

Springfield Area Arts Council

Community Arts Access

Fiscal Year 2016

Grant Application

Guidelines & Forms

Springfield Area Arts Council

420 South Sixth Street Springfield, IL 62701
Phone: 217-753-3519 Fax: 217-753-8018
programs@springfieldartsco.org

FY16 (2015–2016) COMMUNITY ARTS ACCESS APPLICATION GUIDELINES

The *Community Arts Access* (CAA) program grants, known in the past as “Arts Development” or “regranting” awards, fund public arts programming and audience development projects of community arts organizations and local not-for-profit organizations with arts-related programming.

This program is funded by the Illinois Arts Council Agency’s CAA grant and matching grant money from the Springfield Area Arts Council through the *City Arts* grant from the City of Springfield.

Grants from this program are available to organizations in Sangamon and Menard counties. The Springfield Area Arts Council does not limit its *Community Arts Access* program to member organizations. Program grants provide partial support to not-for-profit arts organizations or community organizations with arts programming for:

- New projects
- Ongoing arts programming (may be a single event, season, festival)
- Artistic and/or professional personnel
- Promotional and audience development projects

**Funds are available for activities occurring between
September 1, 2015, and July 31, 2016.**

An applicant organization must be registered as a not-for-profit organization with the Office of the Illinois Secretary of State. An organization must have been in active service to the public for at least one year prior to date of application for *Community Arts Access* funding.

NOTES:

- **All applicants must attend a workshop to be considered for grant funding in FY16.** These will be held at the Hoogland Center for the Arts (420 South Sixth Street) on July 1 at 5:30pm, July 6 at 6:30pm, July 8 at 10:00am, and July 18 at 9:00am.
- The *Community Arts Access* grant request is not to exceed \$750.
- Applicants may receive less than the requested or the maximum amount.
- Applying for a *Community Arts Access* grant does not guarantee receipt of funding.

APPLICATION DEADLINE:

Postmarked no later than Friday, July 31, 2015, OR
hand-delivered to the SAAC Office by 5:00pm, July 31, 2015.

HOW TO APPLY FOR A COMMUNITY ARTS ACCESS GRANT

1. Attend a *Community Arts Access Grant Application Workshop*.
2. Complete the *Application Form*.
3. Complete the *Narrative Form*. Using no more than three pages, clearly describe your project and your organization’s history, answering the questions listed on Narrative page. For organizations which are not solely arts organizations, information should relate primarily to arts programming and activities.
4. Complete the *Project Budget Form*. This is **not** the Operating Budget of the organization.
5. Reproduce ten (10) sets of the original application, narrative, and project budget forms.

6. The following items should be included only with the “original signature set,” not with each copy of the application.
- One set of up to three (3) pieces crediting the Springfield Area Arts Council and the Illinois Arts Council Agency for previous CAA projects. (A copy of a webpage may be submitted as “credit” evidence.)
 - If a first-time applicant, then include a single page stating “First Time Applicant.”
 - ONE COPY of each of the following as attachments:
 - Last completed Operating Budget (FY14 or FY15)
[This is **not** the project budget.]
 - Current or Proposed Operating Budget (FY15 or FY16)
 - List of current Board of Directors, with mailing addresses
 - Organization's current year's proof of Illinois not-for-profit status
This is **neither** the IRS 501(c)(3) Tax Exempt Form **nor** the Attorney General's 990 Form.
A copy of one of the following will qualify:
 - annual report to Secretary of State.
 - canceled check to Secretary of State.
 - on-line proof obtained at www.cyberdriveillinois.com.

Please use paper clips or binder clips. Do **not** put in folders or notebooks. Do **not** staple.

Submit to the Springfield Area Arts Council the “original signature” set with attachments listed above PLUS ten (10) copies of the Application, Narrative, and Project Budget.

NO APPLICATIONS ARE ACCEPTED AFTER THE DEADLINE: JULY 31, 2015.

EVALUATION CRITERIA

A *Community Arts Access* panel of seven artists and community members plus a panel chairperson from the Springfield Area Arts Council's Board of Directors will review all applications and make funding recommendations to the SAAC Board. The Board of Directors will ratify the recommendations, and organizations will be notified of the grant award decision (pending funding by the Illinois Arts Council Agency) by September 18.

The following points will be considered when reviewing applications:

- If organization received prior funding, then did they adhere to the agreement regarding acknowledgment of the Springfield Area Arts Council and the Illinois Arts Council Agency in their publicity?
- Evidence of cash support for the project equal to or greater than 25% of the requested grant amount
- Evidence of in-kind support for the project equal to or greater than 10% of the requested grant amount
- Number of people directly affected by this project
- Opportunities for Illinois artists in the project
- Is the project unique or innovative?
- Does the project develop new audiences for the arts?
- Does the project promote / preserve the diverse art forms of ethnic groups?
- Are special or underserved populations affected by this project?
- How does the organization's collaboration / partnership with another entity enhance the project?
- Who is the target audience?
- What is the need in the community for the proposed project?
- What financial resources does the organization offer to support this project?
- What would be the effect on the project if it receives little or no grant funding?

COMMUNITY ARTS ACCESS grants from the SAAC do not fund

- Individuals
- Cash awards, trophies, etc.
- Capital expenditures, permanent equipment, out-of-state touring, scholarships, deficit funding
- Fund-raisers, benefits, receptions, social functions
- Projects taking place outside Menard and/or Sangamon counties in Illinois

REVIEW PROCESS

1. A Springfield Area Arts Council staff person reviews the application for eligibility and completeness. Acknowledgment of an eligible application is given after the grant deadline has passed and will include a grant number to be used in future correspondence. An organization whose application is ineligible or incomplete will receive immediate notification.
2. *Community Arts Access* panelists meet regarding panel review process. Copies of the applications are given to panelists for individual review. Attachments submitted with the application are made available for review by panelists.
3. The *Community Arts Access* panel will meet in August to review applications. Applicants may be asked for further information if a question regarding the application is raised.
4. The panel recommends the amount of funding for applicant organizations (based on the amount of the *Community Arts Access* grant from the Illinois Arts Council Agency plus the funding match from the Springfield Area Arts Council).
5. The SAAC Board of Directors will review the panel's recommendations and ratify the FY16 grant awards. Applicant organizations can expect to be notified of their grant status by September 18, 2015.
6. The Letter of Notification will include a "Grant Agreement" and a "Cash Request" which must be completed and returned to the SAAC. After funds are received from the Illinois Arts Council Agency, half of the grant award will be presented to an organization approximately thirty days prior to the starting date of its project/program. The final portion of the grant award will be presented to an organization after receipt of the Final Report.
7. The Final Report is due within **thirty (30) days of the completion of the program**. Failure to submit a final report will result in the organization's not receiving the remaining portion of its grant funding. It also will jeopardize the receipt of future *Community Arts Access* funding.

APPLICATION DEADLINE

Friday, July 31, 2015

Hand-delivered by 5:00pm on Friday, July 31,
to the Springfield Area Arts Council office on the lower level
of the Hoogland Center for the Arts at 420 South Sixth Street, Springfield

OR

Postmarked by Friday, July 31,
and sent to Springfield Area Arts Council
420 South Sixth Street, Springfield, IL 62701

Springfield Area Arts Council

COMMUNITY ARTS ACCESS FY16 APPLICATION

ALL APPLICANTS FOR FY16 (2015 -2016) MUST ATTEND AN APPLICATION WORKSHOP TO BE ELIGIBLE FOR FUNDING. Please review guidelines for this application. Do not put applications in folders or binders. If you need additional assistance in completing application, then contact the Springfield Area Arts Council (753-3519 or programs@springfieldartsco.org).

_____ Check here if applying to the Springfield Area Arts Council for a *Community Arts Access Grant* for the first time or after a two-year period.

Name of Applicant Organization (Use organization's legal name.) Year Founded Year Incorporated Fiscal Year Ending Date

Address of Organization (Street or Post Office Box) City State Zip Code

Phone Number E-mail Address

Official to whom notification should be sent Title

Project Director's Name Phone Number E-mail Address

Project Director's Address (Street or Post Office Box) City State Zip Code

County _____ IL House # _____ IL Senate # _____ US Congressional District #

GEOGRAPHIC AREA to be served (must be defined by county, city, town, village, or township) _____

- I. Estimated number of adults to benefit from this project _____
- II. Estimated number of youth (high school age and younger) to benefit from this project _____
- III. Estimated number of artists providing services specifically identified with this project _____
- IV. [Only arts organizations are to answer IV.]
Estimated number of individuals benefiting from applicant's total public arts programming _____

Did you receive support from Illinois Arts Council Agency (IACA) for FY16? Yes No Did you apply for IACA support in FY16? Yes No

Is the applicant organization requesting funds from the IACA or another re-granting agency for this same project? Yes No

If yes, which agencies? _____

SUMMARY OF PROJECT BUDGET

- A. **Community Arts Access Grant Amount Requested** (same as # 1 on project budget) \$ _____
- B. Total Anticipated Cash Income (same as # 9 on project budget) \$ _____
- C. Total Anticipated Cash Expenses (same as # 16 on project budget) \$ _____
- D. Total Anticipated In-Kind Support (same as # 17 on project budget) \$ _____

STATEMENT OF ASSURANCES

The applicant organization agrees that all figures, facts, and representations in this application are true and correct to the best of its knowledge and belief. It further agrees that activities and services will be administered under the supervision of the organization, and the funds received will be expended solely on the described project.

Signature of officer of applicant organization Date

Signature of person completing this application Date

Typed name and title of officer

Typed name and title of person completing this application

Submit to: Springfield Area Arts Council
420 South Sixth Street
Springfield, IL 62701

Springfield Area Arts Council

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Phone: 217-753-3519 Fax: 217-753-8018
E-mail: programs@springfieldartsco.org

COMMUNITY ARTS ACCESS

Grant Application FY16 (2015 - 2016)

APPLICATION DEADLINE

Postmarked or Hand-delivered by or before **Friday, July 31, 2015**

Please attach this checklist to the front of your application.

Organization _____

_____ I understand that grants for the FY16 cycle will depend on the funding
Initials received by the Illinois Arts Council Agency (IACA) from the state budget
and re-granted to the Springfield Area Arts Council (SAAC) through the
Community Arts Access (CAA) program. I understand that funding may not
be distributed until the SAAC receives its funds from the IACA.

Submit your application packet with items in the following order:

_____ One **Original Signature Application set** consisting of the application,
narrative, and project budget forms. *Please sign the original in **blue ink**.*

_____ **One** copy of the organization's current Illinois not-for-profit status
(annual report to Secretary of State, copy of canceled check to Secretary of State, or
on-line proof of not-for-profit status; NOT the 501(c)(3) Tax Exempt Form or the
990 Form to the Attorney General)

_____ **One** copy of the current Officers and Board of Directors, with home
addresses
(used for invitations to SAAC-related events and programs only)

_____ **One** copy of your last completed Operating Budget (FY14 or FY15) *and*
One copy of your current or proposed Operating Budget (FY15 or FY16)

_____ If organization received a *CAA* grant previously, then submit **one** set of
up to three pieces crediting the SAAC *and* the IACA for previous CAA
projects.
If organization is a first-time applicant, then include a page stating "First
Time Applicant."

_____ **Ten** copies of the application, narrative, and project budget forms; paper
clipped or binder clamped -- NOT STAPLED or in a folder or notebook

Attendance at Grant Workshop _____ **on** _____
Signature of SAAC staff person Date

SPRINGFIELD AREA ARTS COUNCIL
COMMUNITY ARTS ACCESS FY16 PROJECT BUDGET

ORGANIZATION _____ PROJECT _____

ANTICIPATED PROJECT INCOME

- | | | |
|--|-----------|--|
| 1. Grant Request from Springfield Area Arts Council | \$ | |
| 2. Admissions\Ticket Sales | \$ | |
| 3. Other Revenue (Source) _____ | \$ | |
| 4. Corporate Support (Source) _____ | \$ | |
| 5. Foundation Support (Source) _____ | \$ | |
| 6. Other Private Support (Source) _____ | \$ | |
| 7. Government Support: DO NOT INCLUDE THIS GRANT.
(Indicate whether Federal, State, or Local.) _____ | \$ | |
| 8. Anticipated Applicant Funds _____ | \$ | |
| 9. TOTAL ANTICIPATED CASH INCOME
(Total of lines 1-8 <i>must</i> be equal to or greater than line 16.) | \$ | |

PROJECTED PROJECT EXPENSES

	<u>Cash Expenses</u>	<u>In-Kind Support</u>
10. Personnel\Staff (Total Cost)	\$ _____	\$ _____
Administrative \$ _____		
Artistic \$ _____		
Technical \$ _____		
11. Outside Fees and Services (Total Cost)	\$ _____	\$ _____
Administrative \$ _____		
Artistic \$ _____		
Technical \$ _____		
12. Space Rental	\$ _____	\$ _____
Location _____		
13. Travel (Total Cost)	\$ _____	\$ _____
Administrative \$ _____		
Artistic \$ _____		
Other \$ _____		
14. Marketing (Ads, posters, etc.)	\$ _____	\$ _____
15. Remaining Operating Expenses (Identify)		
A. Materials and Supplies _____ \$ _____	\$ _____	\$ _____
B. Insurance and Royalties _____	\$ _____	\$ _____
C. Equipment Rental _____	\$ _____	\$ _____
D. Other _____ \$ _____	\$ _____	\$ _____
16. TOTAL PROJECTED EXPENSES	\$ _____	
17. TOTAL ANTICIPATED IN-KIND SUPPORT		\$ _____
18. TOTAL PROJECTED CASH EXPENSES PLUS TOTAL IN-KIND SUPPORT (Add lines 16 and 17.)	\$ _____	

Springfield Area Arts Council

Community Arts Access Grant FY16 (2015-2016)

CONFLICT OF INTEREST ABSTENTION RECORD

Community Access Arts Grant Panelists are in conflict if:

- currently serving as a member or officer of the Board of Directors of an applicant organization. (Past service is not a conflict.)
- an immediate family member is on the Board of Directors of an applicant organization.
- s/he or an immediate family member is a performer or active participant in an applicant organization. (Financial membership in organization does not result in conflict of interest.) necessarily
- currently serving as a fundraising event chair for an applicant organization.

I wish to record an abstention for the following grant applications:

<u>GRANT NUMBER</u>	<u>NAME OF APPLICANT ORGANIZATION</u>	<u>REASON FOR CONFLICT OF INTEREST</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

STATEMENT OF ASSURANCE

I assure that I will abstain from voting on those grants that may represent a possible conflict of interest between me and the grant programs of the Springfield Area Arts Council.

SIGNATURE _____ DATE _____

PRINTED NAME _____

There is no penalty to an organization if an abstention is recorded.

Please file this form with the grant panel chair before the panel's selection meeting.

Springfield Area Arts Council

420 South Sixth Street Springfield IL 62701
Phone: 217-753-3519 Fax: 217-753-8018
programs@springfieldartsco.org

COMMUNITY ARTS ACCESS GRANT FY16 FINAL REPORT -- NARRATIVE

Organization _____ Grant Number CAA FY16 -
Address _____ City _____ Zip _____
Email Address _____ Phone Number _____

Individual Completing This Report _____
Position/Title _____ Phone Number _____
Title of Project/ Program Funded _____
Beginning Date _____ Ending Date _____
Illinois House # _____ Illinois Senate # _____ U. S. Congressional District # _____

- Submit this **Narrative Report**, according to instructions, WITHIN 30 DAYS of the ending date of the project funded by the Springfield Area Arts Council, in conjunction with the Illinois Arts Council Agency.
- PLEASE DISCUSS THE FOLLOWING POINTS USING NO MORE THAN TWO PAGES.
 1. Describe how the grant funds were used. Briefly note any major deviations from the project/program as described in the original *Community Arts Access Grant* application (narrative and/or budget).
 2. Please evaluate your project/program in terms of accomplishment of the project/program goals and its effectiveness or impact on the participants and the audience(s) served.
 3. If the project/program were to be conducted again, then would there be any change in its structure, operation and/or scope?
 4. Is the *Community Arts Access Grant* responsive to the needs of your organization and the project/program funded? How can it be more effective?
 5. For the funded project/program, attach copies of programs, publicity, newspaper articles, or webpage information crediting the Springfield Area Arts Council, the Illinois Arts Council Agency, and the National Endowment for the Arts.
- This is one of two reports required. The other is a **Financial Report** which must be submitted on the two forms provided.
- Both reports must show completely and accurately how the project/program actually occurred.
- Each report must be signed by the project/program director. Incomplete or unsigned reports will be returned.

Contact the Springfield Area Arts Council (753-3519 or programs@springfieldartsco.org) if you have questions.

Project/Program Director's Signature Telephone Number Date

Please retain all records of this grant for three years following receipt of this award.

**SPRINGFIELD AREA ARTS COUNCIL
COMMUNITY ARTS ACCESS GRANT**

FY16 FINAL REPORT -- FINANCIAL DETAIL (Project/Program only)

Organization _____ **Grant Number** CAA FY16 - _____

Project/Program _____

Actual Project Cash Income

1.	Actual SAAC Grant Amount Used	\$ _____
2.	Admissions/Ticket Sales	\$ _____
3.	Other Revenue (ad sales, etc.)	\$ _____
4.	Corporate Support	\$ _____
5.	Foundation Support	\$ _____
6.	Other Private Support	\$ _____
7.	Government Support (Federal or State, not IACA)	\$ _____
8.	Applicant Cash (Organization's funds used)	\$ _____
9.	Actual Cash Income for Project/Program	\$ _____
	Must be equal to or greater than Line 16	

<u>Actual Project Cash Expenses</u>		Actual Cash Expenses	Actual In-kind Contributions
10.	Personnel/Staff Members:		
	Administrative	\$ _____	\$ _____
	Artistic	\$ _____	\$ _____
	Technical	\$ _____	\$ _____
11.	Outside Fees and Services:		
	Administrative	\$ _____	\$ _____
	Artistic	\$ _____	\$ _____
	Technical/Production	\$ _____	\$ _____
12.	Space Rental (Location _____)	\$ _____	\$ _____
13.	Travel:		
	Administrative	\$ _____	\$ _____
	Artistic	\$ _____	\$ _____
	Technical	\$ _____	\$ _____
14.	Marketing (ads, posters, etc.)	\$ _____	\$ _____
15.	Remaining Operating Expenses:		
	Materials and Supplies	\$ _____	\$ _____
	Insurance and Royalties	\$ _____	\$ _____
	Equipment Rental	\$ _____	\$ _____
	Other	\$ _____	\$ _____
16.	Actual Total Cash Expenses	\$ _____	
17.	Actual In-kind Contributions		\$ _____
18.	Actual Cash Expenses and In-kind Contributions	\$ _____	

Please retain all records of this grant for three years following receipt of this award.

Springfield Area Arts Council

420 South Sixth Street Springfield IL 62701
Phone: 217-753-3519 Fax: 217-753-8018
programs@springfieldartsco.org

COMMUNITY ARTS ACCESS GRANT FY16 FINAL REPORT -- FINANCIAL

Grantee _____ Grant Number CAA FY16 -
Address _____ City _____ Zip _____
Email Address _____ Phone _____
Individual Completing This Report _____
Position/Title _____ Phone _____
Title of Program/Project Funded _____
Beginning Date _____ Ending Date _____

- Submit this **Financial Report and Detail**, according to instructions, **WITHIN 30 DAYS** of the ending date of the project funded by the Springfield Area Arts Council, in conjunction with the Illinois Arts Council Agency.
- This is one of two reports required. The other is a **Narrative Report** which you must complete and submit with this report.
- Both reports must show completely and accurately how the project/program actually occurred.
- Each report must be signed by the project/program director. Incomplete or unsigned reports will be returned.

Contact the Springfield Area Arts Council (753-3519 or programs@springfieldartsco.org) with questions.

SUMMARY (for this project/program only)

Springfield Area Arts Council Grant Amount Awarded	\$ _____
Actual Amount Used from SAAC Grant (#1 Detail)	\$ _____
Actual Total Cash Income (#9 Detail)	\$ _____
Actual Total Cash Expenses (#16 Detail)	\$ _____
Actual In-Kind Support (#17 Detail)	\$ _____

Project/Program Director's Signature _____ Telephone Number _____ Date _____

Be sure to complete Financial Report -- Detail.

ADDITIONAL INFORMATION (needed for report to IACA)

Total Adults benefiting from project [participants, audiences, et al] _____
Total Youth (high school and younger) benefiting from project _____
Total Artists participating in project [dancers, painters, et al] _____
Total Volunteers participating in project [board, et al] _____
Total Individuals benefiting from project _____
(includes Adults, Youth, Artists, and Volunteers)

Please retain all records of this grant for three years following receipt of this award.

Springfield Area Arts Council

COMMUNITY ARTS ACCESS GRANT AGREEMENT

GRANT NUMBER FY16 - ##

This Agreement, made and entered on **September ##, 2015**, by and between the **Springfield Area Arts Council**, a local arts agency (hereafter referred to as **Grantor**), and Organization (hereinafter referred to as **Grantee**).

The **Grantor** and **Grantee** hereby agree as follows:

- 1. **Grantor** agrees to make a grant payable to **Grantee** in the amount of \$ ###.00 for the following project/program (hereinafter referred to as **Project**):

Description; Date

If major changes are made, then the Grantee will notify the Grantor in writing.

- 2. All grant monies payable hereunder shall be expended by the **Grantee** for **Project** between **September 1, 2015**, and **July 31, 2016**. If for any reason **Grantee** needs to extend the term of the **Agreement**, then application must be made in writing to the **Grantor** prior to **April 1, 2016**. If no extension has been requested of and approved by the **Grantor**, then any monies payable hereunder that remain after completion of **Project** or after the date set forth above must be immediately refunded to **Grantor**.
- 3. After **Grantor** receives funds from the Illinois Arts Council Agency (IACA), the monies payable hereunder shall be paid to **Grantee** in two installments. (1) Having received from the **Grantee** a **Cash Request** and this **Agreement**, **half of total grant** will be awarded within 30 days from date the project takes place but no earlier than funding is received from the Illinois Arts Council Agency. (2) Following completion of project and receipt of Final Reports (both Financial and Narrative forms), **remainder of grant** (half or less, if total grant award is not expended) will be awarded.
- 4. **Grantee** agrees that all funds issued by **Grantor** pursuant to this **Agreement** shall be expended only for the specific **Project** described herein.
- 5. **Grantee** agrees that credit shall be given **Grantor** on all public notices, publicity, printed programs, public media, and other applicable material. The following language must be used in such notices:
"This project is partially supported by a grant from the Illinois Arts Council Agency, with funding from the National Endowment for the Arts and the Springfield Area Arts Council."
- 6. **Grantee** agrees to submit the following reports to the **Grantor** at the times indicated:
 - a. Within **thirty days** of the completion of the **Project**, **Grantee** shall submit Financial and Narrative Final Reports to the **Grantor** on the forms provided.
 - b. File any subsequent requirement which may be adopted by **Grantor** with respect to grant reporting.
- 7. **Grantee** agrees that no person, on grounds of race, color, religion, national origin, sex, or handicap, when otherwise qualified, shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any project or activity including employment supported in whole or in part by funds provided hereunder.
- 8. **Grantee** agrees to fully comply with all rules, regulations, and other requirements now existing or which may hereafter be adopted by **Grantor** with respect to a grant of this nature.
- 9. **Grantee** agrees to keep **Grantor** informed (in writing) of changing circumstances surrounding this grant award.

Special Conditions:

SPRINGFIELD AREA ARTS COUNCIL

GRANTEE

By Troy Roark

By Xxxxx Xxxxx

Signature _____

Signature _____

Title President, Board of Directors

Title _____

Date September ##, 2015

Date September ##, 2015

>The Grantee's Board of Directors has seen and approved this request for funding of the stated project.<

By _____

Officer/Title _____

Springfield Area Arts Council

420 South Sixth Street Springfield, IL 62701
Phone: 217-753-3519 Fax: 217-753-8018
programs@springfieldartsco.org

COMMUNITY ARTS ACCESS GRANT

FY16 Cash Request

_____ hereby requests the sum
Name of Organization

of \$.00 for Grant Number CAA FY16 - ## . The start date of the project is

_____ ; the end date is _____ .

The grant will be awarded in two (2) installments:

1. At least half of total grant within 30 days of date the project begins *but no earlier than Illinois Arts Council Agency grant funds are received by the SAAC*

2. Remainder of grant (half or less, if total grant award is not expended) awarded upon completion of project and receipt by the SAAC of Final Report (Narrative and Financial)

Federal Employer Identification Number (FEIN)

Organization's Fiscal Year (e.g. October 1 – September 30)

Name of Authorizing Official

Title

Signature of Authorizing Official

Date

Mailing Address

City

State

Zip

Phone Number

E-mail Address