

# Elizabeth F. Cheney Foundation

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[www.cheneyfoundation.org](http://www.cheneyfoundation.org)

## **Application for Grant** *(Please answer each item in the space provided.)*

1. Date: \_\_\_\_\_

2. Name, address, and telephone of organization:

3. Person to receive communications regarding this application:

\_\_\_\_\_

name and title

\_\_\_\_\_

phone and email

4. Form of organization: \_\_\_\_\_  
(Corporation, Association, Trust)

5. Date the I.R.S. 501 C (3) status effective : \_\_\_\_\_

6. Federal tax I.D. number: \_\_\_\_\_

7. Amount requested in this proposal: \$ \_\_\_\_\_

8. Summary of grant request (please answer in space provided):

9. Project/Production/Exhibit budget: \$ \_\_\_\_\_

10. Audience information: include demographic description; ticket price range, and, if applicable, # of subscribers/members:

11. Organization's fiscal year begins \_\_\_\_\_ and ends \_\_\_\_\_

12. Financial Information:

	FY2006 (audited)	FY 2007	FY2008 Budget
Revenues:	\$ _____	\$ _____	\$ _____
Expenses:	\$ _____	\$ _____	\$ _____
Surplus (Deficit)	\$ _____	\$ _____	\$ _____
Net assets	\$ _____	\$ _____	\$ _____
Earned Income (\$ and %)	\$ _____ %	\$ _____ %	\$ _____ %
Contributed Income (\$ and %)	\$ _____ %	\$ _____ %	\$ _____ %
Endowment Fund	\$ _____	\$ _____	\$ _____

13. Other support: (principal donors including government, foundation and corporate, in the last year, including amounts)

14. Elizabeth F. Cheney support in the last five years (include amounts and for what project/production/exhibit):

15. If you represent a department or program of a university, please indicate if there are other pending proposals or approved grants connected to any other department of your university in the present fiscal year.

16. What *unique* contribution does your organization make to Chicago's arts and cultural life?

17. Brief history and mission of your organization:

18. Principal donors to this particular project/production/exhibit (indicate pending or actual):

19. The undersigned executive officer hereby certifies that:

- a. the information set forth in this application and supporting documents is correct to the best of his/her information and belief,
- b. the Internal Revenue Service determination referred to in 5 above has not been revoked, canceled or modified, and,
- c. no funds received pursuant to this application will be used for activities prohibited by the 1969 Tax Reform Act, as amended.

\_\_\_\_\_  
Applicant Organization

By \_\_\_\_\_  
Signature of authorized official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

Please submit the following in support of your application:

- **Grant narrative**, *not more than six pages* in length describing the production/exhibit for which the funds will be used; please submit only one sample of each piece of promotional material/sample concert program/brochure included with the proposal;
- **Financial Information:** *For the organization:* financial statement for most recently completed fiscal year; a year-to-date financial statement; and an operating budget with income and expense projections for the fiscal year in which the production/exhibit will take place. *For the project/production/exhibit:* an income and expense budget.
- A copy of the organization's most recent **audited financial report**, if available.
- A **list of board members** and their affiliations.
- Copy of **U.S Department of the Treasury Internal Revenue Service determination letter** indicating that applicant is an exempt organization under Section 501c(3) of the IRS Code (name of applying organization should be identical with that on exemption letter);
- Returning grantees may submit a narrative and financial report on the previous grant prior to submission of this proposal.

Please return application and supporting documents and direct inquiries to the attention of  
Elisabeth Geraghty, Administrative Director  
The Elizabeth F. Cheney Foundation  
120 S. LaSalle Street, Chicago, Il. 60603

312.782.1234

### Proposal Submission Deadlines:

<u>Category</u>	<u>Proposal Deadline</u>	<u>Board Meeting</u>
Museums / Arts & Letters / Visual Arts	February 1	mid-March
Music	April 1	mid-May
Theatre	August 1	mid- September
Dance	October 1	mid-November

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