

**CITY OF PORTSMOUTH  
PORTSMOUTH MUSEUM AND FINE ARTS COMMISSION  
GUIDE TO FUNDING**

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**INTRODUCTION**

Grants are available to eligible IRS tax-exempt organizations through the Portsmouth Museum and Fine Arts Commission (Commission) funding program for the fiscal year. The Commission's members, appointed by City Council, review all applications and make recommendations for funding. Actual allocations are determined by City Council.

Application forms, if not attached herein, are available from:

Portsmouth Museum and Fine Arts Commission  
521 Middle Street  
Portsmouth, VA 23704  
757-393-8983

Or on the City's website under Museums: at [www.portsmouthva.gov/forms](http://www.portsmouthva.gov/forms)

### **BASIC ELIGIBILITY**

1. Organizations requesting support must be non-profit in nature and hold a tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
2. Applicant organizations must be registered in the City of Portsmouth or utilize grant funds entirely for projects to be carried out within the city.
3. Applicant organizations must have a diverse Board of Directors from the region and are encouraged to provide evidence of support from the Portsmouth community.
4. Every application shall contain (1) a certification by the applicant that to the best of his/her knowledge, the information contained in the application is true and correct and the filing of the application has been authorized by the governing body of the applicant; and (2) a certification that the applicant is in compliance with Title VI of the Civil Rights Act of 1964 (42 USC Section 2000d) and Section 504 of the Rehabilitation Act of 1973 (29 USC Section 794).
5. Every Project Grant Application must have a direct relationship to a public-oriented activity such as: a performance, exhibition, film, video production or presentation, outreach program, or hosting a workshop, seminar, class, or lecture series, and other activities to be determined by the Commission.

### **CRITERIA FOR EVALUATION**

1. Projects, performances, and/or services for which funding is requested must contribute to cultural vitality in Portsmouth.
2. The Commission will not act as the sole funding source for any organization. Applicants who show evidence that they receive funding from other sources will be judged more worthy of assistance.
3. Sound management and fiscal accountability are considered major factors in consideration of funding assistance.
4. The quality of the proposal will be considered as a major factor in the determination of the level of funding.
5. Applicant must provide:
  - evidence of long range planning that ensures the financial stability of the organization and supports its mission,
  - evidence that the organization has identified an audience and that projects are geared to that audience, and
  - evidence of how the organization will market to the intended audience.
6. The Commission may impose such additional criteria as necessary to properly account for the expenditure of public funds.

## **TYPES OF FUNDING**

### **PROJECT GRANT**

**Purpose:**

The program is designed to provide partial funding to eligible organizations to create and present their work, to develop new innovative programs or expand present ones, and to increase opportunities for visual and performing arts for all Portsmouth citizens.

**Eligible Activity:**

A performance or performer with supplemental educational programs  
An exhibition  
A film, video production or presentation  
An outreach program  
Hosting of a workshop, seminar, class, or lecture series  
Other activities (to be determined by the Commission).

**Application Deadline:**

**January 18, 2012 (See “Application Procedures”)**

**Period of Coverage:**

For expense of projects for the following fiscal year, July 1, 2012 to June 30, 2013.

**Amount of Assistance:**

Funding has been reduced for FY 2012-2013, therefore the Commission is limiting recommendations for appropriations. Funding will not exceed 50% of the estimated project cost or a maximum of \$10,000.

**Other Requirements**

Grant awards may only be used for those programs or purposes specified in the application and approved by the Commission. A signed application form is the applicant's agreement to do what is described in the application. The Commission reserves the right to request the return of all or part of any grant award for noncompliance with the specified terms and conditions of the award. Any leftover monies not used for the program or purpose specified in the application and approved by the Commission must be returned to the City of Portsmouth by June 30 of the fiscal year of the award.

## **REPORTING REQUIREMENTS**

1. Upon receipt of the Commission award letter, grantee will submit an acceptance letter.
2. The Commission requires a brief narrative interim progress report not to exceed 500 words for each project grant not completed by February 1 of each year.
3. Within **30 days** following the completion of a project, the grantee will render a final report to the Commission to which shall be attached a financial report, invoices, copies of cleared checks or such other items necessary to substantiate expenditures which should equal the amount of the grant award.
4. The report should include a statement regarding the level of success of the program, a description of who was served (to the extent possible, including demographics of the audience served), attendance of audience, number of tickets sold and complimentary, and a current financial statement of the organization.
5. Documentation verifying the payment of admissions taxes or any other taxes paid to the City of Portsmouth.
6. All interim or final reports must include documentation such as programs or newspaper clippings that indicate printed acknowledgement given to the Portsmouth Museum and Fine Arts Commission.

Reports should be sent to:

Portsmouth Museum and Fine Arts Commission  
Attention: Nancy S. Perry  
521 Middle Street  
Portsmouth, Virginia 23704

## **INVOICING**

Payments for grants shall be administered based on the amount of the award. Grantees must submit request for payments utilizing the *Support to Cultural Arts Organization Grant Expenditure Invoice*. Payments for grants of \$5,000 or less will generally be dispersed in one payment at the beginning of the fiscal year – July 1. Grants of more than \$5,000 will be dispersed in two payments – July 1 and January 1. Grants of more than \$25,000 will be dispersed quarterly-July 1, October 1, January 1 and April 1. An invoice must be submitted for each partial payment.

In addition to the initial invoice, the City of Portsmouth requires a completed, signed copy of the *Support To Cultural Arts Organizations Grant Agreement*.

These documents will accompany the Commission Award Letter and should be submitted to:

Portsmouth Museum and Fine Arts Commission  
Attention: Nancy S. Perry  
521 Middle Street  
Portsmouth, VA 23704

### **APPLICATION PROCEDURE.**

1. **ONE (1) signed original plus SIX (6) copies** of the application must be submitted by **January 18, 2012 no later than 5:00 p.m.**, to the Portsmouth Museum and Fine Arts Commission at 521 Middle Street, Portsmouth, VA 23704.
2. Only complete applications received on or before **January 18, 2012** will be considered.
3. All applications should include the following:
  - Complete Grant Application Form for the City of Portsmouth
  - Proposed Organizational Budget and Summary Financial Statements (Revenue and Expense Forms)
  - Letter of Determination from the Internal Revenue Service for 501(c)(3) Status
  - Names and addresses of board members and officers
  - Organization's bylaws (only if not previously submitted or if changed since last submission)
  - Most recent available audited annual report, Form 990, or final treasurer's report
  - List of grant requests and amounts received from the City of Portsmouth in the last five years
  - Resumes of principal staff, including project director
  - Resumes of principal artists involved in the project
  - Organizational Chart
  - Examples of organization's publicity/promotional materials
  - Documentation illustrating support from outside the organization, e.g., a letter endorsing the organization/project. NOTE: If this is a project representing a partnership or collaboration with another organization or institution, include a letter from the other organization(s) endorsing the project. (Maximum of three documents.)

**KEEP A COPY OF YOUR APPLICATION AND ALL ATTACHMENTS !!!**