

## SUFFOLK FINE ARTS COMMISSION GRANT APPLICATION PROCEDURE

1. Application forms are available at the Suffolk Art Gallery (118 Bosley Ave. Suffolk, VA 23434) and online @ [www.suffolkva.us/parks](http://www.suffolkva.us/parks) or request by email: [mfrickanisce@suffolkva.us](mailto:mfrickanisce@suffolkva.us)
2. Applications for funding must be submitted by **August 2, 2019 by 5:00pm**. *Faxed or emailed applications are not acceptable.* Please mail or deliver applications to:  
**Suffolk Fine Arts Commission**  
**Attn: Michael Frickanisce, SFAC Liaison**  
**134 South 6<sup>th</sup> St.**  
**Suffolk, VA 23439**
3. Applications will be considered by the Suffolk Fine Arts Commission at the next schedule business meeting.
4. Notification of award recipients will be sent out no later than October 2018.

### **Purpose**

The Suffolk Fine Arts Commission (SFAC) is an eight-member body appointed by the City Council to serve in an advisory capacity to Council on cultural activities on the arts. The purpose of the SFAC is to promote cultural activities and the arts in Suffolk.

The purpose of the grant program is to increase community access to high quality arts, to include, but not limited to, the visual and performing arts. The program is open to any organization or individual, whose project promotes this purpose within the City of Suffolk. The Commission will review all grant requests and will determine the number and amount of grants to be awarded. Priority is given to applicants whose projects serve a cross-section of the community and accommodate individuals with special needs, elderly and disadvantaged populations.

### **General Grant Criteria**

1. To be eligible for funding, organizations shall produce, present, or support music, theatre, dance, visual and other related arts. Joint applications from organizations are encouraged. Funding will not be available for construction or individual artists.
2. Organizations requesting support must be non-profit in nature and hold or have a tax exempt status under Section 501(c) of the IRS Code, pending, or be a government unit, college or school.
3. The organization must be based in Suffolk or utilize grant funds entirely for projects to be carried out within the City of Suffolk.
4. Applicant organizations must have a Board of Directors or some form of governing body. By-Laws, responsible management, and adequate fiscal accountability. These are major factors the SFAC will examine in evaluating fund requests.
5. When a grant is approved, a letter will be sent to the applicant by the Commission noting the terms of the grant. By execution of the grant agreement, the applicant agrees to the terms and no major changes should occur, either in activities, personnel or budget, unless approved in advance by the SFAC. Accurate financial records must be kept of all activities

connected with the grant, and these records must be submitted to the Commission upon completion of the project.

6. Every application must contain a signed certification statement.

**Types of Funding**

Funding is available to all organizations for use on specific projects or performances. The purpose of SFAC grants is to increase access to the arts for citizens of Suffolk. Consideration will be given to the quality of the organization’s project and prior activities; the extent to which the proposed activity is consistent with the needs of the community; and the extent to which the applicant demonstrates the ability to implement effectively the proposed activity.

**Required Addendum**

The following information must be attached to the application:

1. Copy of the organization’s federal non-profit exemption status letter, or statement that the application for such status is pending.
2. Names and city of residence of the Board of Directors and Officers of the organization.
3. Names of paid staff members of the organization.
4. Copy of organization’s By-Laws.
5. Financial statement or signed treasurer’s report for the immediate preceding fiscal or calendar year.

**Suffolk Fine Arts Commission Grant Application  
Project Budget Form (short)**

Estimate Income	Estimate Amount
Grant Funding-Request from the City of Suffolk	
Admissions	
Private Contributions	
Corporate Contributions	
Other (Itemized)	
Other (Itemized)	
<b>Total Estimated Income</b>	
Estimate Expenses	Estimate Costs
Artist Fees	
Rental (Facility, Exhibits, etc)	
Marketing	
Evaluation	
Other (Itemized)	
Other (Itemized)	
<b>Total Estimated Expenses</b>	
<b>Total Estimated Income</b>	
<b>Total Estimated Expenses</b>	
<b>Profit Gain/Loss</b>	

**GRANT APPLICATION FOR  
SUFFOLK FINE ARTS COMMISSION**

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1. Organization's name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_ URL: \_\_\_\_\_

2. Federal ID number: \_\_\_\_\_

3. Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

4. Organization or Project Director (if different from contact person): \_\_\_\_\_

5. Organization's Mission & Vision Statement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

a. When was your organization founded? \_\_\_\_\_

b. When was your organization incorporated? \_\_\_\_\_

6. Organization grant amount requested from this commission. \$ \_\_\_\_\_

7. Title and brief summary of project. Title should specify the nature of the activity for which funding is requested. In 2-3 sentences, briefly summarize the proposed project.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Please check all that applies to this project:

- New Project
- One-Time Only
- Expansion Of Existing Project
- Pilot For Future Programs

9. Program Start Date(s): \_\_\_\_\_ End Date(s): \_\_\_\_\_

10. Anticipated audience/number of participants – show estimates for each performance and totals.

Audience	How Many Paid Artists	How Many Unpaid Artists
<b>Totals</b>		

a. Anticipated audience for the project/program. Who is the primary audience for this project/program (artists, general public, youth, racial/ethnic groups, special constituencies, etc.)? \_\_\_\_\_

b. How does the proposed project/program serve the needs of the community/audience targeted?  
\_\_\_\_\_

11. Relationship of the project/program to your organization's mission or purpose.  
\_\_\_\_\_  
\_\_\_\_\_

12. If you received partial or no funding, how would you modify your planned project? What other funding would you use? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Marketing: Describe your marketing efforts to include advertising and publicity efforts.  
\_\_\_\_\_  
\_\_\_\_\_

14. Evaluation: 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 with your organization? \_\_\_\_\_  
Estimate the number of volunteer hours for the project/program: \_\_\_\_\_

**Please sign 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 filing of this application has been duly authorized by the governing body of the applicant. I certify that the applying organization is in compliance with Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, 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.

\_\_\_\_\_  
Authorized Official (Print)

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date