



SUFFOLK CENTER

for Cultural Arts

Community Grant Application



Organization Name:

aka Name:

Street Address:

City:

Zip Code:

Phone Number:

Fax Number:

E-Mail Address:

Website:

Contact for this Application:

Contact Phone & E-Mail - If different from above:

What is the organization's Mission statement:

What year was the organization founded:

When did the organization receive 501(c)(3) / or other Federal not-for-profit status:

Did you receive a Suffolk Center grant last year:

Project/Program title:

Request Date:

Specific SCCA space requested:

Proposal/event detail:

How many people will participate:

What are anticipated benefits the projected/program will provide to the community of Suffolk:

***If more space is needed, please attach additional pages. Maximum two (2) pages.
110 W. Finney Ave., Suffolk, VA 23434 • 923-0003 • SuffolkCenter.org***

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Community Grant Application Guidelines



To Qualify:

- Must be a Federal Tax Exempt Organization
- Organization must benefit the citizens of Suffolk & be a Suffolk based organization
- Event must not be a fund raiser
- If requested, event must list Suffolk Center for Cultural Arts as a Co-Sponsor

General Information:

- Suffolk Center Facility Grants are designed to demonstrate the Center's commitment to the community of Suffolk by granting select spaces, rent free, within the Suffolk Center for Cultural Arts to tax exempt organizations operating within the City of Suffolk.
- One grant will be offered per quarter
- A granted organization must skip a year prior to reapplying
- The Ball Room & Theatre are not offered on the grant program
- Only caterers approved by the Center may be utilized
- Organization must have its own general liability insurance
- The only charge will be for SCCA staff required to set-up, operate & clean-up the event

2009 Grant Deadline:

- 1st & 2nd quarter – Must be received in SCCA by 5PM September 15th, 2008. Award Notification October 15th 2008
- 3rd & 4th quarter – Must be received in SCCA by 5PM March 15th, 2009. Award Notification April 15th, 2009

Deliver or Mail Application To:

- Suffolk Center for Cultural Arts
Community Grant Program
110 Finney Avenue
Suffolk, VA 23434
- Include: Completed Application, Copy of Federal Not-For-Profit Letter & any support materials you would like to include.

Questions:

- Contact: Jackie Cherry, Director – Sponsorships & Special Events at 923-0003, Ext 3026 or Jackie.Cherry@suffolkcenter.org

Suffolk Center for Cultural Arts
110 W. Finney Ave. • Suffolk, VA 23434
757-923-0003 – SuffolkCenter.org