



Lackawanna County

COUNTY COMMISSIONERS
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Maureen McGuigan
Deputy Director
Department of Arts and Culture
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Dear Municipal Official:

The Lackawanna County Arts and Culture Department invites you to apply for a **2018 Municipal Arts and Culture Municipal grant** in the amount of \$ **500.00** for an arts or culture activity that will benefit your community. Funding requests must be submitted no later than **November 1, 2018** to ensure approval at a Lackawanna County Commissioner's meeting. Projects need to be completed by December 31, 2018.

Funds cannot cover fundraising activities, (except volunteer fire fighter's events), religious activities, art therapy projects, and equipment or food purchases. Projects must be **community oriented and arts based**. To apply for a \$500 Arts and Culture Municipal Grant please submit a request on municipal letterhead that answers the following:

Who: The people who you want to benefit from the project

Partners: What other individuals or groups will work with you (if any)

What: A description of the project you want funded

When: The time and date of the project **All projects must be completed by December 31, 2018**

Where: Place where the project will occur in your municipality

How: Who will oversee the project and insure it happens

Promotion: How will you let people know the project is happening?

Value to Community: Why is this event important to your community?

Contact person: Name, title, address, phone number, cell number and email

Partnerships are encouraged, the request must come from the municipality (not a non-profit partners for example) We encourage collaboration, and municipalities may pool resources and apply together for a larger amount. An example: three townships could work together and apply for \$1,500 to do a concert series. One municipality must be the lead agency who will accept the check and submit a letter(s) signed by the other municipalities that they are putting their \$500 request toward the collaborative project.

Many of you send us reports on your projects and this year we would like to collect a final report from each project for our records. We will send report form after completion of your event

Please don't hesitate to contact me with questions at mcguiganm@lackawannacounty.org or 570.963.6590 x 102.

Sincerely,

Maureen McGuigan, Deputy Director
Department Arts and Culture

