



2009 – 2010 GRANT APPLICATION

APPLICATION AND ALL SUPPORTING MATERIALS MUST BE POST MARKED BY JANUARY 30, 2010

Name of Organization: _____
<input type="checkbox"/> Theatre <input type="checkbox"/> Theatrical Co. <input type="checkbox"/> Dance Co. <input type="checkbox"/> Music Co. <input type="checkbox"/> Other _____
Address: _____
City, State, Zip: _____
<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> _____
EIN # _____ Year of 501(c) 3 Origin _____

The Saints is an organization of volunteers for the performing arts dedicated to assisting the Chicago area theatre, music and dance organizations in their desire to deliver the highest quality of entertainment. The Saints' members are visible as volunteer ushers at numerous performing arts venues throughout Chicago and its suburbs. Additionally, the Saints also awards competitive monetary grants to not-for-profit performing arts organizations located in Chicago and the surroundings neighborhoods to help ensure that the Chicago Performing Arts scene remains vibrant.

General Information and Policies:

- (a) The criteria for evaluation of grant applications and recommendations for awards are made by the Saints' Grants Committee and approved by its Board of Directors.
- (b) Grants are awarded only to "not-for-profit" organizations for project budgets ranging from \$1,000 to \$4,000.
- (c) The Saints encourage grant applications that address creative and production aspects of performances and novel initiatives.
- (d) The Saints discourage grant applications for student programs, community outreach projects, capital projects, sales and marketing activities or computers and internet related equipment or services.

QUALIFICATION REQUIREMENTS

Please Include and label copies of the following as requested

1. Mission Statement of Your Organization **(Label: Exhibit 1).**
2. Most recent Annual Report filed with the Illinois Secretary of State **(label: Exhibit 2).**
3. Current tax-exempt certification letter **(label: Exhibit 3).**
4. Income & expense budget for the project proposed for Saints grant award. If this application seeks partial funding from the Saints with additional/balance of the funding committed or expected from other sources, please provide all the details and supporting documentation. **(Label: Exhibit 4).**
5. Most recently filed IRS Form 990 **(Label: Exhibit 5).**



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6. Summary of your organization’s financial information as specified below (label: Exhibit 6).

	MOST RECENTLY COMPLETED FISCAL YEAR	BUDGET FOR CURRENT FISCAL YEAR
Earned Income		
Income from Donations	_____	_____
Other (explain source) Income	_____	_____
Total Expenses	_____	_____

7. Annual financial statements (at the minimum, Income Statement and Balance Sheet) for the most recently completed fiscal year. (label: Exhibit 7).

The statements must be audited statements if annual revenues are \$100,000 or more. If the audit is more than a year old, **in addition to** the most recent audited financial statements, un-audited financial statements for the most recently completed fiscal year must also be included.

8. If you wish, you may include any supporting information regarding earned awards, reviews, or other similar items (label: Exhibit 8).

PLEASE ANSWER THE FOLLOWING QUESTIONS:

- 9 (a) If your organization does not have its own performance space, please provide documentation as to where you have performed during the past two years and plans ahead for 2010-11 (label: Exhibit 9a)
 - (b) If you are a “producing house,” please tell us what you have produced during the past two years and what plans you have for 2010-11 (label: Exhibit 9b)
 - (c) If you are a rental house, please give us an idea of who your clients are, what they have done at your theatre during the past two years and what plans are formed for 2010-11 (label: Exhibit 9c)
10. Have you submitted or plan to submit an essentially similar proposal to any other funding source? If so please provide details of the source, time schedule, funding amount, work scope and project results obtained, if any. (label: Exhibit 10)
11. Does the project have a particular target audience that is aimed to be served? If so, please provide details. (label: Exhibit 11)

*Please direct any questions regarding Saints Grants for 2009-10 to:
Dale Kuypers, Chair, Saints Grants Committee at grants4saints@sbcglobal.net*



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PROPOSAL DETAILS: Describe the project for which you seek a grant, its purpose, its importance, whether it is new or ongoing, its time frame and other pertinent information. **PLEASE USE ADDITIONAL SHEETS AS NECESSARY** (label: Exhibit 12)

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NAME OF ORGANIZATION: _____

We certify that the information provided in the application and supporting materials is true and accurate to the best of our knowledge.

NAME OF AUTHORIZED REPRESENTATIVE: _____

SIGNATURE: _____ DATE: _____

PHONE: _____ E-MAIL: _____

MAIL APPLICATION AND ALL SUPPORTING MATERIALS BY CERTIFIED MAIL (WITH RETURN RECEIPT IF DESIRED) TO:

Chicago Saints-Grants
Dale Kuypers, Chairman
P. O. BOX 492
ARLINGTON HEIGHTS, IL 60006

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