

APPLICATION CHECKLIST FFA 1 AND FFA 2



All PCMI pre-designed forms are available on the PCMI website at www.artshelp.org. If you are unable to access the forms through the internet, please contact the PCMI office at (267) 350-4910 or by e-mail at pcmi@pcah.us to request the forms be sent either by e-mail or by USPS.

Please follow these formatting specifications as you complete the application:

- Do not staple, laminate, bind or alter pages in any way. Use only paper clips or binder clips when submitting an application package.
- Do not send materials in folders or other covers.
- Submit narrative and support material on single-sided 8 ½" by 11" white paper. All margins must be at least one inch. Do not use colored paper. Do not reduce type size below 12 point. Handwritten materials will not be accepted.
- Include the name of your organization in the heading of each page.
- Collate applications in the designated order.
- Remove all binding for any studies or documents such as long-range plans, audits, feasibility studies or research reports submitted with your application.
- Do not submit supplemental materials that have not been requested, such as photographs, newsletters, reviews or programs. The panel will not review materials that are not specifically required in the application.
- Keep a complete copy of your application for your files.

Please submit your application **in the following order with one original and one copy of:**

- Application checklist
- A cover letter
- Application Cover Sheet
- Project narrative of no more than six pages, single sided. Type size should be at least 12 point and all margins no less than one inch. Please be sure to number your answers and include the questions from the application on the narrative you submit.**
- Support materials related to the narrative questions
 - Executive summaries, copies of portions of studies, reports or planning documents or other relevant documents
 - For consultant projects include:
 - A copy of the consultant's project proposal with a work plan, project budget and projected outcomes/consultant deliverables
 - Also include any RFP's you may have issued to solicit and select a consultant
 - For position upgrades include:
 - Current job description
 - New job description reflecting upgraded position
 - Outline/timeline for implementing the upgrade
 - Letter of certification on the current salary signed by the board chair
 - Resume
 - Revised organizational chart
 - For new positions include:
 - Job description
 - Timeline for hiring process
 - Revised organizational chart reflecting how the new position fits into your organization

APPLICATION CHECKLIST (cont.)

- PCMI Summary Report of PACDP's Cultural Data Profile now required with Application:

The Philadelphia Cultural Management Initiative and the other artistic initiatives of The Pew Charitable Trusts, along with public and private funders throughout the state of Pennsylvania, now require applicants to complete a Cultural Data Profile through the Pennsylvania Cultural Data Project website (www.pacdp.org). Many of you may have already completed the PACDP in the past year. Information for the Cultural Data Profile is organized by fiscal year-end and data is only entered for completed fiscal years for which an approved financial audit or review exists. Organizations that are not audited or reviewed will enter data based on approved year-end financial statements. If you do not have an approved audit, review or financial statements since your last Data Profile, you do not need to create a new profile. Upon completion of the Cultural Data Profile, applicants should go to "Funder Reports" section of the PACDP website and print the predefined **PCMI** report. Relevant information from the applicants' Cultural Data Profile will automatically be imported into the **PCMI** report. One copy of the report must be attached to the full PCMI application and submitted by **the relevant deadline for either Fund for Action 1 or Fund for Action 2.**

Applicants should direct questions concerning the Cultural Data Profile to:
PACDP Help Desk:
Toll Free: (866) 21-PACDP or (866) 217-2237
E-mail: help@pacdp.org

The PACDP Help Desk is available
Monday – Friday from 9:00a.m. – 5:00p.m.

PACDP website: www.pacdp.org

- PCMI Project Budget Form (available in PDF format that may be completed on-line and printed at www.artshelp.org. **Please note that indirect/administrative costs may not exceed 10% of the proposed project budget. Important:** Please attach a one-page budget narrative with explanations of significant variations and other notes you believe useful to understanding your budget and financial information.
- The most recently completed audited financial statements (**both copies must be unbound and clipped with a binder clip**)
- A list of the organization's staff and an organizational chart
- Short biographies (one to two paragraphs) of key personnel
- A list of the organization's Board of Directors with professional affiliations
- Strategic/Long-Range Plan (**both copies must be unbound and clipped with a binder clip**)

