



Commission on the Arts and Humanities  
Department of Cultural Facilities, Arts and Entertainment  
City of Norfolk, Virginia

## FY 19 Micro Grant Application for Project or Operating Support up to \$1,000

For FY 19 Project or Operating Support Grants over \$1,000, please use the FY 19 Project or Operating Support Grant Application over \$1,000 form. Organizations can apply for only one grant.

Provide all information requested, in the order listed, and deliver to the Norfolk Commission on the Arts and Humanities at the Slover Library, 235 East Plume Street, Room LL40, Norfolk, VA 23510 no later than **Friday, March 23, 2018 at 5:00 p.m. EDT.**

**This is a receipt deadline, not a postmark deadline.** Late applications will not be considered. Directions are included in the guidelines. The Commission cannot accept faxed or emailed applications.

Please type answers to all questions following the numbered sequence. Identify your answers by copying and pasting the number and **bolded** heading or **list** in the section, for example:

**"1. Applicant organization name, address, zip code, telephone, email and website.**

Very Great Organization, 123 Ingleside Dr., Norfolk VA 23504, 757-555-1234,  
[director@verygreatorganization.com](mailto:director@verygreatorganization.com), [verygreatorganization.org](http://verygreatorganization.org)"

Use no more than three (3) 8½" by 11" pages, not including financial statement and required attachments, printed on one side, using a typeface of 12 points or larger.

For more information, see FY 19 Grant Application Guidelines or contact Debra Burrell, Arts Manager, at 757-664-4330 or [debra.burrell@norfolk.gov](mailto:debra.burrell@norfolk.gov).

Type "**FY 19 Micro Grant Application for General Operating Support**" or "**FY 19 Micro Grant Application for Project Support**," depending on grant category, at the head of the first page.

All applicants please respond to questions 1 - 8 on first page only.

- 1. Applicant organization name, address, zip code, telephone, email, and website.**
- 2. Federal employer ID number.**
- 3. Name, title, telephone number and email of contact person** for more information.
- 4. Organization or Project director** (if different from contact person).
- 5. Amount requested.**

If applying for an operating grant, also provide total estimated organization budget and indicate the amount requested as a percentage of the estimated organization budget. **Amount requested cannot exceed 10 percent of organization's previous year's actual cash revenue and must not include in-kind contributions, capital campaigns or endowments.**

If applying for a project grant, provide total estimated project budget and indicate the amount requested as a percentage of the estimated project budget. **Amount requested cannot exceed 50 percent of the cash costs of the project.**

6. **Title and brief summary** (2 - 3 sentences) of project/general operations.
7. **Start and end dates.**
8. **Statement of Organization’s mission. When was your organization founded? When was your organization incorporated?**

-- END OF FIRST PAGE OF YOUR APPLICATION --

**Micro Project Grant – pages 2 - 3:**

Please respond to items 9-11, beginning on the second page of your application, if you are applying for a Micro Project Grant. **You do not need to answer questions 12-15.**

**9. Description of the project or organization’s primary programs** (no more than ¾ of a page). Include specific information on the nature of the activity, sites, artists involved, how 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 Size of Audience/Number of participants for the proposed 2018 - 2019 project.** Use the following format to indicate estimates for each performance for the proposed project; show totals. Add additional rows as needed.

Date	Activity/ Performance	Norfolk Venue	Number of Perfor- mances	Number Paid Admis- sion	Number Comp. Admis- sion	Total Attendance	Paid Artists	Unpaid Artists
		<b>Totals:</b>						

**a. Who is the primary audience for this project** (artists, general public, children, racial/ethnic groups, special constituencies, etc.)? How does the proposed project or programs serve the needs of the community/audience targeted? Who does your organization serve?

**11. Describe relationship of the project to your organization’s mission or purpose.**

**Micro Operating Grant - pages 2 - 3:**

Please respond to items 12 - 15, beginning on second page, if you are applying for a Micro Operating Grant. **You do not need to answer questions 9 - 11.**

**12. What are your primary programs?** What 2018 - 2019 programs are to be supported by this grant request?

**13. Who is your primary audience and how will they benefit?**

**14. Summarize your organization’s accomplishments** for last fiscal year. For attendance figures, use the chart below. Please group activities/performances by type, for example: main stage productions, in-school programs, arts instruction, community outreach programs, exhibitions, etc. Add rows as needed.

Date	Activity/ Performance	Norfolk Venue	Number of Perfor- mances	Number Paid Admis- sion	Number Comp. Admis- sion	Total Attendance	Paid Artists	Unpaid Artists
		<b>Totals:</b>						

**15. Current fiscal year (2017 - 2018) season schedule and audience figures.** Using the following format, provide information for all past events but only the schedule of upcoming events for the current season. Group activities by type. Add rows as needed.

Date	Activity/ Performance	Norfolk Venue	Number of Perfor- mances	Number Paid Admis- sion	Number Comp. Admis- sion	Total Attendance	Paid Artists	Unpaid Artists
		<b>Totals:</b>						

All applicants please respond to items 16 - 25, whether applying for project or general operating support.

**16. Will you be able to carry out your projects or activities if you receive partial or no funding rather than full funding?**  Yes  No

**17. Marketing & Outreach. Check which media you will use:**  Fliers/Posters  Emails  Social Media  Newspaper ads  Calendar listings  Other \_\_\_\_\_

**18. Other outreach.** Include any special effort to reach youth, senior citizens, ethnic minorities, people with disabilities, or those unable to participate due to financial circumstances.

**19. Evaluation:** How will you determine the success of your activity?

**20. Number of paid and unpaid staff:** Full time paid \_\_\_\_\_ Part Time paid \_\_\_\_\_  
Volunteers \_\_\_\_\_

**21. How many volunteer hours were contributed in the previous fiscal year?** \_\_\_\_\_

**22. OTHER SPECIFIC REQUIREMENTS OF THE NORFOLK COMMISSION:**

**a. Does your organization pay admissions taxes to the City of Norfolk?**  yes  no. If your organization pays admission taxes to the City of Norfolk, these taxes must be paid through December 2017 for the application to be considered.

**b. Number of Board Members serving 2016 - 2017:** \_\_\_\_\_  
Percent contributing financially \_\_\_\_\_

**Number of Board Members serving 2017 - 2018 (to date): \_\_\_\_\_**  
**Percent contributing financially \_\_\_\_\_**

A dollar amount is not necessary. Financial contributions do not include time or in-kind donations. Time contributions should be included in the financial forms.

**c. Provide information on the status of other funding for your FY 18 operations or project.** Has your organization applied to  the Business Consortium for Arts Support,  the Virginia Commission for the Arts,  the Virginia Foundation for the Humanities, or  other granting agencies (list)? Do you raise funds from  individuals?  businesses? (Check all that apply.) The Norfolk Commission's guideline states "Low priority will be given to organizations that do not exhibit strong efforts to seek alternative funding resources."

**d. If operating in a deficit, how do you propose to address this deficit?**

**23. Please copy and paste 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."**

Below this statement please type the name and title of the person applying, and provide an original signature on the original application only.

**24. Please complete and attach FY 19 Financial Statement form.**

**25. Please see the list of required and optional attachments on the following page.**

A complete application package includes:

- Original application (with original signature), stapled or secured with a binder clip (no rubber bands, no paper clips) in the proper order, without cover letter or folder.
- Financial Statement form
- Attachments as listed on the following page
- 15 copies (for a total of 16 sets)

The package must be received by the Commission by 5:00 p.m. EDT on March 23, 2018. This is not a postmark deadline. No extensions. Late applications will not be considered.

Deliver to Norfolk Commission on the Arts and Humanities c/o Slover Library, 235 East Plume Street, Room LL40, Norfolk VA 23510. Hours and directions are in the Grant Guidelines.

Please be aware that all deliveries, including U.S. Postal Service, Federal Express, and other services, may be delayed through the Norfolk Public Library central warehouse. It is strongly urged that you arrange to deliver applications directly. Organizations are encouraged to collaborate and arrange for shared delivery as available. If you deliver your grant to someone other than the arts manager, please call (757-664-4330) or email ([debra.burrell@norfolk.gov](mailto:debra.burrell@norfolk.gov)) to confirm that your application was received.

## ATTACHMENTS

The following attachments, in order, should be included after the financial statement form:

Description of Attachments	Attached
1. Letter of Determination from the Internal Revenue Service [501(c) 3 Status]. (Only one copy of the organization's current federal non-profit exemption status letter, or documentation that the application for such status is pending before the IRS, needs be attached to the original application.)	<input type="checkbox"/>
2. Last fiscal year's audited financial statement. If an audited statement is not available, attach a final treasurer's report.	<input type="checkbox"/>
3. If your organization files IRS Form 990-N (postcard), attach a copy of the postcard or the confirmation email showing this has been filed.	<input type="checkbox"/>
4. Admissions taxes to the City of Norfolk must be paid through December 2017. You do not need to submit a receipt. We will confirm with the office of the Commissioner of the Revenue.	<input type="checkbox"/>
5. Names, addresses of board members and officers. Include Board meeting dates January 2018 – December 2018 and indicate any new members added during this period. Briefly provide any policy on term limits and any plan to change Board size.	<input type="checkbox"/>
6. List of paid or regular volunteer staff (names, titles, preferred phone numbers and email addresses).	<input type="checkbox"/>
7. Short résumés of principal staff members, including Program Director, if applicable. A few lines per person is fine, <b>no more than 1 page total</b> .	<input type="checkbox"/>
8. Short biographies of principal artists involved. A few lines per person is fine, <b>no more than 2 pages total</b> .	<input type="checkbox"/>
9. If this is a project representing a partnership or collaboration with another organization, include a letter from the other organization(s) endorsing the project.	<input type="checkbox"/>
10. Business or Strategic Plan ( <b>only if available</b> ). Full plan attached to original; executive summary attached to 15 copies.	<input type="checkbox"/>
11. Organization's bylaws, <b>ONLY</b> if not previously submitted or if changed since last submission.	<input type="checkbox"/>
12. Annual report (if available).	<input type="checkbox"/>
13. Copy of any one program, playbill, or brochure listing your most recent season contributors.	<input type="checkbox"/>
14. You may wish to attach any published reviews or previews of arts or cultural activities. This is not required and should not exceed a total of three items.	<input type="checkbox"/>