



**Loudoun Arts Council ArtShare 2011  
Application**

**I. Contact Information-** Complete the following chart as written:

<b>Organization Name:</b>	
<b>Organization Address:</b>	
<b>Organization Phone:</b>	<b>Organization Fax:</b>
<b>Website:</b>	<b>Federal Tax ID #:</b>
<b>Contact Person(include name and title):</b>	
<b>Contact E-mail Address:</b>	<b>Contact Phone Number:</b>
<b>Signature of Authorized Individual:</b>	

**II. Organization's Relationship with Loudoun County-** Complete the following chart as written:

	Total	Loudoun County based
Participants		
Programs		
Audiences		

First completed season in Loudoun County: \_\_\_\_\_

**III. Artistic Quality-** Responses should not exceed a total of two pages for all questions in this section.

- 1.) Please state the artistic mission of your organization.
- 2.) Please state your artistic standards. How are they measured? List the steps your organization takes to ensure that the standards are met.
- 3.) Please provide a brief description of your programs and activities, including how many years you have provided each program.

**IV. Effective Management-** Responses should not exceed a total of three pages for all questions in this section.

- 1.) Please state your organizational governance structure. Briefly describe your board structure, nominating policies, committee structures, etc.
- 2.) Please describe the planning process for your programs and activities. Include information about both when and how decisions are made.
- 3.) What changes have been made from the previous year and what are your goals for this year? (This may include, but is not limited to: innovative



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programs and partnerships; new uses of technology; increases in participants or audiences; responses to current economy; etc.)

4) Please describe how your organization complies with Title VI, Section 601 of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973? (Please see Attachment I)

**V. Financial Data-** Responses should not exceed a total of two pages for questions 1-3 in this section.

- 1.) Please describe what efforts your organization makes to obtain funding.
- 2.) Please describe the process for oversight of financial transactions.
- 3.) Please describe the intended use of any ArtShare funds awarded. Additionally, if your organization received an ArtShare grant last year, please include how it was used last year.
- 4.) Please complete the Loudoun ArtShare Financial Summary Form using the categories provided. Provide information about cash income and expenses only. Round all figures to the nearest dollar. If your organization regularly reports on in-kind contributions, you may include that information as a footnote. The Next Fiscal Year (budgeted) column is required for organizations whose fiscal year begins after the application has been completed and on or before January 1. You may use a separate piece of paper if more room is needed.

**VI. Relationship between Organization and the Community-** Responses should not exceed a total of two pages for all questions in this section.

- 1.) Please list examples of community services performed by your organization.
- 2.) Please list educational programs, or partnerships with Loudoun schools.
- 3.) Please list any other services to special demographic segments of Loudoun population (e.g., senior citizens or handicapped).
- 4.) Please list examples of partnerships or collaborations with other arts organizations within Loudoun County.

**VII. Attachments**

- 1.) Please attach a copy of your IRS tax-exempt notice
- 2.) Please provide evidence of artistic quality, including lists of repertoire, reviews, testimonials, etc.