



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 1<sup>st</sup>**.

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:
  - Who will benefit?
  - Who will direct and guide the project?
  - There is a clear plan of work
  - Resources to execute the project are in place
  - Costs are clearly defined
  - The appropriate current Budget Form is attached
    - Note: WAAC only accepts Budget Forms provided with the Application Form
  - There is a plan to evaluate success of the project
- Your application must be signed by the proper authorities
- Board of Directors list, including positions held and addresses
- Copy of Federal Tax Exemption letter for 501(C)(3) is attached
- All financial information is included: Revenue/Expenses AND your Balance Sheet
- List of other grant applications pending and/or received
- Application is submitted on the forms in the formats provided

*Updated November 2021  
Williamsburg Area Arts Commission*