters cultural participation in order to build strong communities. Describe your event? Describe how your event helps to build or enhance the community in its geographic region. Discuss any previous experience you or your organization may have had with similar projects.

2000 Character Max

**PROJECT ARTIST, ADMINISTRATIVE & TECHNICAL PERSONNEL** (Points Possible: 10)

A project that fosters proactive engagement of essential artistic and technical personnel. Please provide the following information:

- Names of essential artistic and technical personnel
- Resident of Suffolk County?
- An abbreviated bio for each person listed
- Additional relevant information for each person listed, i.e.: web page address, IMDB link, etc.

*Example:*

**Name:** Mardou Fox

**Role with Project and Why?:** Fine and Multimedia Artist. Design of large installation multimedia pieces for audience engagement at community event.

**Suffolk County Resident**

**Bio:** Born in Bay Shore, New York in 1970. Fox works predominantly in the medium of painting, but includes video in her large scale installations. Fox completed an MFA with distinction at New York University. She has had solo shows in New York City at Jonathan Levine Gallery, San Francisco at Shooting Gallery and Huntington, New York at Ripe Art Gallery.

mardoufoxart.com

---

2000 Character Max

**PROJECT ARTIST, ADMINISTRATIVE & TECHNICAL PERSONNEL** *CONTINUED*

5000 Character Max

**PROJECT COLLABORATORS** (Points Possible: 5)

Please describe your collaborators and/or partners, if any. Collaboration can provide great depth to enlist partners in the development and presentation for a community arts project. Please note that although collaborative partners may be an asset, it is not necessary for a successful art project. This does not include paid staff or independent contractors.

5000 Character Max

**PROJECT COMMUNITY** (Total Points Possible: 10)

A project that promotes affordable and accessible arts and cultural experiences for the community. All projects must be open to the public. Describe the audience and the community for which the project will take place. A project that celebrates the diversity of Suffolk County by promoting the presentation of underrepresented artists and arts reflecting ethnic traditions as well as attracting under-represented communities. Community Support and interest can be demonstrated by your ability to define the audience and clearly articulate how they benefit from the proposed project, this can include audience demographics, collaboration, the production, and so on.

800 Character Max

---

**OUTREACH & MARKETING PLAN** (Total Points Possible: 5)

Describe the marketing and promotional plan. A good marketing plan can help you reach your target audience, boost your supporter base and increase your project's participation rate. Tell us about your target audience. A marketing plan helps you set clear, realistic and measurable objectives for your project.

1000 Character Max

**ACCESSIBILITY** (Points Possible: 5)

Is this project accessible to all, e.g., physical space, large print programs, sign language interpreters, etc.

900 Character Max

---

**CULTURAL TOURISM** (Points Possible: 10)

A project that bolsters the visitor base of Suffolk County's downtown centers by promoting a positive downtown image and increasing the visibility of local arts and culture through engaging cultural events and innovative public art projects. Describe how this project supports the mission to revitalize Suffolk County's downtown centers?

1000 Character Max



**PROJECT BUDGET** (Points Possible: 20)

The Project Budget is a financial explanation of how your organization proposes to fund the program, as well as explain potential and realistic fundraising sources and revenue streams. The proposed project budget must show how Suffolk County funds will be leveraged by additional sources.

**INCOME**

	Explanation	Budget	
Admissions / Box Office	_____	\$ _____	
Tuition, Workshop Fees, etc.	_____	\$ _____	
Sales, Concessions, etc.	_____	\$ _____	
Other (please describe)	_____	\$ _____	
<b>Contributed Income</b>	<b>Explanation</b>	<b>Budget</b>	
Individual	_____	\$ _____	
Corporate Contributions	_____	\$ _____	
Government Grants	_____	\$ _____	
Fundraising Events	_____	\$ _____	
Other (please describe)	_____	\$ _____	
Other (please describe)	_____	\$ _____	

**EXPENSES**

<b>PERSONNEL</b>	Explanation	Budget	SCOCA Request
Administrative	_____	\$ _____	_____
Artistic	_____	\$ _____	_____
Technical	_____	\$ _____	_____
Other	_____	\$ _____	_____
<b>OTHER SERVICES</b>	<b>Explanation</b>	<b>Budget</b>	<b>SCOCA Request</b>
Space Rental	_____	\$ _____	_____
Equipment Rental	_____	\$ _____	_____
Travel & Transportation	_____	\$ _____	_____
Advertising & Promotion	_____	\$ _____	_____
Printing & Copying	_____	\$ _____	_____
Postage	_____	\$ _____	_____
Supplies & Materials	_____	\$ _____	_____
Insurance	_____	\$ _____	_____
Remaining Operating Expenses	_____	\$ _____	_____

**REVENUE TOTAL:** \$ \_\_\_\_\_

**EXPENSES TOTAL:** \$ \_\_\_\_\_

**TOTAL SCOCA REQUEST**  
 (Revenue minus expenses): \$ \_\_\_\_\_

**% FUNDED BY SCOCA:** \_\_\_\_\_

**PROJECTED ORGANIZATION UNEARNED/CONTRIBUTED INCOME FOR 2016**

This is a required Suffolk County question. Complete this information for the entire organization, not only the project for which you are applying for.

<b>Source</b>	<b>Amount</b>	<b>Project</b>
SCOCA 2017 REQUEST (refer to page 9)		

Total \$ Projected: \_\_\_\_\_

**PROJECT VENUE INFORMATION**

Indicate the time of day for the event, the event name and the name of the venue and its complete address. If you require additional space, please add a page to the submission package.

**DATE**

**TIME**

**EVENT NAME**

**VENUE & LOCATION**

---

5000 Character Max