

## Council for the Arts of Herndon Grant Request Form

**Instructions:** On a separate piece of paper(s) please respond to the following questions and submit to the Council for the Arts of Herndon. List each question by number and description and respond underneath each heading.

**Organization Name and Information: (address, phone and website):**

**Contact Name and Contact Information (address, phone and email):**

1. **Date Grant Applied for:** \_\_\_\_\_
2. **Date of Grant Approval:** \_\_\_\_\_
3. **Purpose of Grant:**
4. **Budget:** (describe how the grant monies were used to support the project)
  - **Total Project Revenue:**
  - **Total Project Expense:**
  - **Grant applied to the following expenses:**
5. **Audiences Served:**
  - **Estimated total attendance:** \_\_\_\_\_
  - **Please circle the demographics served by the project and grant:**  
Youth                      Adult                      Senior Citizen  
Asian                      African American      Caucasian              Hispanic  
Physically Challenged    Learning Disabled    Mentally Challenged
6. **Please provide a brief narrative of how the money will improve the organization, the project and/or its members and constituents. Describe the direct and indirect benefits this grant will provide your organization.**
7. **Acknowledgement of the Council for the Arts of Herndon must be made in all published materials, web site, news alerts, advertisements and flyers for any activity, including operating expenses using a CAH grant.**
8. **Grantee will file a final report detailing use of funds NLT June 30 of year grant given.**
9. **Sign and date with title within organization.**