

Summary Financial Statement

Using the following format to complete the **Financial Summary**. Round all numbers to the nearest dollar.

Income Of Organization (Cash Only)

	Organization's Current Fiscal Year From (date): _____ To (date): _____ Estimate thru year end	Organization's Most Recently Completed Fiscal Year From (date): _____ To (date): _____ Actuals	Organization's Previous Fiscal Year From (date): _____ To (date): _____ Actuals
Revenue/Earned Income			
1. Admissions	_____	_____	_____
2. Participatory Membership dues/fees	_____	_____	_____
3. Fees paid for trips/tours	_____	_____	_____
4. Fees paid for uniforms	_____	_____	_____
5. Concessions/Product Sales	_____	_____	_____
6. Tuition, class, workshop fees	_____	_____	_____
7. Contracted Services	_____	_____	_____
8. Advertising Sales	_____	_____	_____
9. Other (itemize)	_____	_____	_____
10. Total Earned Income	_____	_____	_____
Support/Unearned Income			
11. Individual Contributions	_____	_____	_____
12. Business Contributions	_____	_____	_____
13. Foundation Grants	_____	_____	_____
14. Non-participatory Membership dues/fees	_____	_____	_____
15. Interest/Investment Income	_____	_____	_____
16. Other (itemize)	_____	_____	_____
17. Fundraising Activities (Gross)			
18. (specify for each activity)	_____	_____	_____
19. Government Grants			
20. PWC Arts Council	_____	_____	_____
21. Prince William County	_____	_____	_____
22. Manassas/Manassas Park	_____	_____	_____
23. State	_____	_____	_____
24. Federal	_____	_____	_____
25. Total Cash Income	_____	_____	_____
26. Carry over	_____	_____	_____
27. In-kind Contributions (\$ Value)	_____	_____	_____
a. Itemize	_____	_____	_____

Expenses Of Organization (Cash Only)

	Organization's Current Fiscal Year	Organization's Most Recently Completed Fiscal Year	Organization's Previous Fiscal Year
	From (date): _____ To (date): _____ Estimate thru year end	From (date): _____ To (date): _____ Actuals	From (date): _____ To (date): _____ Actuals
Personnel Expenses			
28. Administrative	_____	_____	_____
29. Artistic	_____	_____	_____
30. Technical/Production	_____	_____	_____
31. Consultant/Guest Artists	_____	_____	_____
32. Other (itemize)	_____	_____	_____
General/Administrative Expenses			
33. Office Rental	_____	_____	_____
34. Travel	_____	_____	_____
35. Telephone/Utilities	_____	_____	_____
36. Postage	_____	_____	_____
37. Administrative Supplies	_____	_____	_____
38. Printing/Duplicating	_____	_____	_____
39. Equipment (purchase/rental/repair)	_____	_____	_____
40. Bank/Loan Charges	_____	_____	_____
41. Other (itemize)	_____	_____	_____
Program Expenses			
42. Program Space Rental	_____	_____	_____
43. Marketing/Promotion	_____	_____	_____
44. Artistic Supplies	_____	_____	_____
45. Other (itemize)	_____	_____	_____
46. Fundraising Activities (specify)	_____	_____	_____
47. Total Expenses	_____	_____	_____
48. Net Income (Deficit)	_____	_____	_____

Calculate Eligible Income for General Operating Grant Request:

- Total income from most recently completed fiscal year (See *Line 25*) \$ _____
- Less funds provided by Prince William County in same year (*Line 20*) \$ _____
- Less funds provided by PWC, Manassas or Manassas Park (*Lines 21 and 22*) \$ _____
- Less funds paid by members for trips/tours (*Line 3*) \$ _____
- Less funds paid by members for uniforms required for participation (*Line 4*) \$ _____
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- = Equals total Eligible Income \$ _____
- General Operating Grant Requested (see Page 1 "Amount of Assistance") \$ _____
- Enter this amount as "Total Request" on Page 3** \$ _____

Additional Requirements

- 1) **Activities.** Use the following format and list all activities, including performances, concerts, exhibits, auditions, workshops, master classes, etc.

- a. The current FY23 cycle (July 1, 2022, through June 30, 2023).

Date	Activity	Location	# of Artists participating	Attendance (note estimates when necessary)

- b. Activities planned for the new grant year (July 1, 2023, through June 30, 2024). This provides important information about how your organization plans to use FY22 grant funds.

Date	Activity	Location	# of Artists participating	Attendance (note estimates when necessary)

- 2) **Financial Statement.** The year-end financial reports or an audit listing total income and total expenses for the most recently completed fiscal year. Applicants with annual budgets over \$250,000 are required to submit an opinioned, audited financial statement.
- 3) If the organization is required by the IRS to file a **Form 990**, submit the organization's most recent Form 990.
- 4) A list of the current **Board of Directors/Trustees**, including addresses and full-time professions. Indicate officers of the Board.
- 5) **Evidence of Artistic Quality** such as reviews or letters of commendation indicating purpose and quality or organization's programming.
- 6) Set of sample **Promotional Materials** for your organization's current season.
- 7) Original Signature on at least one submission **Certification of Assurances form**. Also, keep a copy for your organization's records.
- 8) ONE COPY ONLY of the letter from the **Internal Revenue Service**, dated within an 18 month period and showing your organization's tax-exempt status attached in application submission.
- 9) ONE COPY ONLY of your organization's current **Bylaws** attached in application submission.
- 10) **OPTIONAL:** A **CD or DVD** recording of a live program from the most recently completed year.