

**Westport Cultural Council**

**Application for the Helen E. Ellis Trust Fund Grant for 2011-2012\***

**Date:** \_\_\_\_\_ **\*Application period: Monday, February 14, 2011 to Friday, March 11, 2011**

The following must be typed. The information can be provided as an attachment if you cannot use this printed form. This form can be downloaded from [www.westportculturalcouncil.org](http://www.westportculturalcouncil.org).

**Applicant Information:**

**Federal Employee ID #:** \_\_\_\_\_

\_\_\_\_\_  
**Applicant Name**

\_\_\_\_\_  
**Contact Person**

\_\_\_\_\_  
**Mailing Address**

\_\_\_\_\_  
**Contact Mailing Address**

\_\_\_\_\_  
**City/State/Zip**  
( ) \_\_\_\_\_

\_\_\_\_\_  
**Contact City/State/Zip**  
( ) \_\_\_\_\_ ( ) \_\_\_\_\_

\_\_\_\_\_  
**Applicant Phone/TTY**

\_\_\_\_\_  
**Contact Phone Day/Evening**

\_\_\_\_\_  
**Applicant Email Address**

\_\_\_\_\_  
**Contact e-mail address**

\_\_\_\_\_  
**Applicant Website**

**Project Information:**

1. **Project Title:** \_\_\_\_\_

2. **Name of venue/organization:** \_\_\_\_\_

**Location:** \_\_\_ Central Village \_\_\_ Route 6 \_\_\_ Route 177 \_\_\_ Other: Please specify) \_\_\_\_\_

3. **Name of Director and Westport Sponsor (see instructions, #3)** \_\_\_\_\_

**Sponsor Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check if sponsor letter is enclosed

4. **Target Audience:** \_\_\_ Adults \_\_\_ Children \_\_\_ Seniors (see instructions, #3) Please estimate projected number of participants \_\_\_\_\_.

5. **Briefly describe your activity (see instructions#5.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. **Please note the following 2 questions: Is it participatory?** \_\_\_yes \_\_\_no. **Will this result in a permanent installation?** (see instructions, #6 and FAQ) \_\_\_yes \_\_\_no.

7. **Describe the public benefit for Westport. Please review "Public benefit criteria" in instructions, #7.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. In approximately 100 words or less describe your plan for promoting this project to target audiences and your community. Include information on planned outreach and publicity activities (see instructions, #8.)

---



---



---

9. Qualifications of key personnel: summarize and include supporting material as attachments (see instructions, #9.)

- a. Individual artists must include resume and examples of work and any pertinent information that might impact on the evaluation of this proposal.
- b. Arts organizations must include resume of personnel, background information, examples of work and any information that would assist the Council in evaluation this proposal.

**Budget Information:**

Total Project Cost: \$ \_\_\_\_\_  
 Matching Funds\*: \$ \_\_\_\_\_ Source of Matching Funds: \_\_\_\_\_

\*Capital expenditures must have a 2:1 match. Check with the local cultural council to see if there are any additional match requirements

**PROJECT EXPENSES**

A. Salaries/Fees \$ \_\_\_\_\_  
 1. Artist/Humanist/ Interpretive Scientist \$ \_\_\_\_\_  
 2. Administrative \$ \_\_\_\_\_  
 3. Other ? \$ \_\_\_\_\_  
 TOTAL Section A \$ \_\_\_\_\_

B. Space Rental \$ \_\_\_\_\_

C. Travel \$ \_\_\_\_\_

D. Marketing \$ \_\_\_\_\_

E. Remaining Project Expenses  
 1. Equipment Rental \$ \_\_\_\_\_  
 2. Project supplies or consumables \$ \_\_\_\_\_  
 3. Printing \$ \_\_\_\_\_  
 4. Shipping/Postage \$ \_\_\_\_\_  
 5. Utilities/Telephone \$ \_\_\_\_\_  
 6. Insurance \$ \_\_\_\_\_  
 7. Other \$ \_\_\_\_\_  
 8. Ensuring Access \$ \_\_\_\_\_  
 TOTAL Section E \$ \_\_\_\_\_

F. Capital Expenditures \$ \_\_\_\_\_  
 G. TOTAL PROJECT EXPENSES\* \$ \_\_\_\_\_

**PROJECT INCOME**

A. Earned Income \$ \_\_\_\_\_

B. Non-Government  
 1. Corporate/Business \$ \_\_\_\_\_  
 2. Clubs and Organizations \$ \_\_\_\_\_  
 3. Other \$ \_\_\_\_\_  
 TOTAL Section B \$ \_\_\_\_\_

C. Government  
 1. Other Grants \$ \_\_\_\_\_  
 (Attach list specifying names, amounts)  
 TOTAL Section C \$ \_\_\_\_\_

D. Applicant Cash \$ \_\_\_\_\_

E. Amount Requested from Helen Ellis \$ \_\_\_\_\_

F. In-Kind Contributions \$ \_\_\_\_\_  
 (donated space, materials and/or services)

G. TOTAL PROJECT REVENUE\* \$ \_\_\_\_\_  
 (Sum of Totals in Sections A - F)

\*NOTE: Total Project Expenses and Total Project Revenue must be equal.

Total Request for expenses from the Helen Ellis Grant: \$ \_\_\_\_\_

---

Authorized Signature	Project leader or Title	Date
----------------------	-------------------------	------

**Please Submit 1 Original and 7 Copies of this Application, Sponsor Letter and Supporting Data. Other items, resume, Large Brochures, etc.—one copy only.**