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Instructions

As you may know, for the 2010-2011 fiscal year PCF received a significant cut in its budget. PCF will be distributing approximately \$1,600,000 in operating grants in 2010-2011. *(In 2009-2010 PCF distributed \$2,700,000 in operating grants.)*

The review process for the upcoming 2010-2011 grants will be more competitive than it has been in the past. Grant amounts will be smaller and fewer organizations will receive grants.

The application form is different from previous years. Please allow yourself plenty of time to complete the narrative portion of the application.

In the past, grant applications have asked questions about the organization's plans for the coming year. The new application will look both forward and backward, asking for information on your organization's recent achievements/outcomes.

The review criteria for 2010-2011 fall into six categories:

- Artistic Merit and Program Strength (15 points)
- Community Impact (25 points)
- Leadership and Governance (15 points)
- Operations and Managerial Capacity (15 points)
- Integrity and Fiscal Responsibility (15 points)
- Ability to Plan and Evaluate (15 points)

Each category has a point value for a total of 100 points.

The financial portion of the application continues to be a report generated by the Pennsylvania Cultural Data Project. Please make sure that you update the database and submit the appropriate report with your application.

One specific instruction for the data you enter in CDP – please enter last year's PCF grant award in the "Government – City" section.

Things to keep in mind while filling out your application:

- Write your application as if the person reading it has no idea what you do.
- Do not give one-word answers.
- Do not answer any questions in future tense, such as, "we're planning to," "we're going to," and "we will be."
- When asked to identify Partnerships, please refer to relationships that require both entities to play a developmental role in the finished product. For example, if your choir performs at a museum for an event, this is not a partnership.