



# Project Proposal

## FOR COUNCIL USE ONLY

- ☐ Approved  
☐ Rejected  
☐ Tabled

Date Received: \_\_\_\_\_  
Project Number: \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
NKAC Liaison: \_\_\_\_\_

Name of Project: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Date of Submission: \_\_\_\_\_

### Applicant Information:

### Project Category:

Association Name:	Phone:	<input type="checkbox"/> Arts Service	<input type="checkbox"/> Film/Media Arts	<input type="checkbox"/> Arts Education
Applicant's Name:	Phone:	<input type="checkbox"/> Literary Arts	<input type="checkbox"/> Multi Arts	<input type="checkbox"/> Crafts
Association's Address:		<input type="checkbox"/> Folk Arts	<input type="checkbox"/> Historical Arts	<input type="checkbox"/> Theatre
City:		<input type="checkbox"/> Museum	<input type="checkbox"/> Architecture/Design	
State: Zip:		<input type="checkbox"/> Dance (Specify Type): _____		
Applicant's email:		<input type="checkbox"/> Music (Specify Type): _____		
		<input type="checkbox"/> Other (Specify Type): _____		

### Complete Description:

### Objective of Project:

### Project Marketing Plan:

### Date(s) of Project:

### Time of Project:

### # of People in Project:

### Location of Project:

### Street:

Target Audience: ☐ Children ☐ Teens ☐ Adults ☐ Seniors

Anticipated Audience Size: \_\_\_\_\_

### Pre-event Publicity Needs:

- ☐ Mailers ☐ Signs  
☐ Banners ☐ Posters  
☐ Programs  
☐ Other: \_\_\_\_\_

### Misc. Expenses:

### Estimated Budget

Artist Fees: \$ \_\_\_\_\_  
Project Location Rental: \$ \_\_\_\_\_  
Rehearsal Location Rental: \$ \_\_\_\_\_  
Production Equipment/Rentals: \$ \_\_\_\_\_  
Traffic Control/Security: \$ \_\_\_\_\_  
Pre-event Publicity Costs: \$ \_\_\_\_\_  
Misc. Expenses: \$ \_\_\_\_\_  
Other: \$ \_\_\_\_\_  
**Estimated Budget Subtotal:** \$ \_\_\_\_\_

### A. Estimated Funding (Other than NK Arts Council)

Sponsors: \_\_\_\_\_ \$ \_\_\_\_\_  
Grants: \_\_\_\_\_ \$ \_\_\_\_\_  
Other: \_\_\_\_\_ \$ \_\_\_\_\_  
**Subtotal A:** \$ \_\_\_\_\_

**B. Estimated Income from Donations:** \$ \_\_\_\_\_

**C. Estimated Income from Ticket Sales** \$ \_\_\_\_\_

**D. Independent Project Revenue**  
(Totals of A thru C): \$ \_\_\_\_\_

**E. Funds requested from NK Arts Council:** \$ \_\_\_\_\_

Notes: Please enter all applicable fields, save to your local computer then email to your liaison. If you don't have a liaison, email to [recreationsecretary@northkingstownri.gov](mailto:recreationsecretary@northkingstownri.gov). If hand writing please use black ink, then scan and email.



# Project Itemization

Continued from Page 1

FOR COUNCIL  
USE ONLY

Project Number: \_\_\_\_\_

Name of Project: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Itemized Fees:	Detail / Description	Fee / Cost
1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
5.	_____	\$ _____
6.	_____	\$ _____
7.	_____	\$ _____
8.	_____	\$ _____
9.	_____	\$ _____
10.	_____	\$ _____
Total:		\$ _____

## North Kingstown Arts Council Event Agreement (please refer to Funding Policy on next page)

1. We (I) agree that all advertising and promotional materials will acknowledge the North Kingstown Arts Council and the wording will be approved by the NKAC project liaison.
2. We (I) Understand that donations to the North Kingstown Arts Council will be collected at the sponsored event as stated in this document.
3. All Ticket Sales or other donations collected on behalf of the Arts Council will be returned to the N.K. Town Hall to Recreation Department Secretary within 48 Hours after the event with a North Kingstown Arts Council Donations Receipt signed and witnessed.
4. We (I) will provide a recent digital photo for promotional purposes.
5. We (I) understand within 2 weeks after final event the North Kingstown Arts Council Final Funding Report will be completed.
6. The North Kingstown Arts Council Final Funding Report must be turned in following a project for future funding requests to be considered.
7. Any Project including a performer/performance requiring a contract must sign the standard North Kingstown Performance Contract

We (I) accept the funding from the North Kingstown Arts Council for this event with the afore mentioned conditions (may be digitally signed).

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# North Kingstown Arts Council – Funding Policy

## Funding Policy

The North Kingstown Arts Council is happy to provide financial support to aid nonprofits in incorporating art events/activities into their fund-raising efforts for the purpose of sustaining their organizations. Other individuals and groups requesting seed money for a project that makes a profit are asked (required) to return Arts Council funding in part or, if possible, the total amount received. Entities that use profits to distribute grants are also required to return funding, which will then be used to further expand support to other artistic projects that benefit the town and community.

The Arts Council wants all projects to be a success! To assist funding recipients in reaching their event goals, the Council will periodically hold a workshop intended to help organizers promote their events, develop budgets, acquire sponsors and advertisers, increase attendance, have fun and reduce stress! Every (new) project organizer is expected to attend one workshop.

In recognition that many art events do not make a profit, the Council requests the organizers raise money on behalf of the Arts Council either by ticket sales, donation boxes, pass the hat collection or some other way. The actual procedure for the event, including exceptions, is to be approved by the Arts Council.

We believe we can expand North Kingstown's reputation as an enjoyable and inspirational art center through volunteerism. The Council encourages funding recipients to further boost our town's vibrant arts capacity by volunteering to assist at other art endeavors. By supporting other events, individuals will also be increasing their own networks and ability to collaborate while strengthening all events.

---

## "Pass the Hat" Policy

1. When the Arts Council provides funding for an event it is suggested there will be either Ticket Sales or other donations (A Free Will Offering) collected at the event in behalf of the Arts Council. The donations may be collected by "passing the hat" or by having a receptacle prominently displayed at the entrance or exit of the event.
  2. The actual procedure for the event including exceptions is to be approved by the N.K. Arts Council.
  3. To sell items at concessions during event you need to get a "Permit for Sale at Retail" authorized by the Town of North Kingstown.
- 

