

GRANT APPLICATION GUIDELINES
For
Hampton Arts Commission

Provide all information requested below in the order listed and deliver it to the Hampton Arts Commission office at The Charles H. Taylor Arts Center, 4205 Victoria Blvd., Hampton, VA 23669 **by 6 P.M. on Friday, February 26, 2010. NO APPLICATION WILL BE ACCEPTED AFTER DUE DATE – NO EXCEPTIONS.** The Commission will not accept faxed or emailed applications; original signatures are required. Please type the **questions and answers** to all of the following sections on your own paper following the numbered sequence. Use no more than **SIX (6)** 8 ½ “ BY 11” pages (excluding supporting documentation) typed on one side, using a typeface of 12 points or larger. For more information contact Michael Curry, Director, at 757-722-2787 or e-mail mcurry@hampton.gov. Type ‘**FY 2011 Grant Application for General Operation Support**’ or “**FY 2011 Grant Application for Project Support,**” depending on grant category, at the head of the page.

(ITEMS 1-8 WILL BE THE FIRST PAGE)

All applicants please respond to questions 1-8:

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. Organization grant amount requested from this commission. **Amount requested is what percentage of estimated organization or 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
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. Anticipated audience/number of participants—show estimates for each performance and totals

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

a. 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. Relationship of the project to your organization’s mission or purpose.

Please answer questions 12-18 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.)

18.

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

All applicants please respond to items 19-23:

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. Marketing: Describe your marketing efforts, including both advertising and publicity efforts.

21. Evaluation: Describe how the effectiveness and impact of the project/programs will be evaluated and measured.

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

23. 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 fully authorized the filing of this application. I certify that the applying organization is in compliance with the 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.