

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
420 High Street
Portsmouth, VA 23704

757-393-8983
www.portsmouthva.gov

Provide all information requested below in the order listed and deliver to the Portsmouth Museum and Fine Arts Commission at the address above no later than 5:00 p.m., January 8, 2009. 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 or larger. 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 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 “**FY2010 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. Statement of Organization’s mission.
 - a. When was your organization founded?
 - b. When was your organization incorporated?
 - c. Provide a brief history of your organization.
 - d. Attach a copy of your organizational chart, if available.

9. Description of the project.
 - a. 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.
 - b. Describe specific ways in which the citizens of this municipality will benefit from this project (e.g., admissions taxes, local venues used, etc.)
 - c. 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.
10. Using the following format, indicate anticipated audience/number of participants for proposed project--show estimates for each performance and totals.

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

- a. Anticipated audience for the project.
 1. Who is the primary audience for this project (artists, general public, children, racial/ethnic groups, special constituencies, etc.)?
 2. How does the proposed project serve the needs of the community/audience targeted?
 - b. If this is a recurring project, use the above format (Project/Performance, Paid Audience, Unpaid Audience, Paid Artists, Unpaid Artists) to indicate audience and artists participating in most recently completed project.
11. What is the relationship of the project to your organization's mission or purpose?
12. Funding.
 - a. How will you modify your plans if you receive partial or no funding rather than full funding?
 - b. What other funding will you use?
13. Marketing & Outreach.
 - a. Describe your marketing and outreach efforts, including both advertising and publicity efforts.
 - b. Include any special efforts to reach youth, senior citizens, ethnic minorities, and handicapped, or those unable to participate due to financial circumstances.
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. OTHER SPECIFIC REQUIREMENTS OF THE PORTSMOUTH COMMISSION:
 - a. Describe your Board of Directors.
 1. What are the trustee's major functions?
 2. How are the members chosen?
 3. What is the average length of board service?
 4. What skills and community groups are represented by board members?

5. Describe any unique features of your organization's structure that help achieve its mission.
 - b. Provide information on the status of other funding for your FY2010 operations or project.
 1. Focus on your organization's largest secured or pending individual, corporate, or municipal contributions.
 2. Indicate whether your organization has applied to the Business Consortium for Arts Support, the Virginia Commission for the Arts, the Virginia Foundation for the Humanities, or other granting agencies.
 - c. Provide a brief description of any long-range plans, including any proposed capital or special project campaign; a brief description of endowment funds or endowment campaigns, including current level of fund, goal, and Board-approved purpose for these funds.
17. 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 all Hampton Roads grants are now very similar. Be sure to review this application to see if Portsmouth has particular requirements that are different from other Hampton Roads grants applications you may be submitting.