

GRANT APPLICATION
For
Hampton Roads Fine Arts and Humanities Commissions

Chesapeake Fine Arts Commission

Hampton Arts Commission

Newport News Arts Commission

Portsmouth Museum & Fine Arts Commission

Suffolk Fine Arts Commission

Virginia Beach Arts and Humanities Commission

Williamsburg Area Arts Commission

York County Arts Commission

City of Portsmouth

Portsmouth Museum & Fine Arts

Commission

521 Middle Street

Portsmouth, VA 23704

757-393-8983

www.portsmouthva.gov

Provide all information requested below in the order listed and deliver **one (1) original and six (6) copies** to the Portsmouth Museum and Fine Arts Commission at the address above no later than **5:00 p.m., January 18, 2012**. The Commission will not accept faxed or e-mailed applications; original signatures are required. Please type answers to all of the following sections on your own paper following the numbered sequence. Use no more than **six (6) 8½” by 11”** pages (excluding supporting documentation) typed on one side, using a typeface of 12 points. Keep in mind that a well-designed proposal narrative is thorough and succinct while addressing all of the questions. Please be sure to number the questions, answer them in order, double space between questions, and include all attachments. We look forward to receiving your proposal.

For more information, see the City of Portsmouth, [Portsmouth Museum and Fine Arts Commission Guide to Funding](#) (available under “Museums” at www.portsmouthva.gov/forms).

Type “**FY2013 Grant Application for Project Support**,” and answer the questions in the following order:

1. Applicant organization’s name, address, zip code, telephone, fax, e-mail and URL.
2. Federal employer ID number
3. Name, title, telephone number, and e-mail of contact person.
4. Organization or project director (if different from contact person).
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 and brief summary of project.

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

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

7. Start and end dates.

8. What is the organization's mission statement? How does this proposed project fulfill the mission of the organization?

9. Provide a brief history of your organization, including when it was founded and incorporated.

10. Description of the project.

a. Include specific information on the nature of the activity, venue/location, and artists involved.

b. Describe the plan for the implementation of this project. Include any collaborative efforts with other partners.

11. Check any of the following that apply to your project:

1. This is a new project, one-time only.

2. This is an expansion of a project already in existence.

3. This is a pilot for a future program.

a. If this is a new project or a pilot for a future program, who is your primary audience? (artists, general public, children, racial/ethnic groups, special constituencies, etc)? How does this project serve the needs of the community/audience that you have targeted?

b. If this is a recurring project, use the below form to indicate the audience and artists participating in the most recently completed project.

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

12. Funding.
 - a. Provide a detail proposed budget for the project showing all projected expenses and revenue.
 - b. If this project is not fully funded, what other options will you explore to fully fund the project or how will you modify your plans for the project?
13. Describe your marketing and outreach efforts, including both advertising and publicity for the targeted market for this project. Include any special efforts to reach those in your targeted audience who might be unable to attend due to financial circumstances, lack of transportation, etc.
14. Describe how the effectiveness and impact of the project/programs will be evaluated and measured.
15. How many people are currently employed and/or volunteering their efforts to your organization? Provide an estimate of the number of volunteer hours.
16. Describe your Board of Directors.
 - a. What are the trustee's major functions?
 - b. How are the members chosen?
 - c. What is the average length of board service?
 - d. What skills and community groups are represented by board members?
 - e. Describe any unique features of your organization's structure that help achieve its mission.

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.”

- a. Below this statement please type the name and title of the person applying, and provide an original signature.

- b. Be sure to include all attachments as indicated in the “Application Procedure” section of the Guide to Funding.

*Please note that while the Portsmouth application is very similar to all of the other Hampton Roads grants, **there have been changes in the organization and wording of the questions this year.** Be sure to review this application **carefully.***