



PO BOX 4389 • CHATTANOOGA, TN 37405

## **GUIDELINES FOR GRANT APPLICATION 2025**

(Revised January 11, 2025)

Thank you for your dedication to the performing arts and your interest in the Performing Arts League Grant program. **The purpose of the Performing Arts League Grant program is to encourage the expansion and development of projects that recruit, develop, or train young students for participation in the performance disciplines of Dance, Theatre, Instrumental and Vocal Music.**

### **Eligibility:**

Grant applications are available to 501(c)3 organizations operating in Hamilton County that are active providers of ongoing programs that recruit, develop, or train young students for participation in the performance disciplines of Dance, Theater, Instrumental and Vocal Music.

\* Organizations must operate youth programming a minimum of 9 months per year to be eligible.

Grants requests must be for specific projects that further the mission of the organization by recruiting, developing, or training young students within the performance disciplines of Dance, Theater, Instrumental and Vocal Music.

More than one project within the organization may qualify and be submitted for Grant requests. However, only one Grant may be awarded per organization per year from the Performing Arts League.

\*Amounts awarded vary each year and are dependent upon funds raised. Typical amounts awarded range from \$1000 - 2500. Larger amounts may be awarded based upon funds availability.

The following are examples of activities and expenditures that **ARE** consistent with the funding philosophies of the Performing Arts League:

- Youth arts classes, master classes, and workshops
- Youth public arts performances
- Artists-in-residence educational youth outreach

The following are examples of activities and expenditures that are **NOT** consistent with the funding philosophy of the Performing Arts League:

- Food, supplies, or rental fees
- Transportation
- Fundraising activities
- Competition fees
- General operating support, including permanent staff salaries

## GRANT APPLICATION INSTRUCTIONS

Read all instructions and questions thoroughly.

\* Please contact Linda Thompsons, Grants & Scholarships VP, if you have ANY questions as to whether or not your project is eligible for funding and/or fits within the guidelines above.

Email: finalrequests@bellsouth.net

To complete, please copy and paste pages 3-4 only into a Word document to complete. Be sure to answer all questions and complete all requested information. Please type all responses.

Save your document as a pdf and submit completed pdf document electronically to PAL at both specified emails.

No paper applications will be accepted.

You should receive a confirmation of receipt within 48 hours of submission. However, we suggest you request an email read receipt.

***Complete Grant Application submission must emailed by midnight FEBRUARY 21, 2025.***

In the interest of fairness and equity, incomplete or late applications will not be considered.

All sections and requested information must be completed.

***\* Notification of awards will be made by email by April 30 , 2025.***

***\* No funds will be awarded until the recipient has responded to the award email that the stated program will take place and is ongoing as stated in grant application.***

***\* Acceptance response should be received by PAL within 5 business days of award email.***

### EVALUATION CRITERIA

The Grants and Scholarships Committee will use the following criteria in evaluating grant applications.

- A. • Evidence that the project or program meets the purpose of the PAL grant program as stated on page 1.
- B. • Evidence that the project or program demonstrates artistic, cultural and educational value to youth in our community.
- C. • Evidence that the proposed project or program is needed and advances the applicant organization's stated mission.
- D. • Evidence that the organization is financially and artistically capable of successfully carrying out the project or program.
- E. • Evidence that the organization's grant application is well planned, organized, and is correct and complete in all information provided, including all requested attachments.



**PERFORMING ARTS LEAGUE GRANT APPLICATION 2025  
COMPLETE ALL REQUESTED INFORMATION**

**NAME OF ORGANIZATION:**

EIN number:

Address (street, city, state, zip):

Telephone Number:

Website:

**CONTACT PERSON**

Name:

Position:

Address (street, city, state, zip):

Telephone Number:

Email address:

**GRANT AMOUNT REQUESTED:**

**Title of Project:**

**Dates of Project:**

**Estimated number of participants:**

**If project involves a performance or outreach, give estimated audience numbers:**

- 1. For an organization application, list your current Board of Directors.** *Include directors' names, and email addresses.*
- 2. For a school application, list current administrators, and arts discipline teaching faculty specific to your grant request.** *Include names, positions, and email addresses.*
- 3. PROJECT DESCRIPTION:** *Include projected dates, times and locations.*
- 4. PROJECT PURPOSE:** *Explain the need for such a project and how it relates to the organization's goals and mission. Include specific benefits for student artists.*
- 5. ITEMIZED PROJECTED EXPENSES** *Include all budget costs for all aspects of the project with line item descriptions.*

**5a: Total Project Expense:**

6. **ITEMIZED PROJECTED REVENUE** *Include line item descriptions of all tuition, grants, and events.*  
**6a: Total estimated project Revenue:**

7. **Contributions secured for this project** *Include fundraising sources and amounts.*

8. **Will the project go forward if PAL funding is reduced or denied? Explain.**

**LEGAL ASSURANCE:** *(In the event that a grant is awarded as a result of this Application, the recipient agrees to the following terms and conditions as signified by the applicants' signatures. This Application shall become part of the legally binding contract between the applicant and the Performing Arts League.)*

- The grant award must be used only for the requested need. The award will be paid directly to the performing arts organization.
- The recipient shall submit a short report within thirty (30) days of completion of the project to the Performing Arts League, summarizing how this grant award was used and how it supports your organization's involvement in the performing arts. *What specific part of your project were you able to fund through the PAL grant? How did the PAL award specifically impact your ability to offer the program? Please include attendee and/or audience numbers.*
- Credit must be given to Performing Arts League, Inc. using both our name and/or logo, in brochures, news releases, programs, publications and other printed materials and publicity, including websites. When no printed information is used, verbal credit shall be given prior to each performance or presentation.

**DATE SUBMITTED:**

**President/Director/Principal's electronic signature or typed name:**

**Contact/Additional Officer's electronic signature or typed name:**

**Please email completed application in pdf format to:**

**Linda Thompson**

**PAL Scholarships & Grants Vice President**

**Email: [finalrequests@bellsouth.net](mailto:finalrequests@bellsouth.net) AND [palchat16@gmail.com](mailto:palchat16@gmail.com)**

**\*Both email addresses must be included in your submission.**

***Complete Grant application submission must be emailed by midnight FEBRUARY 21, 2025.***

## **CHECKLIST**

**Have you included each required element?**

- EIN Number***
- Board of Directors list or School administrative personnel list***
- All requested contact info***
- All requested budget info & narrative descriptions***