



**Bath County Arts Association**  
 P.O. Box 974  
 Hot Springs, VA 24445  
[www.BathCountyArts.org](http://www.BathCountyArts.org)  
[grants@bathcountyarts.org](mailto:grants@bathcountyarts.org)

## BCAA PRIMARY GRANT APPLICATION

FOR APPLICATION OVER \$1,500 TO \$10,000.

**WE AWARD PRIMARY GRANTS IN TWO FUNDING PHASES. ONLY APPLICATIONS SUBMITTED FOR REVIEW BY  
 DECEMBER 15 (1<sup>ST</sup> PHASE) OR APRIL 30 (2<sup>ND</sup> PHASE) WILL BE ACCEPTED.**

Read the guidelines on the Website to see if you are eligible for a BCAA Arts related grant or  
 Contact us at [grants@bathcountyarts.org](mailto:grants@bathcountyarts.org)

Please Read & complete this application in its entirety. Your signature is required at the end of the  
 application & at the end of the Terms & Conditions.

Save all information as a PDF & return to  
[grants@bathcountyarts.org](mailto:grants@bathcountyarts.org)

### BRIEF INFORMATION

Current Date	
Name of requested grant	
Amount requested	
Date of project	
Location of Project/event	

### SECTION I- INDIVIDUAL / CONTACT PERSON DETAILS

Name	
Position (if applicable)	
Address	
Telephone number	
Mobile number	
Email Address	

### SECTION II- ORGANIZATION DETAILS

Name of organization	
Date established	
Address	
Website	
Number of paid staff (full time/part time)	

Number of Volunteers	
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**POINT OF CONTACT**

Authorized Representative (name & title)	
Contact Information (email & phone)	

**MISSION / ACTIVITIES**

1. What is your organization's mission?	
2. What is your geographical area of operation? Who do you serve?	
3. Please give a summary of present key activities and the number of people these are benefiting.	

**SECTION III – REQUEST FOR FUNDS**

1. Please describe the project &/ activity.	
2. How will the grant funding be used?	
3. What is the timeline of your project?	
4. How will your project / activity impact the Bath County Arts community?	
5. How many people do you estimate will attend / view your project?	
6. Do you have or are you seeking additional funding sources for this project?	
7. How will you advertise this event to the public? (If social media, give specific name to search.)	

## FINANCIAL

Amount requested	
By what date do you need the funds?	
Projected Budget – may attach to form	

## SIGNATURE

Submitted by

Applicant Signature	
Date	

By checking the box, you agree that your electronic signature is the legal equivalent of your manual signature on this application.

**Please continue to read & sign Grant Terms, Conditions & Requirements.**

## GRANT TERMS, CONDITIONS AND REQUIREMENTS

### Bath County Arts Association

The Bath County Arts Association is awarding you this grant contingent upon the following terms and conditions. Please read them *carefully*. It is important to us that your experience with our organization goes smoothly and is free from problems or misunderstandings. We encourage you to contact us if you have any questions regarding the terms of your award.

#### **Expenditure of Funds**

This grant is for the purpose outlined in the approved grant proposal and may not be used for any other purpose. At the conclusion of your project/program, any unexpended grant funds must be repaid to the Bath County Arts Association (BCAA). You may not expend any grant funds for any purpose prohibited by law.

#### **Records and Reports**

You are required to keep a record of all receipts and expenditures relating to the use of this grant. Your record should include a detailed accounting of the use of funds and your progress towards achieving the purpose outlined in the grant proposal. You also agree to allow the Bath County Arts Association access to any records verifying expenditures and comply with reasonable requests for information about program activities.

#### **Changes in Project/Program Proposal:**

Any changes in the content, schedule, or budget of your project as proposed must be submitted for approval prior to being implemented. Requested changes must be submitted in writing to the Bath County Arts Association at [grants@bathcountyarts.org](mailto:grants@bathcountyarts.org)

#### **Funding Acknowledgement and Crediting**

Grantees must clearly acknowledge support from Bath County Arts Association through use of both the credit language and the BCAA logo as outlined below. Use of the Bath County Arts Association logo does not replace the credit language. Copies of the required crediting materials must be submitted as part of the final project report.

### Credit and Logo Usage Details

The following statement and the Bath County Arts Association logo MUST appear in all programs, websites and press releases produced by the funded organization/individual or its agents in relation to the funded project. In addition, the following statement and the Bath County Arts Association logo should be included whenever possible, either jointly or separately as necessary, in all flyers and postcards, email communications, seasonal brochures, social media posts and calendars, and any other print or electronic promotional and publicity materials produced by the funded organization or its agents in relation to the funded project.

This statement must be used in its entirety and cannot be altered in any way:

***This program/project/engagement of [ARTIST] is funded through the Bath County Arts Association***

We will provide you with a downloadable BCAA logo for your use.

#### *Website Link*

Grantees are required to include a link to the Bath County Arts Association website at [www.BathCountyArts.org](http://www.BathCountyArts.org) when crediting Bath County Arts Association on their website. This link MUST remain active during the entire length of your grant period with BCAA. You are requested, but not required, to embed the link in BCAA's logo.

### Publicity

You agree to cooperate with any efforts of the Bath County Arts Association to publicize your award. This includes submitting a copy of materials used to advertise the program/project preceding the actual event. All materials must be sent to [grants@bathcountyarts.org](mailto:grants@bathcountyarts.org). These materials may be used on BCAA social media, website, or other media. The BCAA retains the right to use these materials prior to or after the event.

### Final Reports

A downloadable Final Report form and instructions are available on the BCAA website ([bathcountyarts.org](http://bathcountyarts.org)). This report **must** be filled out in its entirety and submitted to [grants@bathcountyarts.org](mailto:grants@bathcountyarts.org) **within 30 days** of the completion of your project or program.

***Failure to submit a final report will affect the likelihood of approval of any future requests for funding.***

## SIGNATURE

I have read & agree to the grant terms, conditions, and requirements.

Applicant Signature	
Date	

By checking the box, you agree that your electronic signature is the legal equivalent of your manual signature on this application.

Please save this document as a PDF and return to [grants@bathcountyarts.org](mailto:grants@bathcountyarts.org)