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Vern Riffe Center for the Arts Shawnee State University Community Presenter Assistance Grant Application and Guidelines

The Community Presenter Assistance Grant provides organizations located in the Scioto County region the opportunity to present events at the Vern Riffe Center for the Arts. Grant awards assist organizations in covering the expenses associated with the rental costs of the facility. These costs include facility fees, but not equipment and labor charges.

It is recommended this application accompany your space reservation form.

General Guidelines

The organization must be a non-profit or educational organization located in the region of Scioto County (this includes neighboring counties in Ohio and Kentucky, although other counties in the region will be considered on a merit basis); the event must be scheduled to take place in the Vern Riffe Center for the Arts; an event summary or space reservation form must be included with this form.

Applications are evaluated and awards assigned based on the cost of the facility rental and total funding available to the program. Other criteria employed include: events which demonstrate educational and cultural needs not being served in the area; events which will attract new audiences to the Center; a demonstrated financial need for “venture capital” to present at the Center; and first-time presenters at the Center.

Although we try to anticipate the total number of requests we will receive each year based on experience when the general award guidelines are developed each year, unanticipated demand may prematurely exhaust available funds. Applicants are therefore encouraged to submit requests as early as possible.

You may scan and email your application to rbradley@shawnee.edu or return all information to:

**Community Presenter Assistance Grant
Vern Riffe Center for the Arts
Shawnee State University
940 Second Street
Portsmouth, Ohio 45662**

**Vern Riffe Center for
the Arts Shawnee
State University
Community Presenter Assistance Grant Application**

PLEASE TYPE OR PRINT:

1. EVENT TITLE: _____

EVENT DATE & TIMES: _____

2. ORGANIZATION NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ PHONE _____

EMPLOYER IDENTIFICATION NUMBER (EIN) _____

3. NAME OF CONTACT PERSON _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ PHONE _____

4. **On a separate page or in the body of an email, please briefly describe the need for this funding based on the criteria outlined in the general guidelines above.**

5. SIGNATURE OF AUTHORIZED APPLICANT

_____ DATE: _____

Return all information to:

Community Presenter
Assistance Grant Vern Riffe
Center for the Arts Shawnee
State University
940 Second Street
Portsmouth, Ohio 45662

For information on the Community Presenter Assistance Grant, call the Vern Riffe Center for the Arts at (740) 351-3622. You may also scan and email your application to rbradley@shawnee.edu.