



SPARC Grant Application Packet

Thank you for your interest in grant funding from the Summit Performing Arts Resource Committee (SPARC). For over twenty years, SPARC has been supporting the performing arts in Summit Public schools through its fundraising, grants, and volunteer work.

The grant process includes the following steps:

1. Submission of the grant application and supporting documentation by funding applicant. The applicant must be either a faculty or staff member of the Summit Public Schools or a school-related organization representative. The form must include applicant signature, school principal's signature, and the school's SPARC liaison's signature. The SPARC school liaison is a great resource if you have questions about the application process.
2. Review of application by SPARC Executive Board. Additional information may be requested if the grant is unusually large or novel.
3. Disbursement of funds by check per grant conditions, provided grant is approved.
4. Submission of a Post-Production, Program or Purchase Grant Report.
5. NOTE: The amount that SPARC approves may differ from the beginning of the year discussions with your group due to new or extenuating circumstances as a result of fundraising efforts or unexpected grant demands.



SPARC Grant Conditions

1. Use the grant funds for the purposes listed in the grant application and grant letter. Any other use of material residual funds should be approved by SPARC, or returned to SPARC.
2. If the SPARC grant is used for a production or program where there is a program, playbill, or similar materials made available to advertisers, boosters or attendees, **provide appropriate space for SPARC to place an ad in those materials free of charge.**
3. If the SPARC grant is used for a production or program where there is a program, playbill, or similar materials made available to advertisers, boosters or attendees, **make reference to SPARC's grant support either in print and/or in person, where appropriate and applicable.** For example, include a notation somewhere appropriate and conspicuous, separate from SPARC's advertisement page, that states *"This event was partially underwritten by a generous grant from SPARC (www.sparcsummit.org)"*. If there is a more specific use of the grant such as specialized equipment, the acknowledgement should mention that more specific use such as *"The special effects lighting was underwritten by a generous grant from SPARC (www.sparcsummit.org)"*.
4. If the school hosting the program that SPARC is funding has regular communications such as weekly e-blasts, **the school shall provide space for SPARC event announcements on a regular and appropriate basis.** SPARC's communications officer can provide content for those notifications.
5. Complete and submit a Post-Production, Program or Purchase Grant Report no later than the last day of the month following the month the grant is used, or the last day the event/activity is held, whichever is later. For example, if a workshop or event that is supported by this grant is held February 28th through March 1st, the evaluation form would be due April 30th of the same calendar year. The evaluation form is attached and can also be found at <https://www.sparcsummit.org/grants>
6. As described in the Post-Production, Program or Purchase Grant Report, **please provide a statement that is suitable for SPARC's use and publication that describes the use of the SPARC grant with appropriate reference to SPARC as the funding source.**
7. As described in the Post-Production, Program or Purchase Grant Report, **when photographs are taken at the production or program, provide an appropriate number of digital photos suitable for publication by SPARC showing how the school has benefited from the supported production or project.** Please provide a release for any minor who is identifiable or provide written verification that the school has obtained said release.
8. We've been informed by the Summit Board of Education for school-supporting organizations including PTOs, booster clubs, et al, that any school employee being compensated for doing work on behalf of a school-related activity outside of the classroom, or their regular job assignment, must still be paid through the district payroll. This includes stipends, salaries or other such payment. The only exceptions are for normal out-of-pocket-reimbursement of expenses in which the supporting organization can reimburse the school employee directly in compliance with each organization's reimbursements policies. SPARC will enforce this requirement internally. That is, if we are to pay a school employee directly, we will only do that through the school board payroll process unless an exemption has been granted by the Board of Ed business office. In accepting this grant, we assume your organization is complying with this requirement.



SPARC Grant Application Instructions

Important: Applicant must be a faculty or staff member, or a representative of the program such as a forensics coach or parent volunteer. Applicant cannot be an outside vendor or contractor. You may pay an outside vendor or contractor from proceeds of the grant, but the applicant must be someone tied to the school or program or a parent volunteer representative.

Section A: School, Program, and Purpose of Funding

Only programs benefiting one of the public schools in the district are eligible for SPARC grants. Please select the appropriate program in the respective school that is requesting the grant. The ***Purpose of Funding*** itemized list is not meant to be comprehensive, but encompasses the usual productions, programs or purchases that SPARC funds. If "other" or "none of the above", the nature of the need can be described in Section B.

Section B: Production, Program or Purchase Description

1. Provide a name and general description of the production, program or purchase for which funds are being requested.
2. Provide the date(s) of the production, program or purchase that this grant is funding. For a production, include the actual production dates, but also provide the date rehearsals start. For a purchase that isn't tied to a production or program with definite dates, a date isn't required.
3. Provide the amount being requested from SPARC.
4. Provide the date the funds are needed. Realize that we need at least a four-week lead time before we can provide checks. We understand that urgent matters come up, but please keep the timeline above in place. We appreciate actual dates, but it's perfectly appropriate to use "January 2020" for example. Avoid terms like "late winter" or "early spring" as those are subject to interpretation.
5. We understand that a school may seek multiple sources of funding for the production, program or purchase for which this grant would support. We require the amount of funding that has been applied for, plan to apply for, or already received from other organizations or sources (ie. PTOs, SEF, school district). Only include amount from private individuals if their contribution is more than 33% of the total amount of the production, program or purchase.

Section C: Production, Program or Purchase Impact

Paragraph 1: Provide details regarding the production, program or purchase objectives and purpose. Describe relevant history and information that helps SPARC understand how funding this production, program or purchase complies with SPARC's purpose of supporting the performing arts in the Summit Public Schools.

Paragraph 2: Describe how this production, program or purchase impacts your school. Include how many students, parents, and faculty are involved. If there is a drama group or community group involved, include those in the description as well.

Paragraph 3: Describe how this production, program or purchase affects the outside community – examples in the past have included number of tickets sold and use of community organizations. We understand that many elementary school productions only sell tickets to school families so there isn't a lot of community impact, but if there is any community impact, this is the place to describe that.

Section D: Financial information

Important – please include any budgets that exist for the production, program or purchase. For example, if there is a prepared budget for a production, please attach that to this application. If a budget has not yet been prepared, please submit one as soon as possible. An application may be considered incomplete if a budget is not attached.

1. Amount requested from SPARC. This should be the same as in Section B.
2. Provide the total expense of the production, program or purchase to which this grant application is tied. For example, if you are requesting \$500 for costumes for a production, include the total cost of that production, not just the costumes. If you are applying to pay for a director's stipend for a workshop, but not other costs associated with the workshop (hotels, transportation, etc.), please, provide the total cost of the workshop.
3. If this grant request is for the purchase of equipment, please include an estimate of installation, training, accessories and/or maintenance associated with the equipment, whether or not those costs are included in the amount of funding requested. For example, a new LED light is purchased with SPARC funds which costs \$800, but there are additional costs of \$125. Include the \$125 in the amount here even if it was already included in the amount in section B.
4. Provide expected years of service for any capital equipment purchase funded.
5. Provide the amount anticipated or budgeted from ticket sales to a production or participation fees from students and/or parents.
6. Provide any anticipated revenue or funding from other sources, which should include the amount indicated in Section B, even if the amounts haven't been approved or received yet.
7. List the sources of the other funds (ie. PTOs, SEF, school district).

Section E: Payee and Authorized Signatures

Please indicate who the funding check should be made out to and where it should be sent, as well as signatures from the applicant, school principal, and SPARC liaison.



SPARC Grant Application

Please complete and mail to SPARC, PO Box 462, Summit, NJ 07902 or email to treasurer@sparcsummit.org. For more information, the contact is the same.

Applicant Information

Faculty or School Representative:

Email Address:

Section A: School, Program, and Purpose of Funding

School: (check one)

- | | |
|---|---|
| ☐ Brayton Elementary | ☐ Summit High School |
| ☐ Franklin Elementary | ☐ LCJSMS |
| ☐ Jefferson Elementary | |
| ☐ Lincoln Hubbard Elementary | |
| ☐ Washington Elementary | |

Program: (check one)

SHS

- ☐ Theatre Production
- ☐ Cabaret
- ☐ Drama
- ☐ Speech & Debate
- ☐ Recognition/Awards
- ☐ Capital Inv. or Equip
- ☐ Other*

LCJSMS

- ☐ Theatre Production
- ☐ Drama
- ☐ Step Team
- ☐ TEDx
- ☐ Recognition/Awards
- ☐ Capital Inv. or Equip
- ☐ Other*

Elementary Schools

- ☐ Theatre Production
- ☐ Capital Inv. or Equipment
- ☐ Other*

****If "other", please explain in Section B.***

Section A: School, Program and Purpose of Funding (cont.)

Purpose of Funding: (check all that apply)

- | | |
|--|---|
| ☐ Theater Production Royalties | ☐ Student Awards |
| ☐ Set Construction | ☐ Director Fees/Stipends |
| ☐ Costumes/Uniforms | ☐ Coaching Fees/Stipends |
| ☐ Props and other theater materials | ☐ Judging Fees/Stipends |
| ☐ Other Production Expenses | ☐ Other stipends or personnel fees |
| ☐ Decorations | ☐ Equipment Rental |
| ☐ Printing | ☐ Equipment Purchase |
| ☐ Marketing | ☐ Other Capital Purchases |
| ☐ Travel/Transportation | ☐ Other (<i>Please explain in Section B</i>) |
| ☐ Admission tickets | |
| ☐ Student Participation Fees | |

Section B: Production, Program or Purchase Description

Name of production, program or purchase(s) to be funded:

Date(s) of production or program (if applicable):

Amount of funding requested from SPARC:

Date funding is required (if several, please include all):

Amount of funding requested or received from other sources*:

****This amount should only be the amount of funding that is IN ADDITION to what's being requested from SPARC. For example, if tickets to a Broadway play cost \$1,200, \$500 is being requested from SPARC and \$700 from the district, ONLY \$700 should be included here.***

Section C: Production Program or Purchase Impact:

Describe production program or purchase objectives:

Annual showcase...

Describe the impact this production, program or purchase will make to the school. Include number of students and faculty participating, and any other student or community groups involved:

Describe the impact this production, program or purchase will make to the school. Include number of students and faculty participating, and any other student or community groups involved:

Section D: Financial Information

IMPORTANT: If you have prepared a budget for this production, project, or purchase, please attach a copy to this application. If a budget has not yet been prepared, please submit one as soon as possible. If funds are being requested for multiple items, please itemize on a separate page.

Anticipated expenses for production, program or purchase:

Description	Amount
1. Amount of funding requested from SPARC	\$.
2. If request is for partial funding, or for individual budget items, indicate TOTAL estimated cost of entire production, project or purchase	\$.
3. If a capital purchase, indicate anticipated additional costs such as installation and maintenance	\$.
4. If a capital purchase, indicate approximate years of expected service	.

Anticipated revenue from production, program or purchase:

Description	Amount
5. Anticipated revenue from ticket sales or participation fees	\$.
6. Anticipated revenue or funding from other sources	\$.

Other sources of funding for production, project, or purchase:

7. Other Source(s)	Amount
	\$.
	\$.
	\$.

Section E: Payee and Authorized Signatures

Indicate the Grant Check Recipient (if the grant is approved):

Payee:
Address: .

We, the Undersigned, are authorized to apply for and use these grants. We understand and will comply with the attached grant conditions.

Applicant Signature:

Date: .

SPARC Liaison Signature: .

Date: .

Principal Signature:

Date: .



SPARC Post-Production Program or Purchase Grant Report

Please complete and submit the following report by the last day of the month following the month the production or program occurs, whichever is later. For example, if a production or program supported by this grant is held February 28th through March 1st, this form would be due by April 30th. ***Failure to complete this post-grant report may mean a delay in future grants.***

Name of production, program or purchase(s) to be funded:

Were the objectives of the production, program or purchase met? If not, please describe changes from those listed in the original grant application:

How was the grant fund used? Is there any unspent funding?

Publicity Statement: In a separate document attached to this report, please provide a statement that is suitable for SPARC's use and publication which describes the production, program or purchase and detail how the grant helped meet its objective(s.)

Photo submissions: When photographs are taken at the production or program, please provide an appropriate number of digital photos suitable for publication by SPARC showing how the school has benefited from the supported production or program. Please provide a release for any minor who is identifiable, or provide written verification that the school has obtained said release.

Applicant Signature:

Date:

Please email this report to treasurer@sparcsummit.org. Use the same contact with any questions or concerns.