



CHESAPEAKE FINE ARTS COMMISSION GUIDE TO FUNDING

Table of Contents

BASIC ELIGIBILITY	2
TYPES OF FUNDING	3
APPLICATION PROCEDURE	6
CRITERIA FOR EVALUATION	8
CHECKLIST/REQUIRED ATTACHMENTS	11
FINE ARTS COMMISSION LIST	12
APPLICATION FORMS	ATTACHED

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

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 or have an application for such status pending before the Internal Revenue Service.
2. The applicant must reside in the City of Chesapeake or utilize grant funds entirely for projects to be carried out within the city unless otherwise arranged with the concurrence of the Commission.
3. Applicant organizations must have a Board of Directors and a support group drawn from the community. Minority representation on the Board of Directors is required.
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 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 Project Grant Application must have a direct relationship to a 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 Special Opportunity Grants. Eligible organizations can apply for more than one grant category.

OPERATIONAL GRANT

(Previously Challenge Grant)

Purpose: The program is designed to encourage the establishment of and maintain the on-going stability of 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.**

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 fund raising activities

Funds from units of government excluding the City of Chesapeake

PROJECT GRANT

- Purpose: The program is designed to provide funding support to eligible organizations to create and 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
Exhibitions
Film or video production or presentation
Outreach programs for special audiences
Readings
Workshops, seminars, classes, conferences
Space and equipment for arts activities
Commission or purchase of new works of art
Architectural feasibility studies
Other activities to be determined by the Commission
- Application Deadline: **Second Thursday in January**
(unless an exception is made by the Fine Arts Commission)
- Period of Coverage: For expenses of projects undertaken between July 1 and June 30.
- Amount of Assistance: Commission support will not exceed 50 percent of total cost of project.

SPECIAL OPPORTUNITY GRANTS TO INDIVIDUAL ARTISTS

- 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.**
- Period of Coverage: For projects undertaken the following fiscal year, between July 1, and June 30.

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 forms are available from the Chesapeake Fine Arts Commission, P.O. Box 15225, Chesapeake, Virginia, 23328; or call (757) 382-6724.

Names and addresses of Commission members are attached. Applicants are encouraged to contact Commissioners for help with possible questions.

Application Deadline:

Operational Grant: **Second Thursday in January.**

Project Grant: **Second Thursday in January**
(unless an exception is made by the Fine Arts Commission)

Special Opportunity Award: **Second Thursday in January**✳

✳For Special Opportunity Award: include individual artist resume.

FILING APPLICATION

1. Original plus fourteen (14) copies of the application must be submitted by the appropriate deadline (***Second Thursday in January, 5:00 p.m.***) to the Chesapeake Fine Arts Commission.
2. **Only complete applications reviewed on or before the stated deadline will be considered.**

CRITERIA FOR EVALUATION

INTRODUCTION

1. Projects, performances, and/or services requested for funding must contribute to cultural awareness in Chesapeake.
2. 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.
3. Sound management and fiscal accountability are considered major factors in consideration of funding assistance.
4. The quality of the proposed project will be considered as a major factor in the determination of the level of funding.
5. Special attention will be given to applications reflecting a special effort to involve new and underserved segments of the City's population as well as programs designed to preserve and/or encourage interest in the historical heritage of Chesapeake.
6. **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. The Commission requires a brief narrative interim progress report not to exceed 500 words for each project grant not completed by February 1st of each year.
3. Within 30 days following the completion of a project, the grantee will render a financial statement to the Commission to which shall be attached invoices, canceled checks or such other accumulations as is necessary to substantiate expenditures which should equal the amount of the grant award.
4. A Final Report (form will be provided by CFAC) is required by June 6th 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), attendance of audience, total of/or artists involved, and a current financial statement of the organization for Challenge Grant reports.
5. All interim or final reports must include documentation such as programs or newspaper clippings 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 SPECIAL OPPORTUNITY GRANTS

The City of Chesapeake requires **invoices upon completion of the project or interim invoices when periodic performances are scheduled.**

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.

ATTACHMENTS FOR THE CHESAPEAKE FINE ARTS COMMISSION

Items indicated by and “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		15
3. List of paid staff (names, titles, addresses, work phone numbers)	X		15
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 & Expense)	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 Program Director		X	15
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	15
12. Examples of your organization’s programs, brochures, press clippings or a description of last years’ programs and accomplishments	X		1
13. Documents in support of project (3 Max.)		X	15
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, as one of the three documents above.		X	15

KEEP A COPY OF YOUR APPLICATION AND ALL ATTACHMENTS

FINE ARTS COMMISSION MEMBERS
EFFECTIVE AUGUST 2004

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Effective August 2004

