

Elizabeth F. Cheney Foundation

Guidelines

The Elizabeth F. Cheney Foundation is a private independent foundation. Its principal focus is to support the arts and cultural organizations. Organizations supported include, but are not limited to, musical performance organizations, theatre and dance companies, historical societies and museums. The overall grant making focus of the foundation is on artistic achievement in presentation or performance rather than educational enrichment or outreach.

Grants are not typically given to help meet operating budgets, and the Foundation does not generally make unrestricted grants. Rather, grants are project-oriented with the goal of funding worthwhile projects which otherwise might not receive necessary funding.

Unsolicited grant requests will be considered only for organizations in the Chicago Metropolitan area.

The Elizabeth F. Cheney Foundation
120 South La Salle Street, Suite 1740 - Chicago, Illinois 60603
Phone: 312.782.1234 - Fax: 312.782.1242
E-mail: egeraghty@cheneyfoundation.org
www.cheneyfoundation.org
Elisabeth Geraghty, Executive Director

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Application for Grant

*Proposals may be submitted electronically to egeraghty@cheneyfoundation.org.
Please provide information only 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 address

4. Form of Organization: _____
(Corporation, Association, Trust)

5. Date the I.R.S. 501 C (3) Status Effective : _____
Federal Tax I.D. Number: _____

6. Amount Requested in this proposal: \$ _____

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

8. Project/Production/Exhibit Budget: \$ _____

9. History and Mission:

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

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

12. Organization's fiscal year begins _____ and ends _____

13. Financial Information:

	Last Fiscal Year (audited)	Present Fiscal Year (unaudited)	Next Fiscal Year (budget)
Revenues:	_____	_____	_____
Expenses:	_____	_____	_____
Surplus (Deficit)	_____	_____	_____
Net assets	_____	_____	_____
Earned Income (# and %)	_____%	_____%	_____%
Contributed Income (# and %)	_____%	_____%	_____%
Endowment	_____	_____	_____

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

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

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

17. 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, including a current year cash flow forecast; current year-end projections; 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.
- Most recent IRS Form 990.
- 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, Executive Director
The Elizabeth F. Cheney Foundation
120 S. LaSalle Street, Chicago, IL 60603

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Proposal Submission Deadlines:

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