



Blue Water Arts Council Operating Support Grant Application

10/2009

Grant funds are made possible from the Charles and Margaret Anderson Foundation Endowment Fund held at the Community Foundation of St. Clair County (“Foundation”). The Blue Water Arts Council (BWAC) is the advisory committee for the Foundation for granting decisions to be made in regards to arts and cultural programs and projects in the local Blue Water Area. The BWAC is comprised of local art organization leaders, supporters and artists who have been chosen to be representatives of the public interest and for their knowledge of the community. **Operating Support Grant is to be used when requesting funds to support annual expenses such as staff support, utilities, etc. The organization must have 2 years of operations to apply.**

Eligibility:

Any charitable organization within the Blue Water Area working in the field of arts and culture and arts education is eligible to make application.

*An evaluation is expected to be completed by all grant recipients.

How to Apply:

There are two types of applications: (Program/Project or Operating Support) Complete appropriate application and send to:

Community Foundation of St. Clair County
516 McMorran Blvd.
Port Huron, MI 48060-3826
Phone: 810-984-4761 Fax: 810-984-3394
Email: lindsay@stclairfoundation.org
Web site: www.stclairfoundation.org

The attached Grant Application for Operating Support is divided into the following two sections:

1. Information about your organization
2. Information about your organization’s finances

Applications must be submitted using the BWAC Grant Application form.

Please contact the office with any questions while preparing this application. Additional information or a site visit may be requested at any stage of the evaluation process. A representative from your organization may be contacted to present at a review meeting if deemed necessary.

Grant Application Schedule for 2010:

<u>Application Deadline:</u>	<u>For Review:</u>	<u>Notification of outcome by:</u>
February 1, 2010	February 23, 2010	March 26, 2010
April 5, 2010	April 27, 2010	May 28, 2010
August 2, 2010	August 24, 2010	September 24, 2010
October 4, 2010	October 26, 2010	November 19, 2010



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Date of Application

Legal Name of Organization Applying: _____
(Should be same as on IRS determination letter and as supplied on IRS Form 990)

Year Founded: _____ **Current Operating Budget:** _____

Executive Director or Board Chairperson: _____

Contact Person (if different from above): _____

Address (Principal / Administrative Office): _____

City / State / Zip: _____

Phone #: _____ **Fax #:** _____ **Email:** _____

Is this a 501(c)(3) organization? _____
Copy of IRS Tax Exempt letter is required.

Tax ID Number: _____

List any other sources of grant programs you are currently applying to for this same project:

List any previous support received from the Blue Water Arts Council or the Community Foundation of St. Clair County: _____

Purpose of Grant (one sentence): _____

Dates requested funds will cover needs: _____ **Amount Requested:** _____

Estimate of individuals impacted # _____

Geographic area and Art mediums your organization serves: _____

Signature of Chairperson, Board of Directors

Date

Typed Name and Title

Signature of Executive Director

Date

Section 1: Description of the Organization

1A Brief description the organization's history, goals, current programs and activities,

1B Names, terms of office, and affiliations for Officers and Directors, organizational chart. (if available)

1C Additional information helpful in knowing about your organization

1D Describe any changes to your organization creating a greater need for operating funds compared to previous years.

Section 2: Summary of your organization's finances.

2A Organization's fiscal year _____

2B Attach a copy of 1) current 501(c)(3) IRS determination letter
 2) most recent financial statement covering 2 years, independently audited if possible or most recent IRS form 990.

2C Current annual operating budget. (revenues and expenses). In most cases Revenues will equal Expenses, if they are not equal please include explanation. Use this form or your own.

Revenues: Include a description and total amount for each of the following categories. Indicate which are committed and which are pending. Please include specific information for any other pending or committed grants.

	<u>Committed</u>	<u>Pending</u>
Grants/Contracts/Contributions		
Local Government	\$ _____	\$ _____
State Government	\$ _____	\$ _____
Federal Government	\$ _____	\$ _____
Foundations	\$ _____	\$ _____
Corporations	\$ _____	\$ _____
Individuals	\$ _____	\$ _____
Other (specify) _____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Earned Income		
Events	\$ _____	\$ _____
Publications and products	\$ _____	\$ _____
Membership income	\$ _____	\$ _____
In-kind support (specify)	\$ _____	\$ _____

Other (specify) _____	\$ _____	\$ _____
_____	\$ _____	\$ _____
TOTAL REVENUES	\$ _____	\$ _____

Expenses:

Salaries, pay-roll taxes, fringe benefits	\$ _____
Consultants and professional fees	\$ _____
Insurance	\$ _____
Travel	\$ _____
Equipment	\$ _____
Supplies, printing, copying, telephone, fax, postage	\$ _____
Rent, utilities, maintenance	\$ _____
Evaluation	\$ _____
Marketing	\$ _____
Other (specify) _____	\$ _____
TOTAL EXPENSES	\$ _____