



FISCAL YEAR 2023 GRANT APPLICATION  
PROJECT SUPPORT

Guidelines:

- Please provide information to all questions listed below in the order that they appear.
- 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 nine (9) 8 1/2" 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.

Organization Information

1. Organization's name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ FAX: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

2. Federal employer ID number: \_\_\_\_\_

3. Name, title, telephone number, e-mail of contact person for more information about this application

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

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

4. Organization or project director (if different from contact person)

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

5. Amount requested from this commission. \$: \_\_\_\_\_

a. What is your total estimated project budget? \$ \_\_\_\_\_

b. Amount requested is what percentage of estimated project budget? \_\_\_\_\_ %

6. Title of Project

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(Title should specify the nature of the activity for which funding is requested).

7. **Brief summary of project.**

In 2-3 sentences, briefly summarize the proposed project/general operations

8. Start date: \_\_\_\_\_ End date: \_\_\_\_\_.

(This application is for projects taking place between July 1, 2022 and June 30, 2023 only).

9. Statement of organization's mission

a. When was your organization founded?

b. When was your organization incorporated?

10. Description of the project (no more than  $\frac{3}{4}$  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.

a. Is this a new project, one-time only, or expansion of a project already in existence?

b. Is it a pilot for a future program?

11. 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.)?

c. How does the proposed project serve the needs of the community/audience targeted?

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

13. What are your primary programs?

14. Who is your primary audience?

15. List specific ways in which the citizens of this municipality will benefit from the activities of your organization (admission taxes, venues used, etc.).

16. Summarize your organization's accomplishments during the past twelve months.

17. Describe any change in activities planned for the grant period requested.

18. 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
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
Total:	_____	_____	_____	_____	_____

19. How will you modify your plans if you receive partial or no funding rather than full funding? What other funding will you use?



20. Does your organization currently receive funding from the City of Newport News (excluding the NNAC Grant)? If yes, how much?

21. Has your organization received funding from the City of Newport News (excluding the NNAC Grant) in the past? If yes, when and how much?

22. Does your organization currently receive funding from any other local municipality? If yes, how much?

23. Has your organization received other funding from any other local municipality? If yes, when and how much?

## **Marketing & Outreach**

24. Describe your marketing and outreach efforts, including both advertising and publicity efforts.

## **Evaluation**

25. 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.

26. How many people are currently employed and/or volunteering their efforts to your organization?  
Estimate the number of volunteer hours annually.



27. Please indicate the number of performances your organization will provide within the City of Newport News.

Total # of performances: \_\_\_\_\_

List Venues:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

28. If applicable, is your organization willing to perform at the Downing-Gross Cultural Arts Center?

\_\_\_\_\_ yes

\_\_\_\_\_ no

**“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\* \_\_\_\_\_  
 Personnel - Artistic \_\_\_\_\_  
 Personnel –Technical/Production \_\_\_\_\_  
 Outside Artistic Fee & Services \_\_\_\_\_  
 Rental (facility, exhibit, etc.) \_\_\_\_\_  
 Marketing \_\_\_\_\_  
 Evaluation \_\_\_\_\_  
 Other (itemize) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Grant Amount Requested \_\_\_\_\_  
 Admissions \_\_\_\_\_  
 Private Contributions \_\_\_\_\_  
 Board Contributions \_\_\_\_\_  
 Corporate Sponsorships \_\_\_\_\_  
 Government – Federal \_\_\_\_\_  
 Government – State \_\_\_\_\_  
 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.



## ADDITIONAL REQUIRED DOCUMENT CHECKLIST

- Proof of tax-exempt status (Letter of Determination from the IRS for [(501)(c)(3) status], ONLY if not previously submitted or pending application. 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.
- Current bylaws (required for organizations new or if revisions have been made to those submitted in previous grant years)
- List of Board of Directors.
- List of paid staff or key volunteer staff with titles, phone numbers and extensions, and addresses (for mailing purposes).
- Strategic Plan or Business Plan (a multi-year organizational plan that shows organizational goals and the plan to achieve them).
- Up to three (3) documents in supporting documents to include any of the following: letters of support, documentation of project quality, resumes of key personnel, brochures, flyers, press clippings, reviews, etc. that highlight your organizations service(s) or project(s). If your organization is a previous grantee, please highlight appropriate recognition.
- 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 IRS and an unaudited financial statement or treasurer's report.
- If your project represents a new collaboration, partnership or agreement with other organizations or institutions, you must include a letter from the other organization endorsing the project.



## SUBMISSION INSTRUCTIONS

**For the FY 23 grant year, organizations are required to submit one (1) electronic application and one (1) printed application packet. The entire application packet is due no later than 4:00 p.m. on Friday, May 6, 2022.**

### Electronic Submission (Required)

- Submit an electronic copy of the Grant Application Packet to include the completed grant application and the additional documents.
- The electronic copy should be sent as one PDF document and emailed to: [downing-gross@nnva.gov](mailto:downing-gross@nnva.gov)
- If your organization is applying for both Project and Operational Support, please submit one (1) grant application packet file per support type.
- The file name should be in the following format: `OrganizationName_GrantSupportType_FY23`

### Hard Copy Submission (Required)

- Submit one (1) printed original grant application packet including the application (with original signature) and all additional documents listed above.
- The printed application as well as all additional documents must be 3-hole punched in the proper order (number all pages)
- Mailed or hand delivered to:

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