

**GREENSBORO CULTURAL CENTER  
APPLICATION FOR SPACE CONSIDERATION  
REQUIREMENTS**

Applicant Eligibility

- All applicants must meet the criteria outlined in the Greensboro Cultural Center space allocation policy.

Completing the Proposal

- Please complete the form (typed, not handwritten) and attach all application materials with this document.
- You may add one additional 8 ½ x 11 page (minimum 10 pt. font) to expand on any and all questions in this application.
- Please do not use report covers, notebooks, tabbed dividers, or binding materials.
- Submit 1 copy of your proposal. Proposals and attachments may not be faxed.
- You may write, email or call Facilities Manager, Barbara McKenzie, to discuss any aspect of your proposal at 336-373-2447 or Barbara.McKenzie@greensboro-nc.gov.

Materials Required for Your Proposal

- Completed application form.
- Current list of your board members.
- Current operating budget.
- Most recent financial audit.
- Copy of 501(c)(3) tax-exempt determination letter.

Proposal Definitions

Section I, Applicant: General information about the organization or group applying for space.

Section II, Request for Space: Details about the space needed.

Section III, Background: Detailed information about the organization or group applying for space.

Section IV, Organizational Stability: Information about the financial status of the group.

Section V, Statistical Information: Demographic information about the population served by the group.

Section VI, Certification: Signatures of the main officers of the group.

Submitting the Proposal

Proposals may be mailed, emailed or hand delivered.

Mailing Address

Cultural Center Council  
ArtsGreensboro  
PO Box 877  
Greensboro, NC 27402-0877

Physical Address

Cultural Center Council  
ArtsGreensboro  
Greensboro Cultural Center  
corner of Davie St & Friendly Ave  
200 N Davie St, Suite 201, Greensboro, NC 27401

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<b>I. APPLICANT</b>		
Arts Organization		Fed Tax Exempt #
Mailing Address		
Phone	Email	
Board Chair/President		
Contact Person		Title
Contact Phone if different		Date

<b>II. REQUEST FOR SPACE</b>		
Square footage of space needed	Minimum	Maximum
What are the hours of operation for the proposed usage of this space? List days of week and hours of operation		
Special needs/considerations for space		
Explain how you intend to use the space		
How would your usage of the space attract people and positively impact the Cultural Center?		

<b>III. BACKGROUND</b>		
a. When was your organization founded?		
b. What is your fiscal year?		
c. Revenues and expenses for last fiscal year	Income \$	Expense \$
Current fiscal year budget	Income \$	Expense \$
d. Briefly state the mission of your organization.		
e. What were your organization's primary goals this year? Please evaluate your progress toward achieving these goals. Provide a brief explanation of goals not met or abandoned.		

**f.** What are your organization’s primary goals to be achieved next year? Please describe strategies including new and/or expanded program thrusts.

**g.** How and with what frequency are your organization’s objectives and performance evaluated? By whom?

**h.** What plans does your organization have for reaching new audiences through outreach activities, i.e., schools, minority citizens, handicapped, senior citizens, economically disadvantaged?

**IV. ORGANIZATIONAL STABILITY**

**a.** Does the organization have a long-range plan? When was it last reviewed? Briefly describe how it addresses the perceived needs of the community.

**V. STATISTICAL INFORMATION**

**a. Demographics**  
Record the following data based upon your audiences served. Use the following format (may include an attached sheet). Use audience numbers, not percentages. For the program lines, break out your audiences by outreach, performances, events, classes, exhibits, etc.:

Program	Gender		Age				Race					
	Male	Female	0-17	18-39	40-65	65+	Cauc	African Amer	Asian Amer	Latino	Native Amer	Other

**b.** Geographic area served by your organization:

**VI. CERTIFICATION**

We hereby certify that this proposal and attachments were reviewed and approved by the Board of Directors of our organization.

By: \_\_\_\_\_ Board Chair

By: \_\_\_\_\_ Agency President