



Durham Arts Council, Inc.  
120 Morris Street  
Durham, NC 27701-3242  
[www.durhamarts.org](http://www.durhamarts.org)

## DAC Facility Grant Information Sheet

**Deadlines: Tuesday, April 15, 2008, 9 p.m.** for activities taking place between July 1, 2008 and June 30, 2009  
**Wednesday, October 15, 2008, 9 p.m.** for activities taking place between January 1, 2009 and June 30, 2009.

### Who may apply?

DAC Facility Grants are available to help support short term arts activities. Non-profit organizations, individual artists and groups of artists may apply to this program. Applicant must be over the age of 18.

### What projects are eligible?

Facility Grants support short term projects in all art forms. For on-going operations, year round activities, and annual events apply to the Season Grant Program. Facility Grants will not be given to fund raising events. Facility grants cannot be used to request gallery space for exhibits in the building. To apply for an exhibit you must use the annual Call for Artists. Contact [dedelman@durhamarts.org](mailto:dedelman@durhamarts.org) or call 919-560-2719 to request a Call for Artists.

### What may I ask for?

Durham Arts Council manages a 52,000 sq. ft public, community arts center that contains spaces for dance, theatre and music rehearsals, meetings, workshops and performances. A Facility Grant may be used to request use of the facility with a total non-profit rental value of up to \$1200 per fiscal year. (Use attached Fee Chart to calculate value for space requested. All grants will be calculated at the non-profit rate.) Applicants will only be granted one facility grant per fiscal year (July 1 - June 30). Facility Grants are for rent only and do not include technical, maintenance or security fees incurred by the recipient. All Facility Grants require a User Fee payment by the recipient. (See below in Item #2)

**NOTE: You can not apply for space using a Facility Grant if you have already applied for the same event using a previous DAC grant cycle (i.e. Season Grant).**

### What are the criteria by which DAC evaluates applications?

Criteria for evaluating applications are: **Quality of Art or Arts Experience, Project Implementation, Impact of Grant.** Facility Grants are dependent on scheduling restrictions and event compatibility.

### How do I apply for a Facility Grant?

Deliver **five** copies of the completed application with original signatures and support materials to: Office of Artist Services, Durham Arts Council, 120 Morris Street / Durham, NC 27701 by 9 p.m. on the due date.  
**Late or incomplete applications will not be accepted.** We do not accept applications in electronic format.

### Nine things to keep in mind as you consider applying for this grant:

1. You may not apply if you have any outstanding bills or late grant reports due to DAC.
2. If you are requesting use of the Peoples Security Insurance Theatre, please note that if you are approved for this grant we require payment of a non-refundable, non-transferable User Fee of **\$57.50** per performance day in the theatre. If you are applying to use any non performance space at DAC, we require payment of a non-refundable, non-transferable User Fee of **\$10** for each 4 hour use. This will be due with your signed contract. If you cancel your performance, rehearsal or meeting you lose this deposit. *If using the Theatre, we will also require you to meet with the DAC Technical Director at least two weeks prior to event.*
3. If using the Peoples Security Insurance Theatre, you may request one rehearsal/tech day for each performance day you are requesting.
4. Any time you occupy or enter Peoples Security Insurance Theatre, whether for performance, load-in, load-out, rehearsal or other reasons, DAC's Technical Director must be present at a cost to you of \$22.50 per hour. Overtime rates may apply if your use requires more than 8 hours per day or 40 hours per week of the technician's time. **This grant does not cover technician fees.**
5. Normal Durham Arts Council building activity hours are 9:00 a.m. - 9:00 p.m. Monday through Saturday and 1:00 - 6:00 p.m. on Sunday. Any access to the building before or after these hours must be requested ahead of time and will result in extra charges to you.
6. Although use of tables, chairs and music stands can be included as part of the grant request, the recipient is responsible for setting them up and taking them down.
7. Although we can usually provide a piano, it is provided with tuning "as is". If you will require tuning beyond this level, DAC will schedule the tuning and bill you.
8. We do not check date availability or reserve dates prior to receipt of a Facility Grant application.
9. Durham Arts Council reserves the right to require a security deposit depending on the type of activity and/or applicant's previous credit history or lack of history

If you need further information about Durham Arts Council or have questions about this grant, contact the Office of Artist Services at 919-560-2720 or 560-2719. DAC reserves the right to request more information before making a decision about the award. You will generally receive notification in 6-8 weeks after due date. Please note that fees quoted in this document are current as of January 2008 and are subject to change without notice.



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# DAC Facility Grant Application Cover Page\*

\*This document is required as part of the completed application.  
 Use this document as the cover sheet to your application.

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

**Each item listed is needed for your application package to be complete. Please initial beside each item and sign the certification. Use this as the cover page of your application package. Incomplete applications will not be accepted. This application must include these items to be complete:**

— **A. Completed Application Form including Signature on this page - Five (5) copies** (including original, pages 1-5).

— **B. Application Narrative (1-2 pages) - Five (5) copies** including the following information and number accordingly. Please use a minimum of 10 point font and spacing:

- 1) description of activity for which you are seeking support, including date, description of key artists, participants and/or attendees, and how this is an arts experience
- 2) description of publicity, if event is public
- 3) description of experience producing a similar event in the past.

**C. Support Materials -**

— ● **Programs, reviews, any supporting documentation** of previous projects you have done that are related to the proposed project from up to the past two years (**Five (5) copies**),

— ● **Resumes of artists involved with event**, including art form and mailing address (**Five (5) copies**),

— ● **A 3-5 minute audio, or video tape, CD or DVD** of similar project done within the past two years. (**Five (5) copies if using CD or DVD, One (1) copy if using audio or video tape.**)

**IF YOU DO NOT HAVE AUDIO, VIDEO, CD or DVD PLEASE INITIAL HERE:** \_\_\_\_\_

**YOU MUST COLLATE AND STAPLE ITEMS A, B, and C.**

**Certification:** (Application must be signed to be complete.)

I certify that the information contained in this application, including all attachments and supporting materials, is true and accurate to the best of my knowledge. I understand that I will be required to complete a written evaluation of my use of the granted space if it is awarded.

\_\_\_\_\_  
*Signature of Applicant or Authorized Representative*

\_\_\_\_\_  
*Title of Authorized Representative*

\_\_\_\_\_  
*Printed Name of Applicant or Authorized Representative*

\_\_\_\_\_  
*Date*

Applications and support materials may be mailed to:

**Margaret DeMott, Director of Artist Services**  
**ATTN: Facility Grants**  
**Durham Arts Council, Inc.**  
**120 Morris St.**  
**Durham, NC 27701**

Application and support materials may also be hand delivered to the front desk of the Durham Arts Council, Monday - Saturday, 9 am - 9 pm and Sunday 1-6 pm.

All applications and support materials must be received on the due date by 9 p.m. in the DAC building. Late applications and/or support materials will not be accepted. We do not accept applications in electronic format.



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## DAC Facility Grant Application

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1) **Contact Person:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Web Site:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Are you applying as a private group or a non-profit organization?** \_\_\_\_\_

**Type of space requested: (Please circle one)**

**Rehearsal      Performance      Meeting      Other:** \_\_\_\_\_

2) **Event name:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

We will not publicize your event. We do not have a box office. However, if this event is open to the public, we do try to have accurate information available when people call our front desk or visit our Web site. If this event is open to the public please list the title of the event and a phone number the public can call for information. Remember: You are responsible for your own publicity and ticket sales.

**Please attach narrative describing event. (See item B on Checklist.)**

3) **Space Value requested\*:** \$ \_\_\_\_\_

\*Using the Space Value Worksheet on page 2 of this application, list the type of event proposed, number of expected attendees and space needed. Please give specific dates and times when possible. Times are important - we often have multiple activities scheduled in the building on the same day. If you plan a reception in addition to a performance, list it here with the performances and rehearsals. For performances, please use the actual publicized performance time as the "start time." Arrange earlier access for set-up on performance days with our tech director if you get this grant.

**Then** calculate the Space Value using the Room Rate Sheet on the back of the Information Sheet and include the Space Value Worksheet in your grant application. There will be an example on the worksheet. If you need to make extra copies, please number them in the upper right hand corner.



## Durham Arts Council Non-Profit Room Rates

Room	Max. Capacity	Daytime Nonprofit Rate	Evening Nonprofit Rate
Adaron Hall	80	\$170 per 4 hours \$30 per hour after	\$250 per 4 hours \$30 per hour after
Allenton Gallery	100-150	\$195 per 4 hours \$30 per hour after	\$310 per 4 hours \$30 per hour after
Catering Kitchen	-	\$70 per event	\$100 per event
Duke Power Rehearsal Studio	80	\$140 per 4 hours \$15 per hour after	\$195 per 4 hours \$15 per hour after
Holmes Conference Room	10	\$60 per 4 hours \$15 per hour after	\$60 per 4 hours \$15 per hour after
IBM Rehearsal Hall	150	\$195 per 4 hours \$15 per hour after	\$395 per 4 hours \$30 per hour after
Pavilion w/ Balcony	100-150	\$280 per 4 hours \$30 per hour after	\$505 per 4 hours \$30 per hour after
PSI Theatre	200	\$250 per performance with one day tech	\$250 per performance with one day tech
Rand Board Room	14	\$55 per 4 hours \$15 per hour after	\$85 per 4 hours \$15 per hour after
Rollins Dance Studio	25	\$115 per 4 hours \$15 per hour after	\$170 per 4 hours \$15 per hour after
Semans Gallery	100-150	\$195 per 4 hours \$30 per hour after	\$310 per 4 hours \$30 per hour after
Wachovia Dance Studio	25	\$115 per 4 hours \$15 per hour after	\$170 per 4 hours \$15 per hour after
WTVD Theatre	87	\$140 per 4 hours \$15 per hour after	\$140 per 4 hours \$15 per hour after

### Other Fees (Not covered in Facility Grant request)

Open building early or keep open past regular closing time	\$30.00 per hour
Additional maintenance for groups over 100	\$30.00 per hour
Reroute building traffic if using Pavilion	\$25.00 per hour
Technical labor in PSI Theatre (required)	\$22.50 per hour \$33.75 overtime over 8 hours per day
Events at which alcohol is served require DAC to have Security Officer present during the event.	\$30.00 per hour, 4 hour minimum.

**4) Additional Needs**

Do you have additional needs such as use of a piano or use of the Catering Center? If so, please indicate the dates and times each is needed. Piano tuning, if required, will be scheduled by DAC and you will be billed. If you do not request these additional services here, they will not be available to you.

**5) Please give us the following information about your recent programming. Keep in mind that “last year” means your most recently completed fiscal year - 2006-2007 for most applicants.**

**Programming**

How many public events did **you or your organization produce** last year? \_\_\_\_\_  
(performances, openings, classes, readings, etc.)

How many events were you **hired/invited to participate in** last year? \_\_\_\_\_

Generally speaking, how many people attend each event? \_\_\_\_\_

If you charged admission, what was your average ticket cost? \_\_\_\_\_

**Project Budget History**

Have you done this project in the past? **Yes**\_\_\_\_ **No**\_\_\_\_

What was your total budgeted project income last time you did it? \$ \_\_\_\_\_

What was your total actual project income last time you did it? \$ \_\_\_\_\_

What was your total budgeted project expense last time you did it? \$ \_\_\_\_\_

What was your total actual project expense last time you did it? \$ \_\_\_\_\_

## 6) Financial Information

Please provide a projected budget for your proposed project utilizing the format below. (\*Include space value request as expense and income. Be sure to budget for user fee and other fees incurred by extended closing times, alcohol at event, maintenance for large groups, etc.)

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### Project Expenses

	Total Expenses	=	Grant Amount Requested	+	Applicant Expenses
<b>A Personnel</b>					
Administrative staff	_____				_____
Artistic staff	_____				_____
Technical/Production staff	_____				_____
<b>B Outside Fees and Services</b>					
Artistic contracts	_____				_____
Other contracts:	_____				_____
<b>C Space Rental*</b>					
(*Space grant requested in this application)	_____		_____		
<b>D DAC User Fee*</b>					
(See Item 2 on Information Sheet)	_____				_____
<b>E Travel</b>	_____				_____
<b>F Marketing</b>	_____				_____
<b>G Remaining Project Expenses</b>	_____				_____
<b>H Total Cash Expenses</b>	_____	=	_____	+	_____

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### Project Income

Applicant Income for project

<b>A Admissions</b>	_____
<b>B Contracted Services Revenue</b>	_____
<b>C Other Revenue</b>	_____
<b>D Private Support</b>	
Corporate support	_____
Foundation support	_____
Other private support	_____
<b>E Government Support</b>	
Federal	_____
State/regional (not including this request)	_____
Local	_____
<b>F Applicant Cash</b>	_____
<b>G Space Grant Requested in this application* (Item C in Project Expenses)</b>	_____
	+ _____
<b>H Total Cash Income</b>	
(must equal Total Cash Expenses, Item H above)	= _____