



December 3, 2009

Re: Application for calendar 2010 funding

The Business Consortium for Arts Support is now accepting applications from eligible south Hampton Roads arts and cultural organizations for calendar 2010 funding. If you wish to be considered, please return the completed application to this office by **Friday, January 29, 2010**. Please provide the original plus six additional copies for a **total of seven (7)** applications.

The Allocations Committee will review all completed applications and make some determination as to the allocation of available funds during the spring. You will be informed of the decision as quickly as possible.

If you need further assistance, please contact me at (757) 625-8163 or lwalejo@bcartsupport.org.

Sincerely,

Lisa Wigginton Alejo
Executive Director

Enclosures

Current Contributors

Pacesetter (\$40,000 and above)
Dollar Tree Stores, Inc.
Foundation (anonymous)
The Norfolk Foundation
Norfolk Southern Foundation

Champion (\$20,000 – \$39,999)
*Atlantic Dominion Distributors/
Hoffman Beverage*
Bank of America
*Wachovia Wells Fargo
Foundation*

Leader (\$10,000 – \$19,999)
AMERIGROUP Foundation
Mark Barr Companies
*The Camp Foundations
Foundation (anonymous)*
Goodman & Company, CPA's
Haynes Furniture Company, Inc.
*Patricia and Douglas Perry
Foundation*
SunTrust Bank
Virginia Natural Gas, Inc
*Wilbanks, Smith & Thomas
Asset Management, LLC*
Willcox & Savage, P. C.

Advocate (\$6,000 – \$ 9,999)
Birdsong Corp.
The Dragas Companies
Fulton Bank-Southern Division
Huff, Poole & Mahoney, P.C.
Kaufman & Canoles
*Palladium Registered Investment
Advisors*
*The Portsmouth Community
Foundation*
Williams Mullen

Patron (\$500 - \$5,999)
*Contributors at the Patron level
are listed on our website*

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Lisa Wigginton Alejo
EXECUTIVE
DIRECTOR

E-mail: lwalejo@bcartsupport.org
www.bcartsupport.org

(757) 625-8163

STATEMENT OF PURPOSE

The Business Consortium for Arts Support recognizes that vitality and growth of local arts and cultural institutions is essential to healthy development of the community and quality of life for its citizens. The Consortium is committed to strengthening business support for area arts and cultural organizations. In furtherance of this commitment, the Consortium seeks to increase and broaden the base of business contributions and encouragement to our cultural groups. It also intends to provide improved coordination, evaluation and accountability for business giving to established and emerging arts and cultural programs. A stable and creditable Consortium will produce a continuing positive response from business to enhance the cultural fabric of the community.

2009-10 MEMBERS

PACESETTER (\$40,000 AND ABOVE)

Dollar Tree Stores, Inc.
Foundation (anonymous)
The Norfolk Foundation
Norfolk Southern Foundation

Champion (\$20,000 - \$39,999)

Atlantic Dominion Distributors/Hoffman Beverage
Bank of America
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Business Consortium for Arts Support

Eligibility Criteria for Arts and Cultural Organizations

- A.
 - 1. Organization must be non-profit in nature and have determination of tax-exempt status under the Internal Revenue Code or be a component part of an organization with such determination letter or have an application for such status pending before the Internal Revenue Service.
 - 2. Organization must own or rent facilities and provide regular performances or visual art exhibits in south Hampton Roads.
 - 3. Organization must utilize any funds it receives from the Consortium for operating expenses in south Hampton Roads in furtherance of tax-exempt purposes and not for scholarships, fellowships, travel, religious or political purposes or for endowments.
 - 4. Organization whose applications for funding have been turned down by the Consortium for two consecutive years will not be eligible to reapply for the succeeding two years.
 - 5. Public or educational broadcast stations and component programs of educational institutions are not eligible.

- B. Organization agrees that if it receives funds from the Consortium:
 - 1. It will not solicit directly any of the individual Members of the Consortium for annual operating funds.
 - 2. It will include each Member in listings of supporters and similar donor recognition.
 - 3. It will cooperate with the Consortium to encourage new Members.
 - 4. It will provide six-month prior notice to the Consortium of any proposed capital or special project campaign.

BASIC APPLICANT INFORMATION

Name of Organization:

Mailing Address:

Telephone:

Fax:

e-mail:

Contact Person:

Title:

The undersigned certifies that to the best of his/her knowledge:

- the information contained herein is true and correct
- this request has been duly authorized by the governing body of the organization
- the organization agrees to comply with the terms and criteria set forth herein

Name and Title

Federal I. D. #

Signature

Date

Period of requested funding:

_____ Calendar year 2010

or

_____ Fiscal year beginning _____ ending

Amount Requested: _____

BUSINESS CONSORTIUM FOR ARTS SUPPORT - BUDGET DATA SHEET

Fiscal Year Ends _____

INCOME OF ORGANIZATION

20____ - ____
Actual
Previous
Fiscal Year

20____ - ____
Budget for
Current
Fiscal Year

20____ - ____
Proposed
Budget for Next
Fiscal Year

REVENUE/EARNED INCOME:

Admissions					
Membership Fees					
Contractual Services					
Program Advertising					
Tuition, Class & Workshop					
Investment/Interest					
Other (Itemize)					
Total Revenue/Earned Income					

CONTRIBUTIONS/OTHER INCOME:

(Please exclude gifts made to the Endowment or Reserve Fund)

Corporate Contributions					
Foundation Grants					
Board of Trustees/Directors					
Individual/Private Contributions					
Special Fundraising Events (Gross)					
Government Grants:					
Federal					
State/Regional					
Local					
Business Consortium Grant					
		Received	Rec. or Req.	Requesting	
Other (Itemize)					
TOTAL OPERATING INCOME:					

Total # of Board/Directors					
% of Board/Directors Contributing					
Amt. of Lowest Board/Director Gift					

BUSINESS CONSORTIUM FOR ARTS SUPPORT - BASIC DATA SHEET

20 ____ - ____
 Close of Previous
 Fiscal Year

Balance Sheet of Endowment/Reserve Fund and Liquid Assets

ASSETS			
Restricted Endowment Assets			
General Restricted			
Specific Use Restricted			
Pledges Receivable			(Less Doubtful Collections Allowance)
Unrestricted Liquid Assets			
Cash & Cash Equivalents			
Investments			
Receivables			
Pledges Receivable			(Less Doubtful Collections Allowance)
Real Property			
Other (State)			
TOTAL GROSS ASSETS			
LIABILITIES			
Accounts Payable			
Lines of Credit (list lender)			
Notes and Other Debt			(Breakout by Lender)
Other (State)			
TOTAL LIABILITIES			
TOTAL NET ASSETS			

The purpose of this form is to help determine the financial strength and liquidity of the entity. It thus focuses on liquid assets, hard assets and liabilities. It does not focus on other assets, which are typically program related, illiquid, and/or rapidly depreciate and thus may have little market value. For those entities with CPA financials, these figures should be easily drawn from those reports.

Note: Total Gross and Total Net figures will differ from CPA reports.

Business Consortium for Arts Support

Required Attachments (7 Copies)

√ Check:

- Copy of I. R. S. tax-exempt determination letter or statement that the application for such determination is pending before the I. R. S.
- Names and addresses of Board of Directors.
- Names and titles of principal officers and principal paid staff members.
- Most recent annual audited financial statement. If the organization is not audited or the audit is not yet available, the unaudited statement, Form 990 or final treasurer's report should be attached.
- Current year and next year, if available, budget of income and expense.
(Please use the attached format. You may replicate the format on your computer.)
- Most recent annual audience and subscription figures.
(Please use the attached format or you may replicate the format on your computer.)
- Brief description of any long-range plans.
- Brief summary of arts and cultural activities for the past year.
- Brief history and statement of purpose of the organization.
- Brief description (no more than one page) of how the requested funds will be used.
- Copy of any one program, playbill, or brochure listing your most recent season contributors.

Note: You may wish to attach any published reviews of arts or cultural activities. This is not required and should not exceed a total of three items.