

This form is intended for use **only** by small arts organizations in the Chicagoland area with annual organizational expenses less than one million dollars that **currently have a general operating support grant** from the foundation. This form serves as both a final report on the current grant and an application for renewed support. All other requests should be submitted on the appropriate form, available at the foundation's website – www.gddf.org.

General operations grants to arts groups in the Chicago area are awarded within the following ranges:

Organization's Annual Expenses	Grant Size Range
Under \$100,000	\$3,000 to \$6,000
\$100,000 to \$299,999	\$5,000 to \$8,000
\$300,000 to \$599,999	\$6,000 to \$9,000
\$600,000 to \$999,999	\$7,000 to \$12,000

Given these ranges, a variety of factors decides where in the range the organization's grant will fall. These factors are: dependency; funding history; organizational stability; unique importance – programmatic or geographic. Please see www.gddf.org for further clarification.

PART 1 – Contact information

Organization:	
Address:	Website:
City, State, ZIP:	Email:
Telephone:	Fax:
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Chief Executive Officer/Title:	
Telephone:	Email:
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Name of application writer/Title:	
Telephone:	Email:

PART 2 – Report and Proposal

Please provide an answer by each of the following questions, keeping the application within **five pages** total; **do not** include an attachment or general description in lieu of answering the following questions.

- 1) For current general operations grant # ____ - ____, please describe:
 - a) the organization's artistic programming:
 - b) the administration of the organization:
 - c) how the organization realized the foundation's mission of supporting and promoting artistic vitality: developing new artistic talent; nurturing professional arts; developing new audiences.
- 2) For the next grant period, please describe:
 - a) the organization's artistic programming plans:
 - b) plans for the organization's administration:
- 3) What is the biggest issue your organization currently faces?

PART 3 – Attachments

Please attach the following items. Proposals will not be reviewed until complete.

- ___ This completed form
- ___ Board member list – include affiliations and phone numbers of each board member.
- ___ Staff list – include titles and office contact information. Please also note for each staff member – length of time employed by the organization, and paid/volunteer, full-time/part-time status.
- ___ Revenue and expense **projected budget** for **most recently completed** fiscal year
- ___ Revenue and expense **actuals** for **most recently completed** fiscal year
- ___ Revenue and expense **projected budget** for **current** fiscal/calendar year
- ___ **Year-to-date actuals** for **current** fiscal/calendar year
- ___ Organizational budget for **next** fiscal/calendar year, if available

- ___ List of sources of financial support (foundation, corporate, individual) for the most recently completed fiscal/calendar year and received or pending support for the current fiscal/calendar year.
- ___ Most recently completed audited financial statements, 990 or 990EZ, or Annual Report with the Illinois Attorney General – whichever applies to your organization's annual budget size, as cited below.
Per the Illinois Attorney General: If annual revenues are less than \$150,000, the organization is not required to complete an audit. Per the IRS: If annual revenues are less than \$25,000, the organization is not required to complete a form 990.

Submittal procedure

Please submit only one copy of your proposal and please do not put it in a binder.

You can submit by mail or email, but please submit the entirety of your proposal one way or the other, e.g. do not submit by email and then send some materials by mail.

Mail proposals to:

Gaylord and Dorothy Donnelley Foundation
35 East Wacker Drive, Suite 2600
Chicago, IL 60601

Or email them to: report@gddf.org