



GUIDELINES FOR THE SAINTS GRANT APPLICATION 2015

Applications open January 1, 2015 through February 28, 2015

For projects funded from June 1, 2015 through May 31, 2016

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

- Use of Saints services is not necessary for consideration

Criteria for Consideration

- For specific projects implemented between June 1, 2015 through May 31, 2016
- 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 salaries or 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

A completed online application must include ALL of the following legal and financial documents: *

- ☐ Budget for proposed project
- ☐ 2013 or 2014 filed IRS Form 990 Organization Exempt from Income Tax
- ☐ Organization's board-approved balance sheet as of 12/31/14
- ☐ Organization's board-approved profit and loss statement for calendar year 2014
- ☐ Current Illinois Secretary of State Certificate of Good Standing
- ☐ U.S Internal Revenue Service (IRS) letter granting 501(c)(3) status
(State tax exemption form DOES NOT fulfill this requirement)

***For all documents uploaded, please use the following naming convention:**

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
- YOUR_ORG_NAME IRS LETTER

APPLICANTS MUST SUBMIT ONLINE GRANT APPLICATION AT

<https://adobeformscentral.com/?f=%2Aj819oeJGg5rihHL-QwS9g>

Applications will be accepted between 1/1/15 and 2/28/15. Grant recipients will be notified by April 15, 2015. Awards will be presented at a Saints celebration on May 11, 2015.

- Download a PDF copy of full application for viewing: <http://saints.clubexpress.com/docs.ashx?id=190735>
- Download F.A.Q. regarding the grant process: <http://saints.clubexpress.com/docs.ashx?id=190734>

For further information:

Please contact Saints Grants Commission Chair Trudy Meltzer <mailto:grants@saintschicago.org>