



CHESAPEAKE FINE ARTS COMMISSION

GUIDE TO FUNDING

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Funding for the Grants Program is provided by the City of Chesapeake, the Virginia Commission for the Arts, The National Endowment for the Arts, and Donations.

BASIC ELIGIBILITY

1. Organizations requesting support must be non-profit in nature, and hold a tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
2. The applicant must utilize grant funds to make a significant contribution to Chesapeake and its citizens.
3. Applicant organizations must have a Board of Directors and a support group drawn from the community.
4. Every application shall contain a certification by the individual applicant, or in the case of an organization, by an official designated by the organization, that (1) to the best of his/her knowledge, the information contained in the application is true and correct and, in the case of an organization the filing of the application has been authorized by the governing body of the applicant, and (2) a certification that the applicant is in compliance with Title VI of the Civil Rights Act of 1964 (42 USC Section 2000d) and Section 504 of the Rehabilitation Act of 1973 (29 USC Section 794).
5. Every Arts Project Grant Application must have a direct relationship to an artistic public-oriented activity such as a competition, performance, or exhibition.
6. Individual artist applicants must reside in Chesapeake and are requested to submit a resume including their educational background and artistic achievements.

TYPES OF FUNDING

Funding can be awarded for: Operational Grants, Project Grants, and Individual Opportunity Grants. Eligible organizations can apply for more than one grant category.

OPERATIONAL GRANT

- Purpose: The program is designed to encourage organizations whose primary purpose is artistic and whose programs make a significant contribution to Chesapeake and its citizens.
- Eligible Activity: General operating support.
- Application Deadline: **SECOND THURSDAY IN JANUARY – January 14, 2021.**
- Period of Coverage: For general support of the organization for the following fiscal year, July 1, through June 30.
- Amount of Assistance: To be determined by funds available. Commission support will not exceed 50 percent of eligible income as detailed in an organization’s Grant Application.
- Eligible Income: Individual contributions - only those amounts that are a tax deduction contribution for the donor
- Corporation, association, or foundation income
- Special fundraising activities
- Funds from units of government excluding the City of Chesapeake
- All applicants will have the opportunity to defend their grant request at a Chesapeake Fine Arts Commission meeting to be scheduled by the Commission.*

PROJECT GRANT

Purpose: The program is designed to provide funding support to eligible artistic organizations to present their work, to develop new innovative programs or expand present ones, and to increase opportunities for visual and performing arts for all Chesapeake citizens.

Eligible Activities:

- Performers
- Workshops, seminars, classes, conferences
- Exhibitions
- Space & equipment for arts activities
- Film/Video production or presentation
- Commission or purchase of new works of art
- Outreach programs for special audience
- Readings
- Other activities to be determined by the Commission

Application Deadline: **SECOND THURSDAY IN JANUARY – January 14, 2021.**

Period of Coverage: For expenses of projects occurring between July 1 and June 30 of the following fiscal year.

Amount of Assistance: Commission support will not exceed 50 percent of total cost of project.

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

INDIVIDUAL OPPORTUNITY GRANTS

Purpose: The program is designed to encourage exceptionally talented artists to undertake projects which will both further their individual development and benefit Chesapeake and its citizens.

Description: The award will be for a project by an individual artist who has established credentials in any of the visual and performing arts disciplines. The project supported must both reflect artistic merit and serve the citizens of Chesapeake in some significant way.

Application Deadline: **SECOND THURSDAY IN JANUARY – January 14, 2021.**

Period of Coverage: For individual projects occurring between July 1 and June 30 of the following fiscal year.

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

APPLICATION PROCEDURE

Introduction:

Grants are available to eligible IRS tax-exempt organizations through the Chesapeake Fine Arts Commission funding program for the fiscal year. The Commission's fourteen members, appointed by City Council, review all applications and make recommendations for funding which are included in the proposed Chesapeake Fine Arts Commission budget. Actual allocations are determined following City Council action on the proposed annual budget.

Application, budget forms, final report form & Fine Arts Commission roster are available for download online at

[https://www.cityofchesapeake.net/government/Boards-Commissions/full-listing/Chesapeake-Fine-Arts-](https://www.cityofchesapeake.net/government/Boards-Commissions/full-listing/Chesapeake-Fine-Arts-Commission/Grants/grants.htm)

[Commission/Grants/grants.htm](https://www.cityofchesapeake.net/government/Boards-Commissions/full-listing/Chesapeake-Fine-Arts-Commission/Grants/grants.htm), from the Chesapeake Parks, Recreation and Tourism Department Administration Office, 1224 Progressive Drive, Chesapeake, VA 23320, or call (757) 382-6411.

Applicants are encouraged to contact Commissioners for help with possible questions.

Application Deadlines: Operational Grant: **SECOND THURSDAY IN JANUARY – January 14, 2021.**

Project Grant: **SECOND THURSDAY IN JANUARY – January 14, 2021.**

Individual Opportunity Grant: **SECOND THURSDAY IN JANUARY – January 14, 2021.**

For Individual Opportunity Grant, include individual artist resume.

All applicants will have the opportunity to defend their grant request at a Chesapeake Fine Arts Commission meeting to be scheduled by the Chesapeake Parks, Recreation and Tourism staff.

FILING YOUR APPLICATION

1. **Submit Original plus fifteen (15) collated application packages.** Any additional marketing information should also be attached to each packet. (i.e. brochures, programs, media support documentation or a description of last year's programs and accomplishments.)
2. Application packets **MUST** be submitted by the appropriate deadline listed below. 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: JANUARY 14, 2021, 5:00 p.m.

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

A secure drop box is located at the Administrative Office of Parks, Recreation and Tourism.
This box is checked each work day morning.

757-382-6411

CRITERIA FOR EVALUATION

1. Special attention will be given to funding requests for projects, performances, and/or services which contribute to the cultural awareness of Chesapeake residents.
2. The quality of the proposed project will be considered as a major factor in the determination of the level of funding. Demonstrate artistic excellence and artistic merit of proposed activities.
3. The Commission will not act as the sole funding source for any organization. Applicants who show evidence they receive funding from other sources will be judged more worthy of assistance.
4. Sound management and fiscal accountability are considered major factors in consideration of funding assistance.
5. Extent to which the proposed project meets the demonstrated needs of the community, including special efforts to involve the under-served segments of the City's population. The Commission may impose such additional criteria as necessary to properly account for the expenditure of public funds.

REPORTING REQUIREMENTS

1. Upon receipt of the Fine Arts Commission award letter, grantee will submit an acceptance letter.
2. Within 30 days following the completion of a project, the grantee will provide a financial statement to the Commission, which shall include: invoices, canceled checks or other accumulations necessary to substantiate expenditures equaling the amount of the grant award.
3. **FINAL REPORT: Required by June 4th** of the funding year for each grant awarded unless an extension has been requested and approved by the Commission. The report should include a statement regarding the level of success of the program, a description of who was served (including demographics, sex, age level, and race) including the impact on Chesapeake citizens, attendance of audience, total of/or artists involved, and a current financial statement of the organization for Operational Grant reports.
4. **ALL INTERIM AND/OR FINAL REPORTS** must include documentation, such as programs or media support documentation, which indicate printed acknowledgement given to the Chesapeake Fine Arts Commission, the Virginia Commission for the Arts, and the National Endowment for the Arts for partial funding.

INVOICING

PROJECT OR INDIVIDUAL OPPORTUNITY GRANTS

The City of Chesapeake requires invoices upon completion of the project.

Invoices **must** include the following information:

1. Date of Invoice
2. Name of Organization and Address
3. Performance/Project Date
4. Performance/Project Site
5. Federal Employer I.D. number or Individual's Social Security number
6. Amount Due
7. Federal W-9 form must be on file with the City of Chesapeake before funds are released.



CHECKLIST OF REQUIRED ATTACHMENTS

Items indicated by an “X” are required or optional as indicated and must be furnished in the number of copies requested. **Attach the items in the following order:**

Description of Attachment	Required	Optional	# of Copies
1. Letter of Determination from the Internal Revenue Service (501)(C)(3) status	X		1
2. Names and addresses of board members and officers.	X		1
3. List of paid staff (names, titles, addresses, and work phone numbers.)	X		1
4. Organization’s bylaws, ONLY if not previously submitted or changed since last submission.	X		1
5. Last fiscal year’s audited financial statement. If an audited statement is not available, attach a copy of the Form 990 or a final treasurer’s report.	X		15
6. Application Budget Sheets (Budget & Summary Financial Statement – Revenue & Expenses).	X		15
7. Annual Report (if available).		X	1
8. List grant requests to this Commission in the last five years and award amounts.		X	1
9. Resumes of principal staff members, including the Program Director.		X	1

Description of Attachment	Required	Optional	# of Copies
10. Resumes of principal artists involved.		X	15
11. Examples of appropriate recognition of this locality or Commission’s past support of your organization.		X	2
12. Examples of your organization’s programs, brochures, media support documentation, or a description of last year’s programs, and accomplishments.	X		1
13. Letters in support of project. (3 Max)		X	
14. If this is a project representing a partnership or collaboration with another organization or institution, include a letter from the other organization(s) endorsing the project.		X	15

KEEP A COPY OF YOUR APPLICATION AND ALL ATTACHMENTS