



November 1, 2016

Re: Application for calendar 2017 general operating funding

The Business Consortium for Arts Support is now accepting applications from eligible South Hampton Roads arts and cultural organizations for calendar 2017 funding. If you wish to be considered, please return the completed application to this office by **Wednesday, February 15, 2017**. Please provide the original plus six additional copies for a **total of seven (7)** applications. *In an effort to save on paper, background documentation may be submitted via email in PDF form. The attachments page will indicate electronic submission.* It is required that if you have not received funding in the past, you contact me at the below number before submitting an application. **We will absolutely NOT accept late applications without prior notification and given approval in 2017.**

The Business Consortium for Arts Support offices are located in the World Trade Center in downtown Norfolk. We are housed with the Hampton Roads Community Foundation on the fourth floor. The address is 101 W. Main Street, Suite 4500, Norfolk, VA 23510.

The Allocations Committee will review all completed applications and determine the allocation of available funds in late April. You will be informed of the decision as quickly as possible.

If we require additional information from your organization after the application is submitted, we will make every attempt to contact you. Failure to respond will have a negative effect on the grant amount awarded. Please make sure that you include proper contact information on the grant form.

If you need further assistance, please contact me at (757) 383-6047 or info@bcartsupport.org.

Sincerely,

Lisa Wigginton Doud
Executive Director

STATEMENT OF PURPOSE

The Business Consortium for Arts Support recognizes that vitality and growth of local arts and cultural institutions is essential to healthy development of the community and quality of life for its citizens. The Consortium is committed to strengthening business support for area arts and cultural organizations. In furtherance of this commitment, the Consortium seeks to increase and broaden the base of business contributions and encouragement to our cultural groups. It also intends to provide improved coordination, evaluation and accountability for business giving to established and emerging arts and cultural programs. A stable and credible Consortium will produce a continuing positive response from businesses to enhance the cultural fabric of the community.

2016 MEMBERS

PACESETTER (\$40,000 AND ABOVE)

Dollar Tree Stores, Inc.
Foundation (anonymous)
Hampton Roads Community Foundation
Norfolk Southern Foundation

Champion (\$20,000 - \$39,999)

Atlantic Dominion Distributors/Hoffman Beverage
Bank of America
Patricia and Douglas Perry Foundation

Leader (\$10,000 - \$19,999)

Birdsong Corporation
Dixon Hughes Goodman
Kaufman & Canoles
Virginia Natural Gas, Inc.
Wells Fargo Foundation
Wilbanks, Smith & Thomas Asset Management, LLC
Willcox & Savage, P. C.

Advocate (\$6,000 - \$ 9,999)

Davenport & Company LLC
The Dragas Companies
Fulton Bank
Haynes Furniture Company, Inc.
O'Connor Brewing Company
Palladium Registered Investment Advisors
Southeast Virginia Community Foundation
Southern Bank
The Virginian-Pilot
Williams Mullen

Arts Ally (\$2,500 - \$ 5,999)

Grow
Hunton & Williams

Business Consortium for Arts Support

Eligibility Criteria for Arts and Cultural Organizations

- A.
1. Organization must be non-profit in nature and have determination of tax-exempt status under the Internal Revenue Code or be a component part of an organization with such determination letter.
 2. Organization must own or rent facilities and provide regular performances or visual art exhibits in South Hampton Roads.
 3. Organization must utilize any funds it receives from the Consortium for operating expenses in South Hampton Roads in furtherance of tax-exempt purposes and not for scholarships, fellowships, travel, religious or political purposes or for endowments.
 4. Public or educational broadcast stations and component programs of public educational institutions are not eligible.
 5. The Allocations Committee looks at the following categories as a basis for granting funds:
 - Artistic quality
 - Organizational financial responsibility, balanced budgets, and diverse funding sources
 - Regular public performances
 - Geographical diversity or diverse arts offerings
 - Children's/Educational/Community outreach programs
 - Collaboration between other arts organizations
- B. Organization agrees that if it receives funds from the Consortium:
1. It will not solicit directly any of the individual Members of the Consortium for annual operating funds.
 2. It will include each Member in listings of supporters and similar donor recognition.
 3. It will cooperate with the Consortium to encourage new Members.
 4. It will provide six-month prior notice to the Consortium of any proposed capital or special project campaign.

BASIC APPLICANT INFORMATION

Name of Organization:

Mailing Address:

Telephone:

Website:

Grantwriter/Contact Person:

Title:

Email Address:

Contact Phone Number:

Director/CEO:

Title:

Email Address:

Contact Phone Number:

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

- the information contained herein is true and correct
- this request has been duly authorized by the governing body of the Organization
- the organization agrees to comply with the terms and criteria set forth herein

Name and Title

Federal I. D. #

Signature

Date

Please indicate fiscal year or calendar year in accordance with your organization:

_____ Calendar year

or

_____ Fiscal year beginning_____ending

Amount Requested*:_____

*If requesting an increase in funding, please outline on page 9 your reason for this request. For example, more expenses, more programming, etc.

BUSINESS CONSORTIUM FOR ARTS SUPPORT - BUDGET DATA SHEET

Fiscal Year Ends _____

INCOME OF ORGANIZATION

20____ - ____
Actual
Previous
Fiscal Year

20____ - ____
Budget for
Current
Fiscal Year

Actual Year to Date
Through
12/31/2016

20____ - ____
Proposed
Budget for Next
Fiscal Year

REVENUE/EARNED INCOME:

Admissions					
Membership Fees					
Contractual Services					
Program Advertising					
Tuition, Class & Workshop					
Investment/Interest					
Other (Itemize)					
Total Revenue/Earned Income		\$ -	\$ -	\$ -	\$ -

CONTRIBUTIONS/OTHER INCOME:

(Please exclude gifts made to the Endowment or Reserve Fund)

Corporate Contributions					
Foundation Grants					
Board of Trustees/Directors					
Individual/Private Contributions					
Special Fundraising Events (Gross)					
Government Grants: Federal					
State/Regional					
Local					
Total Government Grants		\$ -	\$ -	\$ -	\$ -
Business Consortium Grant					
		Received	Rec. or Req.		Requesting
Other (Itemize)					
Total Contributions/Other Income		\$ -	\$ -	\$ -	\$ -
TOTAL INCOME:		\$ -	\$ -	\$ -	\$ -

Total # of Board/Directors					
% of Board/Directors Contributing					
Amt. of Lowest Board/Director Gift					

BUSINESS CONSORTIUM FOR ARTS SUPPORT - BASIC DATA SHEET

EXPENSES OF ORGANIZATION

20__ - ____
Actual
Previous
Fiscal Year

20__ - ____
Budget for
Current
Fiscal Year

20__ - ____
Actual Year to Date
Through
12/31/2016

20__ - ____
Proposed
Budget for Next
Fiscal Year

PERSONNEL:

(Salaries, Wages, Benefits, etc.)

Administrative Staff					
Artistic Staff					
Technical/Production Staff					
DUES & SUBSCRIPTIONS					
INSURANCE & BONDING					
TELEPHONE					
SPACE RENTAL					
TRAVEL/LODGING/MEALS					
MARKETING, PROMOTION					
OUTSIDE PROFESSIONAL SERVICES:					
Artistic					
Legal, Audit, etc.					
Fundraising					
Other					
OTHER OPERATING EXPENSES					
(Itemize)					
SPECIAL FUNDRAISING EVENTS					
(Indicate type)					
TOTAL OPERATING EXPENSES:		\$ -	\$ -	\$ -	\$ -
EXCESS (DEFICIT) INCOME OVER					
EXPENSES:**					

.....

Cumulative Excess (Deficit) from prior year _____

TOTAL Cumulative Excess (Deficit) _____

** If operating with a deficit, briefly explain on a separate page strategy for erasing the deficit.

BUSINESS CONSORTIUM FOR ARTS SUPPORT - BASIC DATA SHEET

20 ____ - ____
 Close of Previous
 Fiscal Year

Balance Sheet of Endowment/Reserve Fund and Liquid Assets

ASSETS			
Restricted Endowment Assets			
General Restricted			
Specific Use Restricted			
Pledges Receivable			(Less Doubtful Collections Allowance)
Unrestricted Liquid Assets			
Cash & Cash Equivalents			
Investments			
Receivables			
Pledges Receivable			(Less Doubtful Collections Allowance)
Real Property			
Other (State)			
TOTAL GROSS ASSETS			
LIABILITIES			
Accounts Payable			
Lines of Credit (list lender)			
Notes and Other Debt			(Breakout by Lender)
Other (State)			
TOTAL LIABILITIES			
TOTAL NET ASSETS			

The purpose of this form is to help determine the financial strength and liquidity of the entity. It thus focuses on liquid assets, hard assets and liabilities. It does not focus on other assets, which are typically program related, illiquid, and/or rapidly depreciating and thus may have little market value. For those entities with CPA financials, these figures should be easily drawn from those reports.

Note: Total Gross and Total Net figures will differ from CPA reports.

Business Consortium for Arts Support

Additional Questions

1. Are there any financial variations for your current budget submitted that are material in either revenue or expenses? Please explain.
2. If requesting an increase this year, please give specific reasons that more is required. (Example: more expenses, more programming, etc.)

Employees/Volunteers

Type	Number
Full-Time, Year Round Paid Staff	
Full-Time, Seasonal Paid Staff	
Part-Time, Year Round Paid Staff	
Part-Time, Seasonal Paid Staff	
Contract Employees (Paid) (can be either artists or admin)	
Board Volunteers	
Other Volunteers (Non-Board)	

SEASON SCHEDULE & ANNUAL AUDIENCE/SUBSCRIPTION FIGURES:

Instructions:

- 1.) Please include only attendance figures from within the **South Hampton Roads** area.
- 2.) Please break out any educational programming into separate performances/activities.
- 3.) Attendance numbers should only depict the number of individuals attending performances, exhibitions and regular programming. Do not include attendance at fundraisers or activities when a facility is rented to another party.

I. Number of subscribers or members:

Previous fiscal year: _____

Current fiscal year : _____

II. Previous Fiscal Year Season Schedule & Audience Figures:

Date	Activity/Performance	Venue	City/County	# of	# Paid	# Comp.	Total
				Perfs.	Admission	Admission	Attendance
Totals:				0	0	0	0

III. Current Fiscal Year Season Schedule & Audience Figures:

(Please include information for all past events but only the schedule of upcoming events for the current season.)

Date	Activity/Performance	Venue	City/County	# of	# Paid	# Comp.	Total
				Perfs.	Admission	Admission	Attendance
Totals:				0	0	0	0

Business Consortium for Arts Support

Required Attachments Hardcopy (7 Copies)

Please have the original and copies in the following order:

1. Basic Information Sheet
2. Brief history and mission statement of the organization.
3. Income, Expense, and Reserve Fund Worksheet
(Please use the attached format. You may replicate the format on your computer.)
4. Additional Questions Sheet
5. Most recent annual audience and subscription figures.
(Please use the attached format or you may replicate the format on your computer.)
6. Brief summary of arts and cultural activities for the past year.
7. Brief description of any long-range plans.
8. Brief description (no more than one page) of how the requested funds will be used.
9. Copy of any one program, playbill, or brochure listing your most recent season Contributors.

Note: You may wish to attach any published reviews of arts or cultural activities. This is not required and should not exceed a total of three items.

**Required Attachments Electronic Copies emailed to info@bcartsupport.org by February 15, 2017.
If possible, please combine into one file in a pdf format.**

1. Copy of I. R. S. tax-exempt determination letter or statement that the application for such determination is pending before the I. R. S.
2. Names, addresses and contact email addresses of Board of Directors
3. Names and titles of principal officers and principal paid staff members
4. Most recent annual audited financial statement. If the organization is not audited or the audit is not yet available, the unaudited statement, IRS Form 990 or final treasurer's report.