



## Frequently Asked Questions

Each year **The Saints: Volunteers for the Performing Arts** receives a large number of grant proposals. Our requirements help us compare proposals fairly and efficiently. These Frequently Asked Questions provide answers to many of the questions we receive each year.

### APPLICATION

**Q. What organizations are eligible to receive a grant?**

A. The Saints grants process is open to performing arts organizations in metro Chicago that are 501(c)(3).

**Q. How do we submit the grant application?**

A. All grant applications must be submitted online.

**Q. Can our organization submit more than one application?**

A. No.

**Q. Why are there word limits in the application?**

A. In order to fairly evaluate the many applications for funding that we receive, we place limits on the amount of text.

**Q. Can we send/submit additional materials?**

A. Please submit only the requested information. Supplementary materials do not enhance your application and will not be considered.

**Q. What file format will be accepted for attachments?**

A. Adobe PDF.

**Q. What is the deadline for the application?**

A. The online system automatically provides a date/time stamp. Your submission must show a date/time stamp for no later than 11:59 pm Saturday, February 28, 2015.

**Q. We're having computer problems. Can we download and complete a paper application and bring it to your office to apply?**

A. No. Sorry, only digital (online) submissions will be accepted.

**Q. How do we know that our application has been received?**

A. When the online application is received, an automated message from the Saints is sent to the email address associated with the field for "contact person." If you do not receive a message, please contact Trudy Meltzer: [grants@saintschicago.org](mailto:grants@saintschicago.org).

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### FINANCIALS AND DOCUMENTATION

**NOTE:** Applications with incomplete or missing required documents are eliminated. Please verify that the proper documentation has been submitted!

**Q. The application requires an IRS Form 990; however, we do not file a true 990. We file an electronic 990-N. Is that acceptable to The Saints?**

**A. Yes.**

**Q. How do we know what year the IRS 990 form represents?**

**A.** The year the IRS form represents is located in the box in the upper right hand corner of the 990 form.

**Q. We have a tax letter from the State of Illinois. Can we send that to prove our tax exemption status?**

**A. No.** Exception from state taxes is NOT the same as federally approved 501(c)(3) status.

**Q. Is a “Balance Sheet” the same as a “Profit/Loss Statement”?**

**A. No.** They are 2 separate documents.

**Q. What is included in a Balance Sheet?**

**A.** Most accounting balance sheets classify a company's assets and liabilities into distinctive groupings such as: Current Assets—Cash, Accounts Receivable, Pledges Receivable, Property and Equipment; Current Liabilities—Accounts Payable, etc. A key characteristic is that the two sides are balanced. Assets equal liabilities (plus stockholder equity if applicable.) **One side equals the other side.** More information on balance sheets can be found here: <http://www.investopedia.com/terms/b/balancesheet.asp>

**Q. What is included in a Profit/Loss Statement?**

**A.** The Profit/Loss Statement is a financial statement that summarizes the revenues, costs and expenses incurred during a specific period of time (in this case we ask for year ending 12/31/2014. The Profit/Loss statement is also known as a "statement of profit and loss," an "income statement" or an "income and expense statement."

**Q. Our fiscal year is from July through June. Can we submit the Balance Sheet and Profit/Loss Statement for our fiscal year and not the calendar year?**

**A. No.** The Balance Sheet and the Profit/Loss Statement must correspond to the calendar year ending 12/31/14. Most accounting systems will allow you to select a “custom date range” to create these reports even if they differ from your usual reporting schedule.

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**Q. How current does the Illinois Secretary of State Certificate of Good Standing need to be?**

A. Current is the time of your application. Please, do not submit an old printout that you may have stored on file.

### THE PROJECT TO BE FUNDED

**Q. How detailed should the budget be?**

A. The budget should be detailed enough to demonstrate a clear understanding of the cost of the components necessary to realize the project.

**Q. The project description is limited to 300 words. Is there a way to further outline the project in an additional attachment?**

A. No. Please keep the description of the whole project to 300 words or less. The 50-word description of the Project Request is only about the portion of the project you are requesting our support for funding.

*Example 1:* If the funding request is for costumes for an upcoming performance, describe the whole performance project in which those costumes will be used.

*Example 2:* If the funding request is for a lighting board controlling PC that will be used throughout your operations, the funding and project may be the same.

**Q. We would like to apply for funds for the last production of our season, which will be in June, 2016. Can we apply since it is part of our 2015-2016 season?**

A. No. The 2015 Grant Application covers funding for projects from June 1, 2015 through May 31, 2016.

### AWARD NOTICE

**Q. Will we be notified whether or not we receive a grant?**

A. Yes. A notice will be sent to the email address associated with the field "contact person" by the end of April 2015.

**Q. What if our contact person does not hear from you by the end of April?**

A. If you do not hear from us by the end of April 2015 or if there is a change in the original contact person and/or a new email address, it is your responsibility to notify Trudy Meltzer at [grants@saintschicago.org](mailto:grants@saintschicago.org).

**Q. Will there be an Awards Celebration? If so when and where?**

A. An Awards Celebration will be held on May 11, 2015 at the Athenaeum Theatre. Chicago's Dueling Critics, Jonathan Abarbanel and Kelly Kleiman, will be the emcees for the evening. Please tentatively reserve the date to attend in case your proposal is selected.