

Loudoun Arts Council 2015-2016 artShare Grant Application

Applicant Information

Contact Person: Individual who prepared the application or who can answer questions about the information provided.

Authorized Officer: An officer of the organization whose signature attests to the accuracy of the information.

Applicant Organization	Name		Federal Tax ID Number
	Address		Phone
	Website	Email	
Contact Person	Name		Title
	Email		Phone
Authorized Officer	Name		Title
	Signature		Phone

In the space below, briefly describe what the organization does — *i.e.*, types of operations, programs, and/or activities:

Eligibility Criteria

The applicant organization: *(follow the instructions in each item below, and include a brief explanation for any criteria checked "No")*

1. Yes No Is a current member in good standing of the Loudoun Arts Council.

2. Yes No Is exempt from federal income tax under Section 501(c)(3).
Attach a copy of your organization's IRS tax-exempt notice.

3. Yes No Is currently active and has been in continuous operation since _____ (date).

4. Yes No Complies with Title VI, Section 601 of the Civil Rights Act of 1964.
In the space below, describe how the organization complies.

5. Yes No Complies with Section 504 of the Rehabilitation Act of 1973.
In the space below, describe how the organization complies.

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For the past 12 months, note (*estimates OK*) the total number and the number based in Loudoun County of the organization's:

	Total	Loudoun County
Activities, services, programs, and events		
Membership (<i>if applicable</i>)		
Audience or patrons		
Participants (<i>e.g., performers, artists, speakers, teachers, etc.</i>)		

Attachments

Be sure to include the following attachments with your grant application:

- Copy of your organization's IRS tax-exempt notice.
- Loudoun Arts Council 2015-2016 artShare Grants Program Financial Summary.
- Brief statements addressing the topics and questions detailed in the "Selection Criteria" below.

Please do not submit other types of additional documentation for review; incorporate sufficient detail into the application itself.

**All applications must be submitted electronically to info@loudounarts.org,
with "artShare Grant Application" in the subject line.**

2015-2016 Application Selection Criteria

Applications will be evaluated solely on the content of the information submitted, except that past artShare grantees will also be evaluated on their compliance with the program's terms for past awards.

Fully answer each question within the specified page limits (on 8½" x 11" paper with ¾" or 1" margins, in a readable font no smaller than 11 points.)

Artistic Quality (*two pages for all questions in this section*)

1. State the organization's mission.
2. How are the organization's artistic standards determined and documented?
3. How are the artistic standards evaluated?
4. What steps are taken to ensure standards are maintained or enforced?
5. What are the organization's goals for maintaining or improving artistic quality for the coming year?

Operations Management (*three pages for all questions in this section*)

1. Describe the organization's governance structure, including number and selection of board members and types and functions of officers and committees.
2. How are roles, responsibilities and decision-making authorities documented and allocated within the governance structure?
3. How are problems and issues surfaced and resolved?
4. What operational/management structure changes have been made in the past year, and why?
5. What are the organization's goals for improving operations management in the coming year?

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Financial Management *(two pages for all questions in this section)*

1. Describe the organization's process for management and oversight of financial transactions.
2. Describe how the organization attempts to obtain funding and/or donations (cash and/or in-kind) and with what results in the past year.
3. If the organization received an ArtShare grant last year, explain how the funds were used and the amount of any such funds remaining available to the organization.

Benefits to the Community *(two pages for all questions in this section)*

1. Provide examples of how the organization has provided community services and/or educational programs.
2. Describe any services, activities, or programs oriented to the needs of special demographic populations in the community, such as senior citizens, minority groups or the handicapped.
3. How does the organization engage in or foster collaboration and partnerships with other arts organizations, within Loudoun County?

How would the organization benefit from and use the grant funds? *(½ page)*