



**Grants for Board Development  
Funded by Woods Charitable Fund, Inc.  
In Memory of Thomas C. “Chip” Woods, III  
Requirements for Proposal**

*“People believe the realities of group decision-making forever destine boards to be incompetent groups of competent people. . . I have seen what boards can become.”*

*John Carver*

*“Boards That Make a Difference”*

**GRANT DESCRIPTION**

The Lincoln Arts Council will redirect \$20,000 in funding from Woods Charitable Fund to Lincoln arts organizations for advancing board effectiveness. This grant was awarded in memory of Thomas C. “Chip” Woods III, a Lincoln arts advocate, community activist and philanthropist.

**ELIGIBILITY**

501(c)3 organizations based in Lincoln, Neb. that devote at least 80% of their time and activities to the arts.

**MAXIMUM GRANT**

Organizations may request up to \$4,000 for planning and activities related to board development.

**FUNDING PRIORITIES**

Proposals will be evaluated and grants awarded by a three-member panel of Lincoln citizens. The Lincoln Arts Council executive director and project director will participate as non-voting facilitators.

Preference will be given to grant proposals that include the following:

- A concise plan that details how the project will advance the organization’s board.
- Description of board functions and how the organizational mission will be enhanced.
- Inclusion of all board members.
- Inclusion of components that will enhance board/staff relationship.
- A concise, detailed budget and timeline for completing the project.
- A complete, well-prepared, clearly presented application with an accurate, balanced and realistic budget.
- Demonstration of need.
- On-going components. Sustainable results.
- Detailed plan for project evaluation.

### IMPORTANT DATES:

- Deadline for Grant Proposals: March 15, 2004
  - Deliver to Lincoln Arts Council, 920 O Street, Lincoln NE 68508 by 5 p.m. March 15 or
  - Mail to the above address, postmarked on or before March 15 or
  - FAX to 402-434-2788 by 5 p.m. on March 15
- Notification of Applicants: April 1, 2004
- Project Beginning Date through Completion Deadline: April 15, 2004 to June 1, 2005
- Final Report Due: June 15, 2005

### GRANTS WILL NOT COVER:

Hardware, software or equipment purchase; activities that have already taken place, any expense not directly related to the implementation of the grant project.

### PROPOSAL CHECKLIST:

Include five copies of the following materials:

- Application cover page.
- Responses to questions below on three pages or less of 8.5-by-11-inch paper, one side only.
- Detailed timeline.
- Complete budget with addenda explaining expenses.
- IRS letter confirming 501(c)3 status.
- Organizational operating budget for most recently ended fiscal year, showing expenses for art programming comprising at least 80% of the budget. In-kind time of volunteers and unpaid staff should be included.
- List of board members.

### QUESTIONS

Answer the following questions on three pages or less of 8.5-by-11-inch paper, one side only.

Margins must be at least one-half inch and type must be at least 10 point. Do not use cursive or Italic fonts. Begin each response by repeating the question and its number. Type your organization's name at the top of each page.

1. Describe your project.
2. What do you hope to accomplish with this project? What are your organization's needs for board development and how will the project address them?
3. How will you implement your plan? Include a timeline that describes the steps of your work plan, the activities, and when and where they will take place.
4. Who will be involved? Include bios and program descriptions for project consultants, presenters, etc.
5. How will the project respond to your organization's mission?
6. How will the project serve your constituency?
7. How will the project affect your staff? Describe staff involvement, if any.
8. How will the project results be sustained?
9. How will you evaluate the project's success?

### FOR FURTHER INFORMATION

Contact Anne Pagel, Lincoln Arts Council Project Director, at 402-429-7447 or [anne@artscene.org](mailto:anne@artscene.org).

**Lincoln Arts Council  
Board Development Grant Application  
Cover Page**

Organization \_\_\_\_\_

Federal Tax ID \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Website \_\_\_\_\_

Executive Director  
(Print Name) \_\_\_\_\_ (Signature) \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Project Director  
(Print Name) \_\_\_\_\_ (Signature) \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Board President or Chairman  
(Print Name) \_\_\_\_\_ (Signature) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

**PROJECT ABSTRACT**

In the space below, give a brief description of your proposed board development project.

**LINCON ARTS COUNCIL  
Board Development Grant Application  
Project Budget**

	REQUESTED	IN-KIND
Total Amount Requested	_____	
Personnel	_____	_____
Specialists/Consultants	_____	_____
Travel	_____	_____
Lodging	_____	_____
Food	_____	_____
Space and Equipment Rental	_____	_____
Other	_____	_____
Office Expense		
Printing	_____	_____
Postage	_____	_____
Telephone	_____	_____
Other	_____	_____
Other Project Expense		
_____	_____	_____
_____	_____	_____
	_____	
Total LAC Request		_____
Total In-Kind		_____
Total Project Value		_____

*Attach addendum detailing planned expenditures.*