



401 LAFAYETTE STREET, WILLIAMSBURG, VA 23185

CHECKLIST FOR GRANT FUND APPLICANTS

Dear Williamsburg Area Art Commission Grant Applicant,

Thank you for your interest in applying to the Commission for an arts grant. Prior to submitting your application, please be sure to thoroughly review all documents related to the grant application package. Be familiar with the application **Criteria for Funding** and **Application Guidelines** to confirm that your organization meets all requirements. It is important to gather all requested information well in advance of compiling your application. Bear in mind that applications will not be accepted after the deadline for submission, set for: **4 PM - DECEMBER 1st**.

The following checklist shows the items that must be included with your Grant fund application:
Applications without the items requested will incur penalties or disqualification.

CHECKLIST OF ITEMS

- Clearly define and describe your project
- Your request for funds is endorsed by all organization authorities
- Your project is well-thought out with thorough consideration given to the following questions:
 - Who will benefit?
 - Who will direct and guide the project?
 - Is there a clear plan of work?
 - Are the resources to execute the project in place?
 - Are the costs are clearly defined?
 - Has the appropriate Budget Form been attached?
(Note: WAAC only accepts Budget Forms provided with the Application)
 - Is there an evaluation plan included?
 - Is the application signed by the authorizing official?
- The application must include:
 - A list of the Board of Directors, including positions and contact information.
 - A copy of the Federal Tax Exemption Letter for 501(C)(3) organizations
 - All required financial information
 - A list of other grant applications pending and/or received

*Updated September 2022
Williamsburg Area Arts Commission*