



# 2017 Guidelines for the Saints Grant Application

Applications open January 1, 2017 through February 28, 2017  
For projects funded from June 1, 2017 through May 31, 2018

The Saints organization awards grants to assist performing arts organizations in Metro Chicago.

Use of Saints services is not necessary for consideration

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## Criteria for Consideration

- For specific projects implemented between June 1, 2017 through May 31, 2018
- Budget requests up to \$7500 or partial funding of projects more than \$7500
- Support of artistic development or production-related costs including, but not limited to:
  - Commissioning or licensing works
  - Improvements to applicant-owned premises
  - Computer/technical items such as sound or lighting needs
  - Artist stipends
- Organizations must have been established for a minimum of two years
- Limit of one application per organization

## Not Funded

- Administrative or operational costs including marketing and/or fundraising
- School-related/educational outreach programs
- Travel, housing and/or *per diem*

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## A completed online application must include ALL of the following legal/financial information:

- Budget for proposed project
- 2015 or 2016 filed IRS Form 990 Organization Exempt from Income Tax (most recent)
- Organization's board-approved balance sheet as of 12/31/16
- Organization's board-approved profit and loss statement for calendar year 2016
- State of Illinois Certificate of Good Standing — Dated **AFTER** March 1, 2016  
<http://www.ilsos.gov/corporatellc/>
- Employer Identification Number (EIN)  
(State tax exemption number **DOES NOT** fulfill this requirement)

## Prescribed Naming Scheme

**ALL PDF DOCUMENTS UPLOADED MUST USE THE FOLLOWING NAMING CONVENTION  
OR YOU MAY BE DISQUALIFIED:**

**YOUR ORGANIZATION NAME** followed by **SHORT FORM NAME OF DOCUMENT**. See examples:

- YOUR\_ORG\_NAME Project Budget
- YOUR\_ORG\_NAME 990
- YOUR\_ORG\_NAME Bal Sheet
- YOUR\_ORG\_NAME P&L
- YOUR\_ORG\_NAME Good Stand

## APPLICANTS MUST SUBMIT ONLINE GRANT APPLICATION

[SAINTS CHICAGO GRANTS](#)

Applications will be accepted between January 1, 2017 and February 28, 2017. Grant recipients will be notified by April 30, 2017. Awards will be presented at a Saints celebration on June 12, 2017. To download a PDF copy of full application for advance viewing [Click Here](#).



## 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 have 501(c)(3) status and have been established for at least two years.
- 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. Portable Document Format (PDF).
- Q. Are there any rules about how to name our files?**  
A. Yes. There is a prescribed naming convention outlined above in the guidelines.
- 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 Tuesday, February 28, 2017.
- 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, please plan ahead. 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 confirmation message, immediately contact: [grants@saintschicago.org](mailto:grants@saintschicago.org).

## The Saints: 2017 Grants Program F.A.Q.

### FINANCIALS AND DOCUMENTATION

- Q. Why are some applications eliminated in the first round?**  
**A.** Applications with incomplete, incorrect or missing documents are eliminated in the first round. Please verify that the proper documentation has been submitted. For example: 1) ensure that all documents use the prescribed naming scheme 2) do not upload the same document for two different categories
- Q. The application requires an IRS Form 990; however, 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 and 990EZ forms. It can also be found on the email confirmation from the IRS for a filed 990-N (e-postcard).
- 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 12/31/2016. 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 12/31/16. 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.
- Q. How current does the State of Illinois Certificate of Good Standing need to be?**  
**A.** It must be dated **AFTER** March 1, 2016.

## The Saints: 2017 Grants Program F.A.Q.

### THE PROJECT TO BE FUNDED

- Q. How detailed should the project budget be?**  
**A.** The project budget should be detailed enough to demonstrate a clear understanding of the cost of all the components necessary to realize the entire 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 play, in the 300-word summary briefly describe plans for the whole performance project in which those costumes will be used. Do not submit a plot summary of the script. In the 50-word description let us know specifically how our funding will be applied, e.g. exactly how you will spend the money.
- Example 2:** If the funding request is for a lighting board controlling PC that will be used throughout your operations, the funding and project are the same. In that case, you should explain how Saints support would positively impact your organization.
- Q. What do you want to see in the 50-word summary?**  
**A.** Briefly describe how Saints funding will be spent. The 50-word description of the project request is only about the portion of the project for which you are requesting our funding.
- Q. We would like to apply for funds for the last production of our season, which will be in June 2018. Can we apply since it is part of our 2017-2018 season?**  
**A.** No. The 2017 Grant Application covers funding for projects from June 1, 2017 through May 31, 2018.

### 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 April 30, 2017.
- 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 2017 or if there is a change in the original contact person and/or a new email address, it is your responsibility to notify us 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 June 12, 2017 at the Athenaeum Theatre. Please tentatively reserve the date to attend in case your proposal is selected.