



## GRANT APPLICATION

---

- Please provide all information requested below in the order listed.
- Once completed, deliver to the appropriate commission office at the time and date specified by the commission to which you are applying.
- The commission will not accept faxed or emailed applications; original signatures are required.
- Please type answers to all of the following sections on your own paper following the numbered sequence. Include page numbers on all pages.
- Excluding supporting documentation, please use no more than six (6) 8 ½" by 11" pages, typed on one side, using a typeface of 12 points or larger.
- Should you need additional information, you may contact the office of the commission to which you are applying.
- Please type "FY22 Grant Application for General Operating Support" or "FY22 Grant Application for Project Support," depending on the grant category, at the top of the page.

**All applicants please respond to questions 1-8: (ITEMS 1-8 WILL BE THE FIRST PAGE)**

1. Applicant organization's name, address, zip code, telephone, fax, e-mail, URL
2. Federal employer ID number
3. Name, title, telephone number, e-mail of contact person for more information about this application
4. Organization or project director (if different from contact person)
5. Amount requested from this commission. What is your total estimated operational/project budget? Amount requested is what percentage of estimated operational/project budget?
  - a. If applying for an operating grant, indicate the amount requested as a percent of the estimated operating budget.
  - b. If applying for a project grant, indicate the amount requested as a percent of the estimated project budget.
6. Title and brief summary of project/general operations. Title should specify the nature of the activity for which funding is requested. In 2-3 sentences, briefly summarize the proposed project/general operations.
7. Start and end dates. **This application is for projects taking place between July 1, 2021 and June 30, 2022 only.**
8. Statement of organization's mission
  - a. When was your organization founded?
  - b. When was your organization incorporated?



Please respond to items 9-11 if you are applying for a **Project Grant**:

- 9. Description of the project (no more than ¾ of a page). Include specific information on the nature of the activity, sites, artists involved, and the way you developed plans for the project and involvement of any partners in this project. Is this a new project, one-time only, or expansion of a project already in existence? Is it a pilot for a future program?
- 10. a. Anticipated audience/number of participants - show estimates for each performance and totals:

	Project/Performance	Paid Audience	Unpaid Audience	Paid Artists	Unpaid Artists
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____

b. Anticipated audience for the project. Who is the primary audience for this project (artists, general public, children, racial/ethnic groups, special constituencies, etc.)? How does the proposed project serve the needs of the community/audience targeted?

- 11. What are the specific goals of this project and their relationship to your organization’s mission or purpose.

Complete the Project Budget (Short Form) – page 4

Please answer questions 12-17 if you are applying for an **Operating Grant**:

- 12. What are your primary programs?
- 13. Who is your primary audience?
- 14. List specific ways in which the citizens of this municipality will benefit from the activities of your organization (admission taxes, venues used, etc.).
- 15. Summarize your organization’s accomplishments during the past twelve months.
- 16. Describe any change in activities planned for the grant period requested.
- 17. Anticipated size of audience/number of participants - show estimates for each type of program and totals (i.e. education, outreach, main stage productions, exhibits, workshops, etc.):

	Type of activity	Paid Audience	Unpaid Audience	Paid Artists	Unpaid Artists
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____



All applicants please respond to items 18-28:

- 18. How will you modify your plans if you receive partial or no funding rather than full funding? What other funding will you use?
- 19. Does your organization currently receive funding from the City of Newport News (other than in the form of a NNAC grant)? If yes, how much?
- 20. Has your organization ever received funding from the City of Newport News (other than in the form of a NNAC grant)? If yes, when and how much?
- 21. Does your organization currently receive funding from any other local municipality? If yes, how much?
- 22. Has your organization ever received funding from any other local municipality? If yes, when and how much?
- 23. Marketing & Outreach: Describe your marketing and outreach efforts, including both advertising and publicity efforts.
- 24. Evaluation: Describe how the effectiveness and impact of the project/programs will be evaluated and measured. Describe how they achieve the stated goals as detailed in question 11.
- 25. How many people are currently employed and/or volunteering their efforts to your organization? Estimate the number of volunteer hours annually.
- 26. Please indicate the number of performances your organization will provide within the City of Newport News.  
 Total # of performances: \_\_\_\_\_  
 List Venues: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 27. If applicable, is your organization willing to perform at the Downing-Gross Cultural Arts Center?  
 \_\_\_\_ yes                      \_\_\_\_ no

28. Please type the following statement:

**"I hereby certify that to the best of my knowledge, all information, including the budgetary information, in this application is true and correct and that the governing body of the applicant has duly authorized the filing of this application. I certify that the applying organization is in compliance with Title VI (42 USC Section 2000D) and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (29 USC Section 794), Title IX of the Education Amendment of 1972, the Age Discrimination in Employment Act of 1967, the Immigration and Control Act of 1986 and all other applicable state and federal acts."** Below this statement please type the name and title of the person applying, and provide an original signature.

---

Signature	Name	Title
-----------	------	-------



**PROJECT BUDGET (SHORT FORM)**

List the estimated costs and revenues of the project. The project budget **must** balance. Do not include general operating costs. Include only those expenses which are directly related to the project and which will be incurred **only** if the project occurs. The proposed budget must be appropriate to the tasks proposed and sufficiently detailed so that reviewers can easily understand the relationship of items in the budget to the project narrative.

*Estimated Expenses  
Description*

*Estimated Revenues  
Description*

Personnel – Administrative\* \_\_\_\_\_

Grant Amount Requested \_\_\_\_\_

Personnel - Artistic \_\_\_\_\_

Admissions \_\_\_\_\_

Personnel –Technical/Production \_\_\_\_\_

Private Contributions \_\_\_\_\_

Outside Artistic Fee & Services \_\_\_\_\_

Board Contributions \_\_\_\_\_

Rental (facility, exhibit, etc.) \_\_\_\_\_

Corporate Sponsorships \_\_\_\_\_

Marketing \_\_\_\_\_

Government – Federal \_\_\_\_\_

Evaluation \_\_\_\_\_

Government – State \_\_\_\_\_

Other (itemize) \_\_\_\_\_

Government – Local \_\_\_\_\_

Other Grants \_\_\_\_\_

In-Kind Contribution \_\_\_\_\_

Other (itemize) \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**NET PROFIT/LOSS** \_\_\_\_\_

\*Only include administrative expenses directly related to the project the organization is presenting.



## SUBMISSION REQUIREMENTS

1. **File Copy:** submit one original application. Attach, to this original application only, one copy each of the following:

- Proof of tax-exempt status (Letter of Determination from the IRS for [(501)(c)(3) status], ONLY if not previously submitted\*, or pending application.
- Organization's bylaws, ONLY if not previously submitted, or ONLY if revisions have been made to those previously submitted.
- List of Board of Directors.
- List of paid staff or key volunteer staff (if primarily a volunteer organization) with titles, phone numbers and extensions, and addresses (for mailing purposes).
- Organization's Strategic or Business Plan (a multi-year organizational plan that shows organizational goals and the plan to achieve them).

OPTIONAL ATTACHMENTS to your original application:

- Examples of organization's programs, brochures, press clippings, etc. (if a previous grantee, please highlight appropriate recognition).

\* If there has been any change to your tax-exempt status since previous submitted to the Commission, then you must include a copy of your updated status.

2. **Additional Copies:** Submit ten (10) copies of the grant application, complete with the following attachments:

- Up to three (3) documents in support of project (i.e., letters of support, documentation of project quality, resumes of key personnel, brochures, flyers, press clippings, reviews, etc.). Please submit a complete set of supporting documents with each of the twelve copies requested.
- Last year's audited financial statement. If an audited financial statement is not available, then attach a copy of the Form 990 submitted to the I.R.S. and an unaudited financial statement or treasurer's report.**

\*REQUIRED: If this is a project representing a new collaboration, partnership or agreement with other organizations or institutions, you must include a letter from the other organization endorsing the project as one of your three documents.

The **original application (with original signature)** – 3-hole punched in the proper order (number all pages), **plus ten (10), 3-hole punched copies** (not stapled) should be delivered to:

Newport News Arts Commission  
c/o Joanne Palmeira  
2410 Wickham Ave.  
Newport News, VA 23607

Due no later than **4:00 p.m. on Friday, May 7, 2021**. Please submit only those materials requested.