

**Visitors Cultural Commission  
City of St. Charles**

**Application for Funding (2024-2025 Fiscal Year)**

Date:

Organization Name:

Contact Person:

Contact Person Email:

Main Office Address:

Phone Number:

Email address:

Website address:

Funding received from the Visitors Cultural Commission for Fiscal Year 23/24  
\$

Funding requested from the Visitors Cultural Commission for Fiscal Year 24/25  
**(Please Note: funding request not to exceed \$20,000)**  
\$

Please check the appropriate line for your organization:

Performance-based (i.e. musical group, theater group)

Museum

Exhibition (i.e. art show, sculpture exhibit)

Other (Describe)

**PLEASE ANSWER QUESTIONS 1 THROUGH 6 BELOW. *Feel free to type the answers directly into this form or to submit additional sheets as necessary.***

1. Provide a detailed description of the mission, purpose and brief history of the organization, plus changes that may have occurred to your organization in the past year.

2. How many St. Charles residents do you serve? \_\_\_\_\_ **Actual** **Estimate**

How many non-St. Charles residents do you serve? \_\_\_\_\_ **Actual** **Estimate**

Describe how you arrive at these calculations?

What method(s) do you use to evaluate the effectiveness of your agency and the data submitted for this report?

3. Describe how your organization promotes the following:
  - a. Tourism and economic activity
  
  - b. Cultural education
  
  - c. Presentations, workshops, group activities, or other special events
  
4. Describe how funds allocated to your organization from the Cultural Commission will be expended in the next fiscal year.
  
5. Describe your group's major budget items including major revenue sources and expense items.
  
6. Is there anything else you want the commission to know about your organization?

**Please attach the following:**

- List of your Board of Directors and their professional affiliation
- Copy of your 501(c)(3) letter or tax exempt status certification
- Annual Report (if available) or organization's most recent budget
- Most recent IRS and State of Illinois Form 990 (Tax Return). If you are exempt from filing a 990, please submit the "e-postcard" as evidence of non-filing status.
- Any other information that you deem pertinent – this may include **PDF copies** of brochures or other handouts that you wish members of the commission to include in their review of the applications.

**NOTE: We cannot make copies of brochures and supplemental information.**