

### DESCRIPTION

These grants provide general operating support to Virginia arts organizations to continue, strengthen, and expand their programs. A Virginia arts organization is defined as one whose primary purpose is the arts, that is incorporated in the state, and that has its headquarters and home season, or activities equivalent to a home season for non-producing organizations, in the state.

### DEADLINE

Organizations may submit a complete application no later than March 1, 2014, for expenses occurring between July 1, 2014 and June 30, 2015. **All applications must be received in the Commission office no later than 5:00 p.m., March 1, 2014. This is a receipt deadline, not a postmark deadline.**

### ELIGIBILITY

Virginia organizations whose primary purpose is the arts (excluding units of government and educational institutions), that have an independent governing board, that meet the Basic Eligibility criteria listed in the [2014-2015 Online Guidelines for Funding](#), and that are exempt from federal income tax under Section 501(c)3 of the Internal Revenue Code. Organizations must be incorporated in Virginia for at least one year before applying for General Operating Support and must have completed **three** seasons of programming. Priority in this funding program will be given to organizations that pay artists. Applicants are required to present at least three different programs or services for the public each year. Applicants that are at least three years old must have a previous year's income of at least \$10,000 in cash. For a complete listing of eligibility for General Operating Support, please refer to the [2014-2015 Online Guidelines for Funding](#).

**NOTE: First-time General Operating Support applicants must contact the Commission staff before applying to confirm eligibility. Organizations applying for General Operating Support may not apply for Project Grant funding.**

### CRITERIA FOR EVALUATING APPLICATIONS

- Artistic excellence
- Effective management
- Public service and public benefit to the community

**Artistic Excellence** is the first and most important standard of review. The organization has high-quality activities that achieve a distinct artistic vision consistent with the applicant's mission and goals. The Commission supports organizations with a wide variety of artistic programs, including both the preservation of an artistic heritage and the presentation of new works and new artists.

**Effective Management** is measured by the organization's capacity to effectively manage its operations and resources as reflected by organizational stability and fiscal position. The organization has a sound business planning process that shows evidence that the organization is maximizing its opportunities to generate earned income and contributed income. The organization has a strong board composition, staff qualifications, and clearly articulated roles and responsibilities.

**Public Service and Public Benefit to the Community** includes efforts to expand the applicant's reach through partnerships that work to make the arts a vital part of community life. The organization has a commitment to arts education for Virginians of all ages as part of or beyond the organization's regular programming. The organization makes the arts a vital part of economic development for the organization's home community, its region or the state.

### AMOUNT OF ASSISTANCE

Applicants apply for 10% of their previous year's cash income for the year of the grant period, excluding Commission support, money paid to the organization for out-of-state trips or tours by the people taking the trips or tours, and money raised for capital purposes in the previous year. Minimum grant awards will be \$500 per year; maximum grant awards will be \$200,000 per year.

### APPLICATION REVIEW & PAYMENT PROCEDURE

The Virginia Commission for the Arts uses a staggered, multi-year review for the General Operating Support applications. Each organization seeking General Operating Support must submit an application annually. In some years the application will include all of the materials described in the following pages and will be reviewed by an area advisory panel and the board of the Commission. In other years the application requirements are simplified greatly, and the application is reviewed only by the staff and board of the Commission. In January of each year the Commission will notify each General Operating Support grantee by e-mail what application materials will be required by the March 1 application deadline. If an organization is currently receiving General Operating Support from the Commission and does not receive this notification by the end of January, the organization should contact the Commission staff. Any new applicant for General Operating Support should prepare all of the materials described in the following pages for review by an area advisory panel and the board of the Commission.

**Twelve (12) completed applications must be received by the Commission on or before March 1, 2014. This is not a postmark date.** The Commission does not accept application materials via fax or e-mail. The Commission staff reviews each application for completeness and eligibility. Incomplete or ineligible applications will not be reviewed and will be returned to the applicant with a brief explanation. Applications are reviewed by the advisory panels and approved by the board of the Commission. Applicants are notified of Commission action by mail. The Commission will pay 85 percent of the grant amount by August 1, 2014. The final 15 percent will be paid within 30 days after the Commission receives and approves the final report for the fiscal year. **Final reports must be received by the Commission no later than June 1, 2015.**

In signing the "Certification of Assurances", applicants are agreeing to comply with the conditions listed in the Guidelines.

For assistance or more information, contact the Commission office. The Commission staff is available for consultation and to review drafts of applications through the first week of February.

### MAIL COMPLETED APPLICATION TO:

#### Virginia Commission for the Arts

1001 East Broad Street, Suite 330

Richmond, VA 23219

Ph: 804-225-3132

Email: [catherine.welborn@arts.virginia.gov](mailto:catherine.welborn@arts.virginia.gov)

[www.arts.virginia.gov](http://www.arts.virginia.gov)

## GENERAL INFORMATION FORM INSTRUCTIONS (NEW)

The General Information Form (pages 3-9) is an interactive, fillable form that has fields in which you must enter text. The boxes for the fields are highlighted. You must fill in every field (or indicate N/A) in order for this application to be considered complete and ready for review. You should save your completed form. Once you complete the general information form, you must print the form and submit the required number of hard copies along with answers to Narrative Questions 1-18. Review the Application Checklist (page 15) for grant submission details. There is no option to submit an electronic version of this form. For all questions, please contact the Commission staff at (804) 225-3132.

## GENERAL INFORMATION FORM

### I. APPLICANT INFORMATION

**Organization Official Name** \_\_\_\_\_

Organization Name As (if different from Official Name) \_\_\_\_\_

Street Address (required for legislator notification) \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Independent City or County in Which Grantee is Located \_\_\_\_\_

Main Telephone \_\_\_\_\_ General Email \_\_\_\_\_

Website Address \_\_\_\_\_

Federal Employer ID # \_\_\_\_\_ Date of Non-Profit Incorporation in VA \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
month date year

DUNS Number **(NEW)** \_\_\_\_\_ This year all applicants must include their DUNS # when applying for a grant. Obtaining your DUNS number is a free, straightforward process. To obtain your number, visit Duns & Bradstreet online at: [www.dnb.com/get-a-duns-number](http://www.dnb.com/get-a-duns-number)

Executive Director \_\_\_\_\_

Email \_\_\_\_\_ Telephone/Extension \_\_\_\_\_

Application Contact Person \_\_\_\_\_

Contact Person's Title \_\_\_\_\_

Email \* \_\_\_\_\_ Telephone/Extension \_\_\_\_\_

Board Chair \_\_\_\_\_

Home Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email \_\_\_\_\_ Telephone/Extension \_\_\_\_\_

**\* Required - all notices and information regarding applications will be sent by email ONLY to contact person.**

## II. INTERNATIONAL ACTIVITY

(For reporting purposes only; will not be considered during grant-making process.) Please check yes or no to indicate whether your request includes funds for any of the following:

- |     |    |  |
|-----|----|--|
| yes | no | 1. activities involving travel to other countries;                                       |
| yes | no | 2. activities in which foreign artists visit Virginia or the U.S.;                       |
| yes | no | 3. any cultural exchange program; or   |
| yes | no | 4. activities linking your organization with artists or institutions in other countries. |

## III. ORGANIZATIONAL STRUCTURE

A. How many people are currently employed by or volunteering their efforts to your organization?

	<b>Full-Time (Paid)</b>	<b>Part-Time (Paid)</b>	<b>Contract (Paid)</b>	<b>Volunteer</b>
Administrative	_____	_____	_____	_____
Artistic	_____	_____	_____	_____
Technical*	_____	_____	_____	_____
Board/Trustees	_____	_____	_____	_____
Other (committees, etc)	_____	_____	_____	_____
<b>TOTALS:</b>	_____	_____	_____	_____

\*Examples: technical director, theater lighting designer, costumer, stage manager, properties master, stage hands, projectionists, exhibition installers, etc.

B. List principal paid staff positions by title (include a list of key staff members' email addresses).

<b>Title</b>	<b>E-mail</b>	<b>Full-Time</b>	<b>Part-Time</b>
_____	_____	_____	_____ Hours/week
_____	_____	_____	_____ Hours/week
_____	_____	_____	_____ Hours/week
_____	_____	_____	_____ Hours/week
_____	_____	_____	_____ Hours/week
_____	_____	_____	_____ Hours/week
_____	_____	_____	_____ Hours/week

**C.** Describe the major functions of the Board of Directors/Trustees. What is the average length of board service? How often does the board meet? What skills and community groups are represented by board members? Do any members of the board of directors perform or exhibit with your organization? If so, how many? Describe any unique features of your organization’s structure which help it achieve its mission.

**IV. RACIAL/ETHNIC INVOLVEMENT**

**A.** Describe the racial/ethnic demographics of your service area. Describe the effort you make to involve people of color (Asian, Black/African American, Hispanic/Latino, American Indian/Alaskan Native, Native Hawaiian/Pacific Islander) in your organization as board, staff, volunteers and audience. What steps have you taken to develop specific programs which address the needs and/or interests of multi-cultural people?

**B.** For the people listed in Organizational Structure, Section A, how many are people of color or special constituencies? (definitions: people of color – American Indian/Alaskan Native, Asian/Pacific Islander, Black, or Hispanic; special constituencies – individuals with mental or physical disabilities or older persons.)

**NOTE: Further information is required on the attached National Standard for Arts Information Exchange Race/Ethnicity Data Collection Form.**

	<b>People of Color</b>	<b>Special Constituencies</b>
Administrative	_____	_____
Artistic	_____	_____
Technical	_____	_____
Board/Trustee members	_____	_____
Other (committees/etc.)	_____	_____

**V. COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT AND SECTION 504 OF THE REHABILITATION ACT OF 1973.**

(Section 504 of the Rehabilitation Act of 1973 is the federal law prohibiting discrimination against persons with physical or mental disabilities in federally assisted programs.)

**A.** Are your organization's physical facilities and real estate owned, rented, donated, or shared? Briefly describe the facilities your organization uses most often for administration and/or its programs.

**B.** Please answer the following questions without skipping any of them (if some are not applicable to your organization, check "n/a" and explain why).

1. Does your organization have an advisory committee to oversee compliance with Section 504 of the Rehabilitation Act?  
     yes      no      n/a (explain why) \_\_\_\_\_
2. Who is the accessibility coordinator for your organization?  
     Name \_\_\_\_\_ Title \_\_\_\_\_
3. Does your staff receive training in working with persons with disabilities?  
     yes      no      n/a (explain why) \_\_\_\_\_
4. Is there ramp access or elevators for wheelchairs?  
     yes      no      n/a (explain why) \_\_\_\_\_
5. Is there a wheelchair area for viewing performances?  
     yes      no      n/a (explain why) \_\_\_\_\_
6. Are there restroom facilities with grab bars and door widths to accommodate wheelchair users?  
     yes      no      n/a (explain why) \_\_\_\_\_
7. Will your public performances or programs provide:
  - Interpreters for persons who are deaf?  
     yes      no      n/a (explain why) \_\_\_\_\_
  - Telecommunications devices for the deaf (ttd) to reserve tickets or obtain information?  
     yes      no      n/a (explain why) \_\_\_\_\_
  - Hearing amplification (FM, infrared, etc.) for persons with hearing impairments?  
     yes      no      n/a (explain why) \_\_\_\_\_
  - Audio description of performances or presentations for persons who are blind or have low vision?  
     yes      no      n/a (explain why) \_\_\_\_\_

**C.** Describe any plans to improve future accessibility to individuals with mental or physical disabilities or older persons.

## ELIGIBLE REVENUE WORKSHEET

**Provide the following financial information below.** The “most recently completed fiscal year” refers to the fiscal year of your organization, not the fiscal year of the Commonwealth of Virginia, which is July 1 – June 30. “Capital funds raised” is the money your organization has raised specifically for construction projects or endowment funds. Round all figures to nearest hundred.

**Organization’s fiscal year** (ie. July-June, January-December) \_\_\_\_\_

**Does Your Organization Have:**                      cash reserve funds                      endowment                      neither

**Total Revenue** (from audit or treasurer’s report for most recently completed fiscal year)                      \$ \_\_\_\_\_

**Ineligible Revenue (only if included in total amount above)**

- Capital revenue ( \_\_\_\_\_ )
- Previous year VCA grants: (please itemize by funding program)
  - Operating Support ( \_\_\_\_\_ )
  - Project Grant ( \_\_\_\_\_ )
  - Touring ( \_\_\_\_\_ )
  - Technical Assistance ( \_\_\_\_\_ )
  - Tourism & The Arts ( \_\_\_\_\_ )
  - Other ( \_\_\_\_\_ )

- Payments paid to the organization for out-of-state trips or tours by the people taking the trips or tours ( \_\_\_\_\_ )
  - In-kind contributions ( \_\_\_\_\_ )
  - Commissions to artists ( \_\_\_\_\_ )
  - Rental income from nonarts events ( \_\_\_\_\_ )
  - Pledges made but not received ( \_\_\_\_\_ )
  - Donor-restricted gifts to endowment/capital funds ( \_\_\_\_\_ )
  - Gains on investments (realized OR unrealized) if included in total revenue ( \_\_\_\_\_ )
  - Revenue received in prior year & counted previously ( \_\_\_\_\_ )
  - Charitable Contributions ( \_\_\_\_\_ )
- Subtotal all subtractions:** ( \_\_\_\_\_ )

**Additions** (only IF not included in total amount above)

- Unreported gross of special fund-raising activities: \$ \_\_\_\_\_
- Other (please itemize) \$ \_\_\_\_\_

**Subtotal all additions:** \$ \_\_\_\_\_

**TOTAL ELIGIBLE REVENUE:** \$ \_\_\_\_\_

**GENERAL OPERATING SUPPORT REQUEST** (Total Eligible Revenue x 10% OR \$200,000; whichever is less) \_\_\_\_\_ \$

**NOTE: If this financial information does not match the attached treasurer’s report/audit, please explain how you arrived at the figures above.**

## FINANCIAL SUMMARY FORM - INCOME

	<b>Previous Fiscal Year (Actual)</b>	<b>Current Fiscal Year (Projected)</b>	<b>Year of the Grant (Projected)</b>
	From _____	From _____	From _____
	To _____	To _____	To _____

### EARNED INCOME

<b>Admissions/Ticket Sales</b>			
<b>Memberships</b>			
<b>Contracted Services</b> (Fees received for sale of services of organization)			
<b>Tuition, Class, Workshop Fees</b>			
<b>Advertising Sales</b>			
<b>Concessions, Gift Shop, Other Sales</b>			
<b>Other</b> (Itemize Below):			

### CONTRIBUTED INCOME

<b>Individual Contributions</b>			
<b>Corporate/Business Contributions</b>			
<b>Foundation/Association Grants</b>			
<b>Government Grants:</b>			
1. Federal			
2. State/Regional (include previous & projected VCA grants)			*
3. Local			
<b>Interest &amp; Investment Income</b>			
<b>Gross of Special Fundraising Activities</b> (Events or activities that are done by your organization to raise money to support programs)			
<b>TOTAL CASH INCOME</b>	**		

\* Show total of VCA requests for upcoming fiscal year here.

\*\* Must match Total Revenue figure on the Eligible Revenue Worksheet on page 7.

### OTHER

<b>Carryover Income from Previous Fiscal Year</b> (cannot be used to determine amount of VCA request)***			
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\*\*\* List carryover funds needed to balance the budget for the year, not the entire cash reserve.



## GRANT NARRATIVE

### DIRECTIONS

Please type answers to all of the following sections on your own regular white paper following the numbered sequence. Identify your answers with both the number and heading of the section; e.g., "1. Mission and Programs". Please respond as briefly and concisely as possible, yet remember that some panelists will know only what you tell them about your organization. Be sure to address all questions/information requested in each section. Use no more than SEVEN (7) 8.5" by 11" regular white pages typed on one side (excluding supporting documentation). Use a typeface of 12 point or larger.

### 1. Mission and Programs

What is your organization's mission? What are its major programs?

### 2. Community

Describe your target community, its geographic area, its demographics, and its artistic environment.

### 3. Role in the Community

Describe the immediate and long term benefits of your organization to the community.

### 4. Leadership Activities & Advocacy Efforts

**A.** Include a statement about the leadership activities and partnerships of your organization that benefit the arts as a whole in your community, on behalf of the arts as a whole throughout the state, and on behalf of your particular artistic field. Examples include: partnerships with other arts organizations, community groups, schools, etc.; serving on boards of directors of national arts service organizations, serving on grant review panels, speaking at conferences, participating in local, regional and statewide initiatives/collaborations, etc.

**B.** Describe your advocacy efforts on behalf of the arts with local, state, and federal officials.

### 5. Audience Development

Describe your efforts to build your audience, including efforts to reach new and/or underserved audiences.

### 6. Arts Education

Does your organization exist primarily to provide arts education for young people and/or adults? Does your organization receive a significant portion of its income from tuition? If yes, be sure to address the criteria under Educational Organizations in the [2014-2015 Online Guidelines for Funding](#). You may attach up to two extra pages in addition to the 7 -page limit if necessary.

### 7. Opportunities for Youth

Does your organization offer programs specifically for people ages 18 and younger? If so, please describe them. Do these programs take place during school hours or outside school hours? How many of these programs do you offer, and how often do they take place? Is there active participation in the design and implementation of the programs from teachers and school personnel? Are the programs correlated to Virginia Standards of Learning?

### 8. Arts Festivals

If your organization is a festival organization, please address the criteria under Festivals in the [2014-2015 Online Guidelines for Funding](#). Some of your responses may duplicate information given earlier in the application.

### 9. Organizational Self-Evaluation

How does your organization evaluate its programs and/or services? What are your criteria for measuring success? Who is involved in evaluating your programs/services?

### 10. Professional Development

How does your organization provide ongoing training/professional development for the staff and the board?

## 11. Previous AND Current Year Programs/Services

List the major public arts programs/services of your organization in its most recently completed fiscal year **and** those which have occurred or are planned for the current year. Include a list of your repertoire, the names of your exhibitors, or an overview of the types of art presented to the public in the past year. Show the number of artists and audience members (include number of subscribers and/or single ticket buyers) participating in each activity for past programs and anticipated numbers for future programs. Describe the special characteristics of audiences when applicable (e.g. age range, at-risk youth, people with disabilities, etc.). If possible, note the number of participating youth in programs specifically for persons under age 18. You may also attach a few programs and/or brochures of previous performances, shows, or exhibitions.

Suggested headings: "Name of program/service," "Number of this program/service," "Artists participating in this program/service," "Audience at this program/service," and "Number of participating youth."

## 12. Plans for the Grant Period

Describe the plans and activities your organization has for 2014-2015. Show number of anticipated participating artists and audience (single ticket and/or subscriber) for each activity. Highlight areas of growth or expansion and describe how it will be achieved. Describe programs which will involve the creation or presentation of new art work, particularly that by Virginia artists.

## 13. Long-Range or Strategic Plan

When did your organization adopt its long-range or strategic plan? How is it being used by your organization's staff and board? Please include a copy of your long-range plan or strategic plan to the application. If your organization does not have a long-range or strategic plan, why not and when will one be adopted?

## 14. Organizational Changes

What major changes, if any, have taken place in the organization in the last year? How has the organization responded to these changes, and what has been the impact of these changes?

## 15. Financial Status

**A.** List the steps taken to achieve financial stability for your organization over the past three years. What strategies have you used to cope with the economic downturn? What has been the impact of the economic downturn on your organization?

**B.** If your organization's figures on the financial summary form reflect an operating deficit, describe the way in which you plan to retire or reduce this deficit.

**C.** If your organization's figures on the financial summary form reflect a substantial surplus; explain why your proposed activities should be carried out using Virginia Commission for the Arts funds rather than existing resources.

**D.** If your proposed budget for the upcoming fiscal year depends upon obtaining new sources or increases in funding of 10% or more, describe the strategies you will undertake to obtain these funds. If any category of expenses will change by 10% or more, please give a brief explanation.

## 16. Past Commission Support

If your organization has received funding from the Virginia Commission for the Arts in the past, describe the impact of this funding on your organization and its service to the community.

## 17. Artistic Standards

How are the artistic standards set for the organization? Who is involved in making artistic decisions, and what process is followed in deciding on the programs, casting, and guest artists?

## 18. Documentation Regarding Artistic Quality

Please attach a small selection of **recent** critical reviews or other documentation from outside your organization, such as letters of support, as well as brochures/newsletters to which show the level of artistic quality of your programs. (See the General Operating Support Application Submission Packet Checklist page for the proper sequence of this documentation.) The advisory panel will not review video or audio tapes or CDs during the panel meeting. However, you may, but are not required to, send copies of such recordings to the panelists in advance of the panel meetings. The names and addresses of the panelists, as well as the dates and locations of the panel meetings, are available on the Commission website, [www.arts.virginia.gov](http://www.arts.virginia.gov) and by calling the Commission, 804.225.3132.

### CERTIFICATION OF ASSURANCES AND GRANT CONDITIONS FOR THE VIRGINIA COMMISSION FOR THE ARTS

Virginia Commission for the Arts grantees are required to be non-profit Virginia organizations and exempt from federal income tax under Section 501(a), which includes the 501(c)3 designation of the Internal Revenue code, or are units of government, educational institutions, or local chapters of tax exempt national organizations.

#### Commission General Operating Support grants are limited to:

- 10% or less of previous year's income for General Operating Support grants to established arts organizations (three or more years old).
- Commission grants to any established arts organization in one year will total no more than 30% of that organization's income for the previous year.

No part of any Commission grant shall be used for any activity intended or designed to influence a member of Congress or the General Assembly to favor or oppose any legislation.

#### Each Commission grantee will:

- read and review the [2014-2015 Online Guidelines for Funding](#) before applying.
- provide accurate, current and complete financial records of each grant.
- provide the Commission an opinioned, independent audit of its financial records if the organization's income is \$600,000 or more for at least the two prior consecutive years.
- maintain accounting records which are supported by source documentation.
- maintain effective control over and accountability for all funds, property, and other assets ensuring that assets are used solely for authorized purposes.
- maintain procedures ensuring timely disbursement of funds.
- provide the Commission, or its authorized representatives, access to the grant-related financial records.

The grantee will expend any and all grant funds only for purposes described in the application form and attachments. The grantee must request permission in writing to make substantial changes in budget, schedule, program, personnel. The requested changes must be approved in advance by the Commission. **NOTE:** If any project receiving grant support from the Commission has actual income in excess of expenses, the grantee must use these funds for other arts activities and the Commission must approve the organization's use of any of these excess funds up to the amount of the grant.

#### Each Commission grantee will comply with these federal statutes and regulations:

- Title VI, Section 601, of the Civil Rights Act of 1964, which provides that no person, on the ground of race, color or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
- Title IX, Section 1681, of the Education Amendments of 1972, which provides that, with certain exceptions, no person, on the basis of sex or age, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.
- Americans With Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against persons with physical or mental disabilities in federally assisted programs. Compliance with this Act includes the following: notifying employees and beneficiaries of the organization that it does not discriminate on the basis of handicap and operation of programs and activities which, when viewed in their entirety, are accessible to persons with disabilities. Compliance also includes maintenance of an evaluation plan developed with the assistance of persons with disabilities or organizations representing disabled persons which contains: policies and practices for making programs and activities accessible; plans for making any structural modifications to facilities necessary for accessibility; a list of the persons with disabilities and/or organizations consulted; and the name and signature of the person responsible for the organization's compliance efforts ("ADA Coordinator").

Each grantee will submit a Final Report to the Commission within thirty (30) days of the end of the grant period and before **June 1, 2015**. A Final Report form is sent by the Commission with each grant award letter. It is the responsibility of the grantee to hold this form for completion until the end of the grant period. This report will contain a comparison of **actual** with **budgeted** amounts (as submitted on the application) for each grant prepared from the grantee's accounting records, and for General Operating Support grantees the Commission will separately require a financial statement (final or year-to-date) of all income and expenses of the grantee organization for the fiscal year in which the grant funds were received.

General Operating Support grantees with income of over \$600,000 for at least two consecutive years are required to submit an opinioned, independent audit of their financial records every year.

Acknowledgment of the Commission must be made in **all** published material (printed programs, news releases, web news, email alerts, advertisements, flyers, etc.) and announcements regarding the particular activity or activities supported. Suggested language is "(organization or activity) is partially supported by funding from the Virginia Commission for the Arts and the National Endowment for the Arts." If your organization is awarded a grant, you can find logos on the Commission website at [www.arts.virginia.gov/about\\_logo](http://www.arts.virginia.gov/about_logo)

This form must be signed by an individual duly authorized by the governing body of the organization to act on its behalf and submitted with every grant application made to the Commission. The signature of the individual indicates the organization's compliance with the grant conditions listed above. A duly authorized individual must also sign the final report form.

**The undersigned certifies to the best of his/her knowledge that:**

- the information in this application and its attachments is true and correct;
- the filing of this application has been duly authorized by the governing body of the applicant organization;
- the applicant organization agrees to comply with all grant conditions cited above.

The undersigned further certifies that he or she has the legal authority to obligate the applicant organization.

Typed Name of Authorizing Official \_\_\_\_\_ Title \_\_\_\_\_

Signature of Authorizing Official \_\_\_\_\_ Date \_\_\_\_\_

Applicant Organization Name \_\_\_\_\_

Applicant/Organization Name: \_\_\_\_\_

FORM BCKFDR\8891  
(Updated 12/20/01)

## NATIONAL STANDARD FOR ARTS INFORMATION EXCHANGE RACIAL/ETHNICITY DATA COLLECTION FORM

### Individual Applicants:

Individuals should circle **any combination** of the characteristics listed below that apply:

- A: Asian**
- B: Black/African American**
- H: Hispanic/Latino**
- N: American Indian/Alaskan Native**
- P: Native Hawaiian/Pacific Islander**
- W: White**

### Organizational/Institutional Applicants

(e.g. school, arts group):

Using the characteristics listed below, circle the predominant group of which the staff or board or membership (not audience) is composed. Organizations should choose the **one** code that best represents 50 percent or more of its staff or board or membership. If none of these conditions apply to the organization, classify the organization "99."

- A: 50% or more Asian**
- B: 50% or more Black/African American**
- H: 50% or more Hispanic/Latino**
- N: 50% or more American Indian/Alaskan Native**
- P: 50% or more Native Hawaiian/Pacific Islander**
- W: 50% or more White**
- 99: No single group** listed above represents 50% or more of staff or board or membership

### For Both Individual & Organizational Applicants:

Using the characteristics listed below, indicate if the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the project or activity does not emphasize the culture or traditions of one group, please circle "99." If you seek or receive general operating support or support for administrative or artistic expenses for many projects and activities and cannot select one group, please circle "99."

- A: Asian individuals**
- B: Black/African American individuals**
- H: Hispanic/Latino individuals**
- N: American Indian/Alaskan Native individuals**
- P: Native Hawaiian/Pacific Islander individuals**
- W: White individuals**
- 99: No single group**

**NOTE:** Generally, an activity can be considered "a clear expression or representation of the cultural traditions of one particular group" if it is:

(1) A project in which the intent is to communicate the culture or traditions of a particular race. For example, performances by an African dance company would be coded as "Black/African American."

and/or

(2) Projects which are usually understood to be reflective of the culture or traditions of a particular race. For example, Kabuki theatre is performed in many localities, and by many Asian and non-Asian groups. All of these performances would be coded as "Asian" because regardless of who produces the work, the type of theatre itself is widely understood to be an expression of Japanese culture.

This information will be used as part of a data collection project which documents state arts agency grant-making activities nationwide. This information will be used to determine national trends in grant-making and will not be considered during the grant-making process.

## APPLICATION CHECKLIST FOR GENERAL OPERATING SUPPORT 2014-2015

Please ensure that all items on this checklist are included as part of your grant submission on or before the **due date of March 1, 2014** or the request will be considered incomplete. Incomplete applications will not be reviewed by the panel. Do not submit any materials other than those required. Check each box to confirm items are enclosed with your application. Do not submit applications in spiral binders, plastic sleeves or folders. The completed checklist must be included as part of your grant submission.

Organization Name \_\_\_\_\_ Date \_\_\_\_\_

Grant Contact (Print) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_

## SUBMIT 12 COLLATED SETS OF THE FOLLOWING ITEMS IN THE ORDER LISTED BELOW

General Information Form (pages 3-9)

This year all applicants must include their DUNS number when applying for a grant. Obtaining a DUNS number is a straightforward process and is free. To obtain a DUNS number go to Dun & Bradstreet website [www.dnb.com/get-a-duns-number](http://www.dnb.com/get-a-duns-number)

Eligible Revenue Worksheet (page 7)

Financial Summary Form with Three Year Comparison (pages 8-9)

Grant Narrative – (See Questions #1-18 on pages 10-11)

Resumes or biographical sketches of the principal personnel and board officers (paid or unpaid) of your organization. Show each person's title on the resume/sketch. Include artistic director, manager/executive director, development officer, marketing director, board president, vice president, treasurer, key committee chairs, etc.

List of the current Board of Directors/Trustees, including their home addresses and emails. Indicate officers of the Board.

Current Long-Range Plan or Strategic Plan.

Opinioned, audited financial statements for the most recently completed fiscal year for organizations with annual income over \$600,000;

or

For organizations with annual income of \$600,000 or less, submit a Treasurer's Report (Profit and Loss Statement) from the most recently completed fiscal year.

Balance Sheet from January 31, 2014

Documentation Regarding Artistic Quality – Limit 10 items. Items must be recent and should include: recent reviews or features, letters of support, brochures, programs or newsletters. (See Question #18)

## SUBMIT ONE COPY ONLY OF THE FOLLOWING ITEMS BEHIND THE FIRST SET MARKED ORIGINAL

Signed Certification of Assurances Form (pages 12-13)

IRS Tax Exempt Letter showing your organization's Federal Employers' Tax Identification Number (EIN).

DO NOT SUBMIT 990 FORMS or VIRGINIA SALES TAX EXEMPTION FORMS.

National Standard for Arts Information Exchange Race/Ethnicity Data Collection Form (information will not be considered during the grant-making process.)

Signed Application Checklist

**Keep a Copy of Your Application and All Attachments**

**MAIL COMPLETED FORM TO VIRGINIA COMMISSION FOR THE ARTS,  
1001 EAST BROAD STREET, SUITE 330, RICHMOND VA 23219**