

FY20 City of Virginia Beach Arts and Humanities Commission Project Grant

City of Virginia Beach Arts and Humanities Commission

Organization Information

Thank you for applying to the Virginia Beach Arts and Humanities Commission. Provide all information requested below in the order listed. Submit this online form, PLUS one original with signatures and three paper copies delivered to the Office of Cultural Affairs (Sandler Center, 201 Market St., Suite 204, Virginia Beach, VA) by 5:00 p.m. February 8, 2019. The Commission will not accept faxed or emailed applications.

You may use your GuideStar profile to help populate your application form. Before doing so, please be sure that your GuideStar profile contains the most up-to-date information. To auto-populate your form with GuideStar profile answers, click the "Copy GuideStar Profile" button in the top right corner. Simply pick and choose which answers you would like to pull into the form by clicking the checkbox next to the applicable answer. When finished selecting, click the "Copy Answers" button in the bottom right of the pop-up and the GuideStar data will be pulled into the applicable fields in the form. Please note that copying answers will not overwrite any existing answers and any answers pulled from GuideStar which populate into your form can be edited and updated. If you do not have a GuideStar profile you may simply answer the questions by typing or copy/pasting in your response.

If you would like to print a blank copy of this application, please click "Question List" above.

Organization's Mission Statement*

Character Limit: 1500

Organization - Year Founded*

Character Limit: 250

Organization - Incorporation Year*

Character Limit: 250

DUNS Number

Please enter your organization's Dun & Bradstreet DUNS number.

Character Limit: 250

How many people are currently employed with your organization?*

Character Limit: 6

How many people are currently volunteering their efforts to your organization?*

Character Limit: 10

Estimate the number of volunteer hours.*

Character Limit: 6

Project Information

Amount requested from the Virginia Beach Arts and Humanities Commission:*

Character Limit: 20

What is your total operational budget?*

Character Limit: 20

What is your project budget?*

Character Limit: 20

Amount requested is what percentage of estimated project budget?*

Indicate the amount requested as a percentage of the estimated operational budget. (ex: "50" = 50%)

Character Limit: 3

Project Title*

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

Character Limit: 100

Brief Project Summary*

In 2-3 sentences, briefly summarize the proposed project.

Character Limit: 3000

Project Start Date*

THIS APPLICATION IS FOR PROJECTS TAKING PLACE BETWEEN JULY 1, 2019 AND JUNE 30, 2020 ONLY.

Character Limit: 10

Project End Date*

THIS APPLICATION IS FOR PROJECTS TAKING PLACE BETWEEN JULY 1, 2019 AND JUNE 30, 2020 ONLY.

Character Limit: 10

Description of the project*

Include specific information on the nature of the activity, sites, artists involved, the way you developed plans for the project, and the involvement or collaboration of other local arts and humanities organizations or any other partners on this project. Why is there a need for this project? Is this a new project, one-time only, or expansion of a project already in existence? If offering free activities, explain why these activities are offered free. (Please format description so that it is easy-to-read, for example: line spacing between sections.)

Character Limit: 3000

Goals*

What are the specific goals of this project and their relationship to your organization's mission or purpose?

Character Limit: 3000

Other Fundraising Efforts*

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

Character Limit: 3000

Financial Responsibility of Board Members*

Describe the financial role and responsibility of Board members. What percentage of your Board financially supports the organization?

Character Limit: 3000

Marketing and Outreach*

Describe your marketing and outreach efforts, including both advertising and publicity efforts. Describe your organization's efforts to ensure participation from all segments of the community and to serve various populations (i.e., ethnic/racial groups, disabled, senior citizens).

Character Limit: 3000

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 the Goals question above.

Character Limit: 3000

Do you envision growing this project in the future? If so, in what way?*

Character Limit: 3000

Strategic Plan*

Does your organization have a strategic plan (a multi-year organizational plan that shows organizational goals and the plan to achieve them)? If yes, please upload a copy. If not, please describe plans to develop one.

Character Limit: 3300 | File Size Limit: 4 MB

Endowment Fund*

Does your organization have an operating endowment fund? If so, please describe. If not, please explain why not.

Character Limit: 2000

Project Data*

Please download the Project Data worksheet, complete and save, then upload via the "Upload a file" button below.

File Size Limit: 3 MB

Estimated Audience/Number of Participants

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?

Character Limit: 2000

Prior Grant Funding information.

If organization received FY18 and/or FY19 grant funding from the Virginia Beach Arts and Humanities Commission, please report the following figures:

FY18 Grant Amount:*

If none, enter zero.

Character Limit: 20

FY18 Number of Actual Virginia Beach Programs:*

If not applicable, enter zero.

Character Limit: 10

FY18 Actual Attendance for Virginia Beach Programs:*

If not applicable, enter zero.

Character Limit: 10

FY19 Grant Amount:*

If none, enter zero.

Character Limit: 20

Anticipated audience/number of participants—show estimates for PROJECT (e.g. series or exhibition). Breakouts of individual shows or events are not needed. Once estimates have been entered scroll to the bottom of this section and enter totals for each category:

Project #1*

Character Limit: 250

Paid Audience Project #1*

Character Limit: 10

Unpaid Audience Project #1*

Character Limit: 10

Paid Artists Project #1*

Character Limit: 10

Unpaid Artists Project #1*

Character Limit: 10

Project #2

Character Limit: 250

Paid Audience Project #2

Character Limit: 10

Unpaid Audience Project #2

Character Limit: 10

Paid Artists Project #2

Character Limit: 10

Unpaid Artists Project #2

Character Limit: 10

Project #3

Character Limit: 250

Paid Audience Project #3

Character Limit: 10

Unpaid Audience Project #3

Character Limit: 10

Paid Artists Project #3

Character Limit: 10

Unpaid Artists Project #3

Character Limit: 10

Total number of anticipated audience/number of participants:

Once your estimates have been entered in above, please enter totals for each category below.

Total Number of Projects/Events:*

Character Limit: 10

Total Paid Audience*

Character Limit: 10

Total Unpaid Audience*

Character Limit: 10

Total Paid Artists*

Character Limit: 10

Total Unpaid Artists*

Character Limit: 10

Attachments

Project Budget Worksheet*

Please download the Project Budget Worksheet. Complete and save, then upload via the "Upload a File" button below.

File Size Limit: 3 MB

Proof of Tax-Exempt Status

Upload tax-exempt status, ONLY if not previously submitted, or pending application. If there has been any change to your tax-exempt status since previously submitted to the Commission, then you must include a copy of your updated status.

File Size Limit: 3 MB

Organization's Bylaws

Upload organization's bylaws, ONLY if not previously submitted, or ONLY if revisions have been made to those previously submitted.

File Size Limit: 3 MB

Board of Directors*

Upload a list of Board of Directors and meeting dates.

File Size Limit: 3 MB

Staff and Volunteers*

Upload a list of paid staff or key volunteer staff (if primarily a volunteer organization) with titles, phone numbers and extensions, and addresses (for mailing purposes).

File Size Limit: 3 MB

Strategic or Business Plan*

Upload your organization's strategic or business plan (a multi-year organizational plan that shows organizational goals and the plan to achieve them).

File Size Limit: 7 MB

Financial Statement*

Upload last year's audited financial statement. If an audited financial statement is not available, then attach a copy of the most recent Form 990 submitted to the I.R.S. and an unaudited financial statement or treasurer's report.

File Size Limit: 12 MB

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

Program and Press Examples 1

File Size Limit: 6 MB

Program and Press Examples 2

File Size Limit: 5 MB

Program and Press Examples 3

File Size Limit: 5 MB

Additional Attachments

Please submit up to two (2) documents in support of project (i.e., letters of support, documentation of project quality, resumes of key personnel, brochures, flyers, press clippings, reviews, etc.).

NOTE: 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.

Supporting Document 1*

File Size Limit: 1 MB

Supporting Document 2

File Size Limit: 1 MB

Signed Certification of Assurances & Grant Conditions

Certification of Assurances and Grant Conditions*

Please download and print the Certification of Assurances and Grant Conditions document for Executive Director's or Board President's **required signature**. Upload signed document below via the "Upload a file" button. Provide original signed document as part of your paper submission.

File Size Limit: 1 MB

To print your completed application, please scroll to the top of the page and click "Application Packet" underneath the Contact Info box.