NEWPORT NEWS ARTS COMMISSION

FISCAL YEAR 2027 GRANT APPLICATION
PROJECT SUPPORT

Organization Information

1. Organization's name: _____

   Physical Address: _____

   City: _____ Zip: _____

   Mailing Address (if different from above): _____

   City: _____ Zip: _____

   Primary Phone Number: _____ FAX: _____

   E-mail: _____ Website: _____

2. Federal tax ID number: _____

3. Name, title, telephone number, e-mail of contact person for more information about this application:

   Name: _____ Title: _____

   Email: _____ Telephone Number: _____

4. Organization or project director (if different from contact person)

   Name: _____ Title: _____

5. Amount requested from this commission. $: _____

   a. What is your total estimated project budget? $ _____

b. Amount requested is what percentage of estimated project budget? _____ %

6. Title of Project

_____

(Title should specify the nature of the activity for which funding is requested).

7. **Brief summary of project.**
In 2-3 sentences, briefly summarize the proposed project/general operations

8. Start date: _____ End date: _____.
(**This application is for projects taking place between July 1, 2026 and June 30, 2027 only).**

9. Statement of organization's mission

a. When was your organization founded?

b. When was your organization incorporated?

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10. Description of the project. Include specific information on the nature of the activity, sites, artists involved, and the way you developed plans for the project and involvement of any partners in this project.

a. Is this a new project, one-time only, or expansion of a project already in existence?

b. Is it a pilot for a future program?

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11. Anticipated audience/number of participants - show estimates for each performance and totals:

Project/Performance	Paid Audience	Unpaid Audience
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total	0	0

a. Who is the primary audience for this project (artists, general public, children, racial/ethnic groups, special constituencies, etc.)?

b. How does the proposed project serve the needs of the community/audience targeted?

12. What are the specific goals of this project and their relationship to your organization's mission or purpose?

13. What are your primary programs?

14. Who is your primary audience?

15. List specific ways through which the citizens of Newport News will benefit from the activities of your organization (admission taxes, venues used, etc.).

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16. Summarize your organization's accomplishments during the past twelve months.

17. How will you modify your plans if you receive partial or no funding rather than full funding? What other funding will you use?

18. Does your organization currently receive funding from the City of Newport News (excluding the NNAC Grant)? If yes, how much?

19. Has your organization received funding from the City of Newport News (excluding the NNAC Grant) in the past? If yes, when and how much?

20. Does your organization currently receive funding from any other local municipality? If yes, how much?

21. In the past, has your organization received other funding from any other local municipality? If yes, when and how much?

Marketing & Outreach

22. Describe your marketing and outreach efforts, including both advertising and publicity efforts.

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Evaluation

23. Describe how the effectiveness and impact of the project/programs will be evaluated and measured. Describe how they achieve the stated goals as detailed in question 12.

24. How many people are currently employed and/or volunteering their efforts to your project? Estimate the number of volunteer hours for the project.

27. Please indicate the number of performances your organization will provide within the City of Newport News.

Total # of performances: _____

List Venues: _____

_____

_____

“I hereby certify that to the best of my knowledge, all information, including the budgetary information, in this application is true and correct and that the governing body of the applicant has duly authorized the filing of this application. I certify that the applying organization is in compliance with Title VI (42 USC Section 2000D) and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (29 USC Section 794), Title IX of the Education Amendment of 1972, the Age Discrimination in Employment Act of 1967, the Immigration and Control Act of 1986 and all other applicable state and federal acts.”

Below this statement please type the name and title of the person applying, and provide an original signature.

Signature Name Title

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PROJECT BUDGET SHORT FORM

List the estimated costs and revenues of the project. The project budget **must** balance. Do not include general operating costs. Include only those expenses which are directly related to the project and which will be incurred **only** if the project occurs. The proposed budget must be appropriate to the tasks proposed and sufficiently detailed so that reviewers can easily understand the relationship of items in the budget to the project narrative.

Estimated Expenses		***Estimated Revenues***	
Personnel – Administrative*	_____	Grant Amount Requested	_____
Personnel - Artistic	_____	Admissions	_____
Personnel –Technical/Production	_____	Private Contributions	_____
Outside Artistic Fee & Services	_____	Board Contributions	_____
Rental (facility, exhibit, etc.)	_____	Corporate Sponsorships	_____
Marketing	_____	Government – Federal	_____
Evaluation	_____	Government – State	_____
Other (itemize)	_____	Government – Local	_____
	_____	Other Grants	_____
	_____	In-Kind Contribution	_____
	_____	Other (itemize)	_____
	_____		_____
	_____		_____
	_____		_____
TOTAL	0 _____	**TOTAL**	0 _____
NET PROFIT/LOSS	_____		

*Only include administrative expenses directly related to the project the organization is presenting.

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ADDITIONAL REQUIRED DOCUMENT CHECKLIST

o Proof of tax-exempt status (Letter of Determination from the IRS for (501)(c)(3) status), ONLY if not previously submitted or pending application. If there has been any change to your tax-exempt status since previous submitted to the Commission, then you must include a copy of your updated status.

o Current bylaws (required for organizations new or if revisions have been made to those submitted in previous grant years)

o List of Board of Directors.

o List of paid staff or key volunteer staff with titles, phone numbers and extensions, and addresses (for mailing purposes).

o Strategic Plan or Business Plan (a multi-year organizational plan that shows organizational goals and the plan to achieve them).

o Up to three (3) supporting documents to include any of the following: letters of support, documentation of project quality, resumes of key personnel, brochures, flyers, press clippings, reviews, etc. that highlight your organizations service(s) or project(s). If your organization is a previous grantee, please highlight appropriate recognition.

o Last year's audited financial statement. If an audited financial statement is not available, then attach a copy of the Form 990 submitted to the IRS and an unaudited financial statement or treasurer's report.

o Summary Financial Statement Form **(Excel template provided by NNAC)**

o If your project represents a new collaboration, partnership or agreement with other organizations or institutions, you must include a letter from the other organization endorsing the project.

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SUBMISSION INSTRUCTIONS

For the FY 27 grant year, organizations are required to submit one (1) electronic application packet. Organizations are also required to submit one (1) printed copy, delivered to Downing-Gross Cultural Arts Center. The entire application packet is due no later than 4:00 p.m. on Friday, May 1, 2026.

Electronic and Print Submission (Required)

- Submit an electronic copy of the Grant Application Packet to include the completed grant application and the additional documents.
- The electronic copy should be sent as a single PDF document and emailed to: nnarts@nnva.gov
- If your organization is applying for both Project and Operational Support, please submit one (1) grant application packet file per support type.
- The file name should be in the following format: **OrganizationName_GrantProject_FY27**
- Submit a printed copy, delivered to Downing-Gross Cultural Arts Center at 2410 Wickham Avenue in Newport News.

Grantees must acknowledge funding by including specific credit language and logos in all print or digital materials, including programs, newsletters, websites, and promotional materials. Credit language should read: *This project/organization is partially supported by a grant from the Newport News Arts Commission.*