



**City of Lawton**  
**Arts & Humanities Division**  
(580) 581-3470  
Arts@lawtonok.gov  
SWOKarts.com

## Lawton Arts and Humanities Grant Application

### Required Information

1. Applicant Information. Mark what entity best describes the applicant:

- 501(c)(3) Nonprofit Organizations
- Tribal Governments
- K-12 Schools
- Universities
- Public Libraries

(Or) Lawton Based Individual or Organization

- Arts (indv)
- Creator (indv)
- Author (indv)
- Educator(indv)
- Arts (org)
- Creator (org)
- Author (org)
- Educator(org)

2. Designate an Authorizing Official:

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

(Your organization's Authorizing Official will be the only person with the fiduciary role and binding authority who can agree to the terms of a grant contract.)

3. What community or communities of people does your project primarily serve? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. How did you hear about our grant programs? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Mission of the Arts and Humanities Division is to encourage and promote artistic expression and diversity in the City of Lawton.

## Notice about Required Forms

All forms must be submitted before eligibility can be determined.

Non-profit organizations must be tax-exempt 501(c)(3) organizations incorporated in the state of Oklahoma in order to be eligible for grant funding. Non-profit organizations must submit copies of the following before eligibility can be determined. The following forms must be emailed or attached to your completed application:

- a. State of Oklahoma Vendor Form
- b. 5 01 (c)(3) Determination Letter
- c. Full IRS Form 990 or most recent financial statement
- d. Oklahoma Certificate of Incorporation with Articles of Incorporation
- e. Bylaws

Individuals or non-religious, other than non-profit. The following forms must be emailed or attached to your completed application:

- a. Completed W9
- b. Organization/Individual Name
- c. Type of Organization
- d. Contact information for Organizational Officers
- e. Federal Employer Identification Number (FEIN/EIN), SAM Unique Entity Identifier (UEI), or Individual SSN
- f. Payment Remittance Address (If you or your organization is selected to receive a grant, enter the address for where the payment should be sent)
- g. Primary location or address of project or program:
- g. Enter the address for where most of your business, programs, and activities take place. This must be a physical address and cannot be a P.O. Box.

## About Your Project or Program:

1) Non-profits, enter your organization's mission as it appears in your bylaws. Other Organizations or individuals, briefly state your or your entity's mission as it relates to the arts and humanities. (Must contain fewer than 400 characters.)\_\_\_\_\_

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2) Briefly describe your organization, its history, and the constituents it serves. (Must contain fewer than 400 characters.) \_\_\_\_\_

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3) Project Title (Must contain fewer than 60 characters.) \_\_\_\_\_

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4) Project Dates: \_\_\_\_\_

5) Summary - Summarize the project in 2-3 sentences (Must contain fewer than 200 characters.) \_\_\_\_\_

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6) How many years has this project taken place?

- First Year
- 2-5
- 6-10
- Over 10

7) Do you acknowledge that, if your application is selected for funding, you must comply with the general Grant Terms and Conditions? \_\_\_\_\_

8) Describe your project. Please utilize the guiding questions below to shape your response:

- Who will be your primary audience?
- How does this program meet the needs of your community?
- Who are your community partners? What are their roles?
- Where will the project take place? Why did you select this location?
- What is the basic schedule of events?
- If applicable, what specific Arts & humanities concepts, vocabulary, and skills will be addressed? (Must contain fewer than 4000 characters.) \_\_\_\_\_

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2. Artistic payroll costs directly associated with this project.
3. Technical personnel payroll costs directly associated with this project.
4. Outside contracted administrative costs directly associated with this project. (For example: A contracted project coordinator.)
5. Outside contracted artistic costs directly associated with this project.
6. Outside contracted technical personnel costs directly associated with this project.
7. Artistic supplies for this project.
8. Facility rental costs for this project.
9. Marketing and promotional costs for this project.
10. Travel expenses for this project. OAC funds cannot be used to pay for travel outside Oklahoma.
11. List, describe, and itemize any other expenses.
12. Enter the total amount of all other expenses listed in your narrative.
13. Describe the item(s), source(s) and dollar amount(s) of in-kind donations of goods and/or services. (Enter NA if this does not apply. Must contain fewer than 4000 characters.)
14. Enter the total amount of all in-kind contributions listed in your narrative.
15. Total Expenses:

**The following projects' anticipated incomes must be included in your budget even if the amount is zero.**

1. Cash on hand dedicated to this project.
2. Total income from ticket sales and/or tuition fees.
3. Describe how you calculated the ticket/tuition income above.  
(Enter NA if this does not apply. Must contain fewer than 400 characters.)
4. Enter any city, state, federal, or other local government support. Do not include any anticipated grant funds you may receive from the Oklahoma Arts Council.
5. Describe the sources of any other income, i.e., foundation, corporate, or private donations. Do not include in-kind contributors. Enter NA if this does not apply.  
(Must contain fewer than 4000 characters.)
6. Enter the total of any other income for this project listed in your narrative.

Describe how the grant funds will be used. List specific expense items with dollar amounts. The total amount must equal the requested amount. By completing this application and upon award approval, you agree to keep complete and separate financial records for a period of three years, which will adequately identify the use of Council assistance. The McMahon Auditorium Authority and the City of Lawton shall reserve the right to request an audit of the applicant's documentation for the approved programming, including financial records.

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