



**GENEVA FOUNDATION FOR THE ARTS**

**Cultural Arts Grant Application**

## **GENEVA FOUNDATION FOR THE ARTS CULTURAL ARTS GRANT APPLICATION**

Geneva Foundation for the Arts (“Foundation”) is organized and operated exclusively for charitable and educational purposes under §501(c)(3) of the Internal Revenue Code or any corresponding section of any future federal tax code (hereinafter “IRC”). In particular, the Foundation’s purposes are to support, develop and encourage appreciation for the literary, visual, performing and other creative arts in the City of Geneva, Illinois and its environs and lessen the burdens of government in the City of Geneva, Illinois with respect to the same (“Exempt Purpose”).

In furtherance of its Exempt Purpose, the Foundation created the Geneva Cultural Arts Grant Program (“Grant Program”). Each year, the Foundation intends to make financial grants available to the City of Geneva, Geneva Park District, Geneva Community Unit School District#304, Geneva Public Library, and/or organizations exempt from federal income tax pursuant to IRC §501(c)(3) engaged in supporting, developing or advancing appreciation for literary, visual, performing and other creative arts in the City of Geneva, Illinois and its environs (collectively, “Eligible Organizations”). Eligible Organizations may apply for grants. Applications are considered by the Foundation’s Board of Directors; and grants are awarded based on what the Foundation determines is the best way to advance its Exempt Purpose.

Each Eligible Organization interested in applying for a grant must complete and submit the Geneva Cultural Arts Grant Application (“Application”). The Foundation uses the information requested in the Application to learn more about the applicant, the purposes for which the grant is sought, and to assess whether awarding the applicant a grant advances the Foundation’s Exempt Purpose.

Some of the questions below ask for responses that may not fit in the space provided. In those instances, please attach additional pages. However, please keep answers as brief as possible. If you have questions regarding the Application, please contact the Foundation at the following address. Once the Application is completed, please mail it to:

Geneva Foundation for the Arts  
P.O. Box 86  
Geneva, Illinois 60134

You may also email the completed form to [info@genevafoundationforthearts.org](mailto:info@genevafoundationforthearts.org)

All applications will be reviewed by the Foundation Board.

### **I. GENERAL INFORMATION**

#### **A. Applicant General Information**

- Organization name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Telephone: \_\_\_\_\_

- Fax: \_\_\_\_\_
- E-mail: \_\_\_\_\_
- Website Address: \_\_\_\_\_
  - Organization Representative
  - Name: \_\_\_\_\_
  - Address: \_\_\_\_\_
  - Telephone: \_\_\_\_\_
  - Fax: \_\_\_\_\_
  - E-mail: \_\_\_\_\_
- Please include a description of the applicant including information regarding the applicant's purpose and how supporting, developing and/or advancing appreciation for the literary, visual, performing and other creative arts in the City of Geneva, Illinois and its environs advances the applicant's purpose.

**B. Legal Structure**

- The Applicant is:
  - A. \_\_\_ City of Geneva
  - B. \_\_\_ Geneva Park District
  - C. \_\_\_ Geneva Community Unit School District No. 304
  - D. \_\_\_ Geneva Public Library
  - E. \_\_\_ An organization exempt from federal income tax pursuant to IRC §501(c)(3) engaged in supporting, developing and/or advancing appreciation for the literary, visual, performing and other creative arts in the City of Geneva, Illinois and its environs. If you check this line, please provide the following additional information regarding the Applicant.
    - (i) Date of incorporation or formation: \_\_\_\_\_
    - (ii) Is the Applicant currently in good corporate standing with its state of incorporation or formation?  
 \_\_\_ Yes      \_\_\_ No
    - (iii) Please attach a certificate of good standing for the Applicant issued by the secretary of state or other appropriate state agency.
    - (iv) Is the Applicant exempt from federal income tax pursuant to IRC §501(c)(3)?

\_\_\_\_ Yes      \_\_\_\_ No

- (v) Please attach a copy of the Applicant's IRS exemption determination letter.
- (vi) Please attach copies of the Applicant's three (3) most recent IRS Form 990 or indicate where copies can be obtained electronically.

## **II. GRANT PROJECT DESCRIPTION**

Please explain the specific purpose for which the Applicant is seeking a grant ("Grant Project"). Your response should: (i) describe the Grant Project; (ii) how the Grant Project is related to supporting, developing or advancing appreciation for the literary, visual, performing and other creative arts in the City of Geneva, Illinois and its environs; (iii) the Applicant's current financial need; and (iv) exactly how a grant would be used in connection with the Grant Project. Please provide specific details including the date by which a grant would be spent by the Applicant if one were awarded ("Expenditure Date").

## **III. APPLICANT'S REPRESENTATIONS AND WARRANTIES**

The Applicant hereby represents, warrants, and agrees that:

- The information provided in this Application is true and correct.
- If the Applicant is awarded a grant, it will be used exclusively for the Grant Project specified in this Application.
- If the Applicant is awarded a grant, it shall, as a condition precedent of receiving the grant, execute a Geneva Foundation for the Arts Grant Agreement.
- If the Applicant is awarded a grant, the Applicant shall keep complete and accurate records regarding how all grant funds are actually used and shall provide the Foundation with a written report documenting how all grant funds were actually utilized on or before the 30th day after the Expenditure Date.
- If the Applicant is awarded a grant, any grant funds not used for the Grant Project identified in this Application shall be returned to the Foundation.
- There is no guarantee Applicant will be awarded a grant; all grants are awarded in the complete and absolute discretion of the Foundation's Board of Directors.
- If the Applicant is awarded a grant, it shall abide by the terms, conditions, representations, warranties, and agreements outlined in this Application and those contained in the Geneva Foundation for the Arts Grant Agreement.

I hereby certify the information contained in this Application is true and correct and that I am authorized to execute this Application on behalf of the Applicant.

**APPLICANT:**

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**Signature**

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**Name**

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**Title**

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**Date**

**FOUNDATION USE ONLY**

**Date**

**Name**

**Received by Foundation on:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Reviewed by [ \_\_\_\_\_ ]:**

• **Application is complete:** \_\_\_\_\_ **By:** \_\_\_\_\_

• **Application is incomplete:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Distributed to the Board of Directors on:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Reviewed by the Board of Directors on:** \_\_\_\_\_

**Directors present:** \_\_\_\_\_

**Directors absent:** \_\_\_\_\_

**Directors voting in favor of grant award:** \_\_\_\_\_

**Directors voting against grant award:** \_\_\_\_\_

**Directors abstaining:** \_\_\_\_\_

**Grant award approved:** \_\_\_\_\_

**Amount:** \_\_\_\_\_

**Grant award denied:** \_\_\_\_\_

**By:** \_\_\_\_\_  
**President, Geneva Foundation for the Arts**

**Date:** \_\_\_\_\_

**By:** \_\_\_\_\_  
**Secretary, Geneva Foundation for the Arts**

**Date:** \_\_\_\_\_