



THE ELIZABETH LINDSAY ARTS in EDUCATION GRANT APPLICATION INSTRUCTIONS 2025-2026

ORGANIZATION & SCHOOL GRANT ELIGIBILITY

The Exchange provides grants to support and enrich a variety of programs for local Sarasota and Manatee County 501(c)(3) arts organizations and educators within Sarasota and Manatee county public, charter and independent schools. Grants are limited to the visual and performing arts, benefiting students grades K-12. Relatives of the Exchange's Board Members are not eligible to apply.

Each applicant must meet specific eligibility requirements.

- Project must take place between July 1, 2025 and June 30, 2026.
- The project must be accessible to children grades K-12 and take place during regular school hours.
- Applicant must be able to demonstrate that the project has artistic and cultural merit in the *Proposed Project Summary*.
- Must involve at least one, tax-exempt 501(c)(3) art organization with an eligible school partner. Grants are restricted to Sarasota and Manatee county public, charter and independent schools and teachers grades K-12.
- Although not a prerequisite, priority will be given to projects that include a managing partner or group of partners that act as the coordinating entity and involve other cross-sector organizations/partners, one of which is a 501 (c) (3) arts organization. We are referring to a collaborative effort that involves the community on some level.

FUNDS WILL NOT BE GRANTED FOR:

- Capital Support, including new construction or renovation
- Cash reserve
- Endowment
- Fellowships or scholarships
- Entertainment or housing expenses
- Conference or seminar attendance costs
- Fund raising
- Loans
- Multi-year projects
- Administration costs not related to the project
- Space rentals not related to the project
- Out of Sarasota County touring of exhibitions or performances
- Real property
- Reduction of existing deficits
- Operating support
- Payroll taxes, pensions or fringe benefits
- Utilities
- Out-of-town audition expenses
- General organizational marketing programs and/or related expenses

REQUIREMENTS FOR A COMPLETE AND ELIGIBLE APPLICATION:

- To qualify, the Grant Application, which is available online at www.sarasotawex.com must be filled out in its entirety and **emailed** to kkoblentz@sarasotawex.com in PDF format, no later than January 31, 2025 at 4:00p.m. **NO EXCEPTIONS CAN BE MADE.**
- In addition to emailing the completed Grant Application, the following documents in the prescribed numerical order must be included in the transmission.

1. Grant application completed in its entirety with the required signatures

NOTE: Do not renumber pages in the application. Attachments can be added after the page to which it refers and numbered with letters (e.g., 1A; 1B; 2A) for information needing more space than that offered and for documents accompanying the application. Keep answers brief. Applications must be made for a single project. An organization may apply for a Program Grant annually, and may apply for an Elizabeth Lindsay Arts in Education grant once during any two-year grant cycle. Separate applications are required for each. However, duplicate information is not needed in the Arts in Education Grant application. Do not combine applications; each application will be evaluated independently. **Only one application is allowed per grant program.**

2. If your organization's most recent tax and audit information are available on THE GIVING PARTNER'S NONPROFIT PARTNERS' PROFILES WEBSITE, there is no need for you to submit either your Tax Form 990 or your latest audited financial statement with your application. We can view this information online. However, if your organization is not so listed, you will have to submit copies of your Tax Form 990 and your latest audited financial statement with your application. *
3. List of Board of Directors including addresses and occupations. *
4. If collaborating with other organizations on the project, include letters from the heads of those organizations stating their artistic and financial involvement in the specific project.
5. Please outline in detail how your organization chooses to recognize/promote/partner with The Exchange to help us grow our business and in return, give even more back in the form of grants and scholarships in support of the arts.

** NOTE: If you are applying for **BOTH** grant programs, it is **NOT** necessary to provide duplicate information for the Arts in Education grant.*

REIMBURSEMENT OVERVIEW 2025-2026

A final report of grant expenditures must be completed and returned to The Exchange by June 3, 2026. Funds not requested for reimbursement by the June 3, 2026 deadline will be forfeited. No exceptions.

Please include the following information along with the original award letter.

1. Name and contact information of person administering the grant.
2. A detailed financial account with receipts substantiating the cost of your project. This report should be presented in the same format as your Proposed Project Budget, which was submitted with your original grant request. Projected and actual expenses, income and attendance are required.

The person who administered the grant, as well as the CEO of the organization should sign this report.

3. Please outline in detail how your organization chose to recognize/promote/partner with The Exchange to help us grow our business and in return, give even more back in the form of grants and scholarships in support of the arts.

4. Mail to:
The Exchange
Attention: Karen Koblenz, Executive Director and CEO
539 South Orange Avenue
Sarasota, Florida 34236



2025-2026

THE ELIZABETH LINDSAY ARTS in EDUCATION APPLICATION

CONTACT INFORMATION

Applicant (Legal Name of Organization) _____

Address (Street or Box, City, State, Zip Code) _____

Telephone (Organization) _____ Fax Number _____

Executive/Artistic Director of Project _____ Email _____

Title _____ Telephone (Director) _____

Contact Person responsible for the grant application _____ Title _____

Day phone _____ Cell _____ Email address _____

Total Dollar Amount Being Requested \$ _____

CERTIFICATION OF AUTHORIZING OFFICIALS

We, the undersigned, certify that the information contained in this application and in all attachments is true to the best of our knowledge.

Chairperson/President _____ Signature _____ Date _____

Treasurer/Fiscal Officer _____ Signature _____ Date _____

Executive/Artistic Director _____ Signature _____ Date _____

STAFF, VOLUNTEERS, MEMBER, & ATTENDANCE NUMBERS

Permanent Employees _____ Part-time Employees and Contracted Workers _____ Volunteers _____ Members _____

Subscribers _____ Others (Please, explain others. Numbers may be duplicated. For example, a member could also be a volunteer.) _____

Your Organization's Total Actual Audience for your last complete season _____

ORGANIZATION'S TOTAL OPERATING STATEMENT FOR ARTS IN EDUCATION

EXPENSES	PREVIOUS YEAR Year Ending __/__/__	CURRENT YEAR Year Ending __/__/__
Personnel – Administrative	\$ _____	\$ _____
Personnel – Artistic	\$ _____	\$ _____
Personnel – Technical/Production	\$ _____	\$ _____
Outside Artistic Fees & Services	\$ _____	\$ _____
Outside Other Fees & Services	\$ _____	\$ _____
Space Rental	\$ _____	\$ _____
Travel	\$ _____	\$ _____
Marketing	\$ _____	\$ _____
Remaining Expenses	\$ _____	\$ _____
TOTAL EXPENSES	\$ _____	\$ _____
REVENUE		
Admissions	\$ _____	\$ _____
Contracted Services Revenue	\$ _____	\$ _____
Other revenue	\$ _____	\$ _____
Corporate Contributions	\$ _____	\$ _____
Foundation Grants	\$ _____	\$ _____
Other Private Support (Specify)	\$ _____	\$ _____
Government Grants - Federal	\$ _____	\$ _____
Government Grants - State	\$ _____	\$ _____
Government Grants – Regional	\$ _____	\$ _____
TOTAL REVENUE	\$ _____	\$ _____
EXCESS/DEFICIT	\$ _____	\$ _____

TOTAL OPERATING BUDGET PROJECTED FOR THE NEXT FISCAL YEAR \$ _____

WHAT IS YOUR ORGANIZATION'S MISSION STATEMENT AS IT RELATES TO ARTS IN EDUCATION? *(Enter here or attach printed page.)*

INDIVIDUAL RESPONSIBLE FOR PREPARATION OF THIS APPLICATION

Name _____ Title _____ Telephone _____

Professional Grant Writer _____ Volunteer _____ Staff Member _____

APPLICATION INFORMATION – PROPOSED PROJECT

Title of Project _____

Facility Location(s) _____

Project Dates (Actual event dates) _____ to _____

Estimated Project Attendance _____ Similar Project Attendance Last Year _____

Number of Performances Planned _____ Last Year’s Number of Performances _____

Total Project Estimated Cost \$ _____ Amount of Grant Request \$ _____

Please describe your project with emphasis on its artistic and cultural contributions primarily to students K-12 of Sarasota and Manatee counties.

PROPOSED PROJECT BUDGET

A. PROJECT ESTIMATED EXPENSES *(Project expenses only)*

Personnel - Administrative	\$ _____
Personnel - Artistic	\$ _____
Personnel - Technical/Production	\$ _____
Space Rental	\$ _____
Marketing	\$ _____
Supplies	\$ _____
Other (Be specific) _____	\$ _____
Total Anticipated Project Expenses	\$ _____

B. PROJECT ANTICIPATED REVENUES *(Project revenues only)*

Admissions	\$ _____
Corporate Contributions	\$ _____
Foundation Grants	\$ _____
Other Private Support (Describe) _____	\$ _____
Government Grants - Federal	\$ _____
Government Grants - State	\$ _____
Government Grants - Regional	\$ _____
Applicant’s Contribution	\$ _____
Other (Be specific): _____	\$ _____
Woman’s Exchange Grant Request	\$ _____
Total Anticipated Project Revenues If Any	\$ _____

C. GRANT REQUEST IS WHAT PERCENT OF ANTICIPATED EXPENSES _____%

(Note: The Grant Request for the project cannot exceed 50% of Anticipated Expenses)

DETAILS OF PROPOSED PROJECT'S ESTIMATED BUDGET EXPENSES

(Include in-kind – Project costs only)

1. Administrative Personnel (Give breakdown of salaries, i.e. # of weeks x \$)

	Individual Amounts	Totals per Category
a. _____	\$ _____	
b. _____	\$ _____	
c. _____	\$ _____	\$ _____

2. Artistic Personnel (Give breakdown of salaries, i.e. # of weeks x \$)

	Individual Amounts	Totals per Category
a. _____	\$ _____	
b. _____	\$ _____	
c. _____	\$ _____	\$ _____

3. Technical/Production Expenses

	Individual Amounts	Totals per Category
a. _____	\$ _____	
b. _____	\$ _____	
c. _____	\$ _____	\$ _____

4. Space Rental

	Individual Amounts	Totals per Category
a. _____	\$ _____	
b. _____	\$ _____	
c. _____	\$ _____	\$ _____

5. Marketing

	Individual Amounts	Totals per Category
a. _____	\$ _____	
b. _____	\$ _____	
c. _____	\$ _____	\$ _____

6. Supplies

	Individual Amounts	Totals per Category
a. _____	\$ _____	
b. _____	\$ _____	
c. _____	\$ _____	\$ _____

7. Other (Be specific)

	Individual Amounts	Totals per Category
a. _____	\$ _____	
b. _____	\$ _____	
c. _____	\$ _____	\$ _____

8. Total Anticipated Project Expenses

\$ _____