



# Chesapeake VIRGINIA

CHESAPEAKE FINE ARTS COMMISSION

## GRANT APPLICANT COVER PAGE

**FOR OFFICE USE ONLY:**

- PROJECT GRANT: \_\_\_\_\_
- OPERATING GRANT: \_\_\_\_\_
- INDIVIDUAL GRANT: \_\_\_\_\_

TOTAL: \_\_\_\_\_

DATE RECEIVED BY STAFF: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

Please check all that apply:

- PROJECT GRANT  
AMOUNT: \_\_\_\_\_
- OPERATING GRANT  
AMOUNT: \_\_\_\_\_
- INDIVIDUAL GRANT  
AMOUNT: \_\_\_\_\_
- DATE SUBMITTED: \_\_\_\_\_

**PLEASE NOTE:**

CHANGES HAVE BEEN MADE THAT MAY AFFECT YOUR FUNDING.  
FUNDING WILL NOT BE ISSUED UNTIL ALL OF THE REQUIRED INFORMATION IS SUBMITTED TO THE GRANT COMMITTEE. PLEASE READ ALL INSTRUCTIONS CAREFULLY.

APPLICANT ORGANIZATION'S NAME: \_\_\_\_\_

ORGANIZATION OR PROJECT DIRECTOR: \_\_\_\_\_

FEDERAL EMPLOYER ID # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

**PERSON OF CONTACT FOR MORE INFORMATION ABOUT THIS GRANT:**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_



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**Only complete** applications will be reviewed. Please submit Original plus fourteen (14) collated application packages. (Any additional marketing information should be attached to each packet.)

**APPLICATION DEADLINE: SECOND THURSDAY IN JANUARY 5:00 p.m.**

**Submit to: Chesapeake Fine Arts Commission  
1224 Progressive Drive  
Chesapeake, Virginia 23320  
757-382-6411**

**All applicants will have the opportunity to defend their grant request at a Chesapeake Fine Arts Commission meeting which will be scheduled by the Fine Arts Department staff.**

### FILING YOUR APPLICATION

1. Submit Original plus fourteen (14) collated application packages. Any additional marketing information should also be attached to each packet. (i.e. brochures, programs, press clippings or a description of last year's programs and accomplishments.)
2. Application packets **MUST** be submitted by the appropriate deadline. Only applications that are received on or before the stated deadline will be reviewed and considered. All attachments must be submitted in full to include organizational budgets, expenses, and financial disclosure in the formats requested in these guidelines.

**APPLICATION DEADLINE: SECOND THURSDAY IN JANUARY 5:00 p.m.**

**Submit to:  
Chesapeake Fine Arts Commission  
1224 Progressive Drive  
Chesapeake, Virginia 23320**

**A secure drop box is located outside the administrative offices of Parks and Recreation.**

**This box is checked each workday morning.**

**757-382-6411**