

BARBARA B. HIGHLAND FUND FOR THE ARTS

The Cultural Foundation of Harrison County
PO Box 2252, Clarksburg WV 26302

Barbara Brennan Highland Fund Grant Guidelines and Application

The Cultural Foundation's Barbara B. Highland Fund for the Arts provides community grants for fine arts programming in Harrison County, West Virginia. The fund provides for reimbursement of the artists fees ONLY of renowned artist presentations in the county. Performances must be open to the public, and performances with an educational component are encouraged. Not included for reimbursement are capital expenditures, repairs, maintenance, advertising, food, concessions, artist performances for festivals, or fireworks.

Grant applications will be reviewed quarterly in January, April, July and October of each year. Review and evaluation will be conducted by a standing committee of the Cultural Foundation, known as The Barbara B. Highland Standing Committee. This committee's recommendations will be presented to the Cultural Foundation Board of Directors for action.

CHECKLIST

- The signed application form
- Information about the artist(s)
- Copies of contracts or email with artist fees

Title of Project: _____ Total Amount Requested: _____

Date(s) of Performance: _____ Venue: _____

Capacity of Venue: _____ Projected Attendance: _____

Ticket Price(s): _____

Lead Organization: _____

Primary Contact: _____ Alternative Contact: _____

Primary Contact Phone: _____ Alternative Contact Phone: _____

Address: _____

Email: _____

Organization Website: _____

Type of Nonprofit - (501(C)3, School, Government Entity, etc.): _____

We agree to follow the guidelines of the Barbara B. Highland Fund for the Arts.

Organization: _____ Date: _____

Printed Name: _____ Signature: _____ Title: _____

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Organization: _____ Project: _____ Date: _____

❖ I have read and agree to the following (please initial each item):

❖ Service Area - _____ (Initial)

The Barbara Brennan Highland Performing Arts Fund seeks to bring artists of renown to Harrison County, WV.

❖ Grant Program Process and Guidelines - _____ (Initial)

The funds are for the engagement of fine arts presentations of national scope for and on behalf of residents of Harrison County, West Virginia and the region. **These presentations must be open to the public.**

❖ Use of Funds - _____ (Initial) - Hiring of renown talent/artist(s) – Artist Fees ONLY

❖ Restrictions - _____ (Initial) - The Foundation does NOT make grants to support:

Capital expenditures; advertising; repairs; maintenance; food and paraphernalia concessions; artists contracted as main stage or venue for festivals; or fireworks that follow performing arts shows.

❖ Use of Logo - _____ (Initial) All publicity for and during the event, such as promotional posters, flyers and programs, MUST include the following attribution and the Barbara B. Highland Fund for the Arts logo (when possible).

Attribution: **“Made possible through a grant from the Barbara Brennan Highland Fund for the Arts”**

❖ Review - _____ (Initial) Grant applications are reviewed by the Barbara Brennan Highland Standing Committee of the Cultural Foundation of Harrison County. **The grant review process may take up to 60 days.** Applicants will be advised in writing of the status of their grant request after the Standing Committee makes a decision and it has been approved by the Cultural Foundation board of directors.

❖ The Standing Committee will require invoices and receipts for funds awarded. _____ (Initial)

Mail two original copies of the application to:

The Cultural Foundation of Harrison County
Barbara B. Highland Fund for the Arts
PO Box 2252
Clarksburg, WV 26302

Email a copy of the application to each of the following email addresses:

info@theculturalfoundation.org – and – vfolio@aol.com

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Organization: _____ Project: _____ Date: _____

Tell us about your organization and its mission:

Describe Grantee(s) experience as an arts presenter:

Are other organizations partnering with you or businesses sponsoring this project? Please list:

What is the audience that you plan to serve?

Please give a brief summary of the project:

Artist/Group: _____

Artist Fee: _____ **Artist Website:** _____

Tell us about the artist(s):