

FY 2018 Newport News Cultural Attractions Fund Application

Part 1 – GENERAL INFORMATION

Organization Name: _____

Address: _____

Organization Contact: _____ Phone: _____

Email: _____ Organization Website: _____

Total Organization Budget: _____

Funding requested from the FY 2018 Cultural Attractions Fund: _____

This consists of _____ for capital expenses (such as construction or equipment)
and/or _____ for operating expenses

Funding requested is for a single program or general organization support (***check one***)

Part 2 – PROGRAM INFORMATION

Organization Description: *Describe the programs and services provided by your organization and how they benefit Newport News residents.*

Organization Objectives: *Describe your organization's objectives. What does your organization strive to accomplish?*

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Performance Measurement: *Describe how you measure the effectiveness of your programs. How does your organization measure its impact? What outcomes does your organization strive to attain? Please see the examples of outcome measures on Page 1 of the Application under the Overview Section.*

Cultural Attractions Funding: *Describe the request for funding in detail. Describe how support from the Cultural Attractions Fund would further the objectives of your organization. How would you use these funds? What would this additional funding permit your organization to do? How would you use these funds if your request is partially funded?*

Estimated number of Newport News residents served in the prior year: _____

Partnerships: *Describe any partnerships with City departments or other agencies and how those further your organization's objectives.*

Sustainability: *Describe if/how programs will be sustained when Cultural Attractions Fund support is no longer available beyond the current fiscal year. Are plans already in progress to meet the need when City support ends? Is the organization able to raise fees or obtain other grants to provide additional support?*

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Additional Financial Support: *Describe other efforts to identify and collect additional revenue. From what other sources has the organization requested funding?*

Funding Source	Amount Requested	Amount Approved	Reason Funding Not Approved (if applicable)

Part 3 – FINANCIAL INFORMATION

Please complete the Budget Worksheets and include them with this application.

This section is designed to capture financial information for the specific program, activity, event or service for which funding is requested. There are two budget worksheets – one for Revenues and one for Expenditures.

Revenues = the amount of income estimated by the organization from all sources

Expenditures = the amount of expenses planned to operate the program or organization

The City of Newport News operates on a fiscal year basis from July 1 through the following June 30. However, the financial information requested in this section is based on the agency's accounting year, regardless if it is different from the City's fiscal year.

If funding is being requested for a single program, activity, event, service, or capital expense only revenues and expenditures for that particular program should be shown. If funding is being requested for overall organization support, the total organization budget for revenues and expenditures should be shown.

Prior Year Budget [Column 1]: Budgeted revenues and expenditures for the most recently completed fiscal year.

Prior Year Actual [Column 2]: Actual revenues and expenditures for the most recently completed fiscal year.

Current Year Budget [Column 3]: Budgeted revenues and expenditures for the current fiscal year.

Percentage Difference [Column 4]: Percentage Change from Prior Year Actual [Column 2] to Current Year Budget [Column 3].

Reason for Variance [Column 5]: Please provide an explanation for any percentage increases or decreases greater than 5% in Column 4.