



PEER ADVISOR NETWORK APPLICATION - FY2010 - FY2011

EVERY BLANK MUST BE FILLED IN (N/A WHERE APPLICABLE) IN ORDER FOR THIS FORM TO BE CONSIDERED COMPLETE AND READY FOR REVIEW.

GENERAL INFORMATION (PLEASE PROVIDE E-MAIL ADDRESS - ALL NOTICES, CORRESPONDENCE, CONTRACTS ETC WILL BE SENT VIA E-MAIL ONLY)

Applicant is: a non profit organization (501-c-3) a municipal organization a group (not a 501-c-3)

Group or Organization Name: _____

Mailing Address: _____

Contact Person: _____ Telephone: _____

Contact email*: _____ Fax: _____

Web Address (if applicable): _____

** Required - all notices and information regarding applications will be sent by email to application contact person ONLY*

ORGANIZATIONS (Complete this section ONLY if your organization is a 501-c-3 non profit or a municipal organization)

List date of incorporation or charter: _____

Provide your organization's mission statement (maximum 400 characters):

Board Chair (name / affiliation): _____

Number of Full-Time Paid Staff: _____ Number of Part-Time Paid Staff: _____ Number of Volunteers: _____

Annual Operating Income (Provide total income for last completed fiscal year)	FY:	\$
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Has your organization produced a formal planning document of any kind? YES NO IN PROCESS

If yes, provide the start and end dates of the current plan document: _____

GROUPS (Complete this section ONLY if your organization is NOT a 501-c-3 non profit)

Date group started: _____ Current Number of Volunteers: _____

Briefly describe your mission / vision / project (maximum 400 characters):

NARRATIVE

Create an attachment to answer the following questions using no more than two one-sided 8 1/2" x 11" pages. Please retype the question number and the question for each answer and use a font size of 10 points or more.

1. What need or event prompted you to contact the Peer Advisor Network at this time? Briefly describe the specific concerns you wish to address with Peer Advisor support. NOTE: It is best to answer this question after a thorough conversation with your PAN Field Office representative regarding your organization's current circumstances. Use Pages 3-5 of this application to determine your current priority needs.
2. Describe any efforts that have already been undertaken or that are currently underway to address the concern(s) described above (i.e. preliminary work completed, previous consultants, committee work, etc.).
3. To best accomplish your goal(s), propose specific participants from your group or organization for the requested advising sessions. Please provide names, titles and/or affiliations, phone numbers and email addresses for each proposed participant.
4. Describe any additional preparation(s) that you believe will be necessary in order for your group or organization to successfully implement recommendations that result from Peer Advisor support.

ORGANIZATIONAL ASSESSMENT (Complete this section ONLY if your organization is a 501-c-3 non profit or a municipal organization)

Applying organizations must complete an Organizational Assessment to fulfill all application requirements. The following two forms may be found on the web sites of either CCT or one of the PAN Field Offices:

- **Organizational Assessment Questionnaire** – is a mandatory part of the application process and must be completed by your organization's key staff and volunteers / board members. Follow the instructions on the form to complete the survey.
- **Organizational Assessment Auto Summary Grid** – is an MS Excel worksheet that will automatically calculate all data from the Questionnaire when you enter each individual's responses. The use of this form is optional as you may complete necessary calculations on your own.

You can use the interpretive data from the Questionnaire to help prioritize the PAN services that your organization is requesting via this application. Assigned Peer Advisors will also review the results of your organizational assessment process as the collected data will benefit the design of their consulting proposal.

SIGNATURE

Under penalties of perjury, I declare that I have examined information contained in this nomination and accompanying documents and, to the best of my knowledge and belief, they are true and correct. I am aware that the submission of any false information or omission of any pertinent information resulting in the false representation of a material fact may subject me to civil and/or criminal penalties for filing of false public record. I further declare that I have reviewed the Commission on Culture & Tourism's Grant Overview Guidelines and acknowledge that it is my responsibility as a nominator to become familiar with these guidelines and that failure to comply could result in ineligibility for the program. I understand that should I have any questions regarding these guidelines, I may contact CCT. I further understand that all documents submitted become the property of CCT. CCT will not reprint any submissions for publication and will abide by any copyrights.

Printed Name: _____

Signature: _____ Date: _____

Organizations ONLY:

Printed Name: _____

Board Chair Signature: _____ Date: _____

SUBMISSION

Please be sure that submitted signatures are original, not copies.

Mail / deliver all application materials to the Local Arts Agency that is designated as your Regional PAN Office. Address the package - ATT: Peer Advisor Network.

CURRENT PRIORITY NEED: REQUEST FOR SERVICE

Use the following tables to help determine your priority need. Check **ONLY** the box or boxes that best describe the current circumstance you would like to address with a Peer Advisor. Bear in mind that PAN assignments are relatively short and it is important to focus your request for service to one or several related priority needs.

DETERMINED PRIORITY NEED	STRONG INTEREST BUT NOT A PRIORITY	PLANNING NEEDS
		Support Organizational start-up
		Support development of a Strategic Plan
		Support development of a Financial Plan
		Support development of a Fundraising Plan
		Support development of a Stabilization Plan
		Support development of a Marketing Plan
		Support development of a Program or Service
		Support development of an Evaluation Plan
		Support development of a Technology Plan
		Support development of an Accessibility Plan
		Support development of a Disaster Plan
		Support development of a Collections Plan
		Support development of an Interpretive Plan
		Support development of a Furnishings Plan
		Support development of a local / regional Cultural Plan
		Support development of a Partnership Plan
		Support planning for an Endowment
		Support development of a Facility Plan
		Support Succession Planning
		Support Scenario Planning
		Support Mergers, Joint Ventures, Sales & Purchases

DETERMINED PRIORITY NEED	STRONG INTEREST BUT NOT A PRIORITY	ORGANIZATIONAL DEVELOPMENT NEEDS
		Support Organizational Start-up / Creation of Articles of Incorporation
		Conduct an Organizational Assessment
		Conduct a Board Assessment
		Board Development, Training, Recruitment & Orientation
		Governance Issues & Roles
		Staff Development, Training & Hiring Practices
		Board / Staff Relationships
		Support development of Mission and/or Vision Statements
		Customer Service Assessment & Training
		Volunteer Development, Training, Recruitment & Orientation
		Support development of Personnel Policies
		Support development of Performance Reviews
		Support development of Management Systems & Procedures
		Legal Policy Assessment & Compliance Review
		Insurance Assessment & Policy Review
		Support development of Organizational Structures / Staffing Models
		Support Leadership Transitions
		Leadership Development
		Internal Communications

DETERMINED PRIORITY NEED	STRONG INTEREST BUT NOT A PRIORITY	FINANCIAL MANAGEMENT NEEDS
		General Fund Raising Support
		Grant Writing / Proposal Writing
		Internal Financial Systems & Procedures
		Support understanding of IRS 990 responsibilities
		Expanding & Diversifying Income / Alternative Revenue Streams
		Support preparations for a Financial Audit
		Support development of a Financial Plan
		Support development of an Annual Fund Raising Appeal
		Support Prospective Donor / Funder Cultivation
		Developing & Managing Operating Budgets and/or Project Budgets
		Dealing with Vendors / Vendor Contracts
		Finance & Accounting Software Training
		Support development of Stabilization Planning / Debt Service
		Support planning for an Endowment
		Support development of a Capital Campaign / Feasibility Assessment
		Online Payment Processing / Electronic Commerce
		Investment Strategies / Assessment
		Related & Unrelated Business Income Issues
		Facility Management / Rental Programs

DETERMINED PRIORITY NEED	STRONG INTEREST BUT NOT A PRIORITY	TECHNOLOGY NEEDS
		Support development of a Technology Plan / Technology Assessment
		Data Base Design & Information Tracking
		IT Training: Software / Hardware
		Assessment of Technology options for Program Delivery
		Point of Sale Technology / Online Payment Processing / Electronic Commerce
		Web Site Design / Development / Assessment
		Setting up a Computer Network / Server Applications
		Digital Imaging / Digital File Preparation
		Web-based Surveys
		Web 2.0 Development
		Assessment of Social Networking opportunities
		Software & Hardware Selection / Decisions / Compatibility
		Telephone & Communications Systems
		Customer Relations Management Systems

DETERMINED PRIORITY NEED	STRONG INTEREST BUT NOT A PRIORITY	PROGRAM DEVELOPMENT, MANAGEMENT & EVALUATION NEEDS
		Support development of a new Program or Service
		Decisions regarding Elimination of Programs / Program Assessment
		Program Evaluation
		Program Feasibility Assessment
		Support development of Program Policies / Criteria
		Program Documentation
		Outcomes-based Program Design
		Support development of Interpretive Materials / Thematic Tours
		General Audience Development
		Develop Outreach Initiatives / Cultural Participation / Community Engagement
		Attracting Diversity / Expanding Access for persons with disabilities
		Positive Youth Development
		Youth & Family Programming
		Adult Programming
		School Programs / Arts Education / Arts Integrated Education
		Support development of Curriculum Planning / Design / Curriculum Standards
		Working with Artists
		Curatorial Policies
		Recruitment, Training & Evaluation of Guides
		Public Art programs
		Museum Collections Management & Assessment

DETERMINED PRIORITY NEED	STRONG INTEREST BUT NOT A PRIORITY	MARKETING & PUBLIC RELATIONS NEEDS
		Marketing / PR Campaigns
		Developing Communication Tools/Clarifying message/Branding
		Marketing & Communications Assessment
		Managing Publicity & Promotion
		Dealing with the Press / Media
		Capturing Data / Data Base Design & Information Tracking
		e-Marketing
		Web Sites / Web 2.0 Development
		Social Media Marketing & Communications
		Customer Relationship Management / CRM systems
		Support development of a Marketing Plan
		Donor Recognition
		Site signage
		Copyright Issues
		Special Events
		Advocacy

DETERMINED PRIORITY NEED	STRONG INTEREST BUT NOT A PRIORITY	COMMUNITY ENGAGEMENT NEEDS
		Developing Local Arts Councils & Municipal Commissions
		Developing relationships across sectors (business, education, municipalities, healthcare, etc.)
		Forming / Managing / Sustaining Partnerships & Collaborations
		Civic Engagement Strategies
		Soliciting Community Input / Conducting a Community Needs Assessment
		Respecting differences (cultural, economic, social, access, physical, educational opportunity, age, gender, etc.) / Engaging Diverse Audiences
		Arts in Healthcare Initiatives
		Positive Youth Development
		Youth & Family Programming
		Adult Programming

DETERMINED PRIORITY NEED	STRONG INTEREST BUT NOT A PRIORITY	EVALUATION NEEDS
		Developing Measurement Tools
		Methods & Data Collection / Program Monitoring
		Support development of Evaluation Planning
		Outcome based Evaluation
		Conduct an Organizational Assessment
		Conducting Focus Groups
		Web-based Surveys

DETERMINED PRIORITY NEED	STRONG INTEREST BUT NOT A PRIORITY	OTHER NEEDS
		Special Events
		Insurance Issues
		Investments
		Retail Sales
		Historic Preservation & Restoration
		Conservation Assessment for Building / Envelope
		Conservation Assessment for Collections
		American Association of Museums Accreditation
		American Association for State & Local History StEPs Program Readiness Assessment
		If needed, use the spaces below to add specific needs not previously listed: