

# Arts Council of Fairfax County 2011 Operating Support Grant Program Application Form A

Completed application must be received by 5 p.m. on May 26, 2010.

**CHORALIS** 54-2011798  
 Organization Name Federal Employer ID#  
 225 East Broad Street Falls Church 22046  
 Mailing Address City Zip Code  
 225 East Broad Street Falls Church 22046  
 Organization Street Address (not P.O. Box) City Zip Code  
www.choralis.org 703.237.2499 703.532.6594  
 Organization Website Organization Phone Organization Fax

Check the appropriate Fairfax County magisterial district for your organization's street address:

<input type="checkbox"/> Braddock	<input type="checkbox"/> Lee	<input type="checkbox"/> Providence	<input type="checkbox"/> City of Fairfax
<input type="checkbox"/> Dranesville	<input type="checkbox"/> Mason	<input type="checkbox"/> Springfield	<input checked="" type="checkbox"/> City of Falls Church
<input type="checkbox"/> Hunter Mill	<input type="checkbox"/> Mount Vernon	<input type="checkbox"/> Sully	

**Margaret A. O'Reilly** Chair, Board of Directors  
 Contact Person Contact Person Title  
 703.691.2530 peggy.choralis@gmail.com  
 Contact Person Telephone Contact Person E-mail Address

**Matthew Scheeser** Managing Director  
 Chief Administrator Chief Administrator Title  
 703.965.2084 matt@choralis.org  
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**Margaret A. O'Reilly** 703.691.2530 peggy.choralis@gmail.com  
 Chairman, Board of Directors Chairman's Telephone Chairman's E-mail Address  
 903 Station Street Herndon 20170  
 Chairman's Mailing Address City Zip Code

AMOUNT REQUESTED \$ 25,325 AMOUNT MATCHING \$ 50,650  
 (Cannot exceed 15% of actual expenses as described on the Budget Form (Must make at least a 2:1 match)  
 for the most recently completed fiscal year or \$50,000)

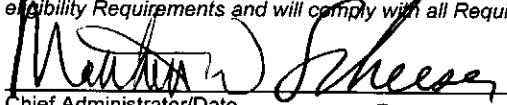
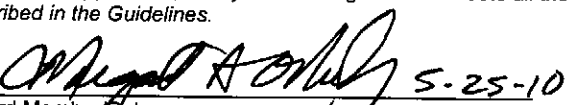
Operating Support Category (check one):  
 Level I (Budgets of \$50,000 and above)  
 Level II (Budgets of less than \$50,000 and more than \$16,667)  
 Level III (Budgets of less than \$16,667)

1. Has your organization applied to the Arts Council of Fairfax in the past? \_\_X\_\_Y \_\_N

2. Which category best describes the primary activity of your organization? (Check one.)  
 Arts education  Instrumental music  
 Dance  Literature  
 Film  Multidisciplinary /arts services  Theatre  
 Visual arts  
 Vocal music/opera

3. Number of performances, exhibitions, events annually: 5 - 8 4. Estimated annual audience: 2,500

5. Two signatures are required; the organization's chief administrator and a board member (preferably chairman of the board). We the undersigned attest to the accuracy of the information submitted in this application, certify that the organization meets all the eligibility Requirements and will comply with all Requirements as described in the Guidelines.

   
 Chief Administrator/Date Board Member/Date  
 Print Name Matthew W. Scheeser Margaret A. O'Reilly

**Arts Council of Fairfax County 2011 Operating Support Grant Program  
Organizational Profile (not to exceed one page)**

Provide an organizational profile of no more than one page. The organizational profile gives the reviewers an understanding of the applicant organization, and will help reviewers to assess Quality of Programs evaluation criterion. Include the following information:

1. Describe the applicant organization's history, mission, and goals. If you are division or separate program of a larger organization, describe that organization's history, mission, and goals as well as the history, mission, and goals of your division/program and explain your relationship to the larger organization.
2. Describe the applicant organization's service area (audience served, including size, demographic characteristics, and geographic area).

### **1. History, Mission and Goals:**

The *Choralis* Foundation was established ten years ago by Artistic Director Gretchen Kuhmann, whose experience in several area choral programs and training at George Mason University (GMU) earned her a reputation for musical excellence, detailed preparation, and skillful conducting. *Choralis*, which is celebrating its 10<sup>th</sup> anniversary season in 2009-2010, provides opportunities for area singers, both adults and youth, to participate in professional-level concerts and musical experiences with programs that also offer educational and performance opportunities to students.

The mission of *Choralis* is to nurture a passion for choral music in the greater Washington metropolitan area by offering excellence in performance and providing educational outreach. *Choralis* is committed to programming that provides access not only to the classical choral repertoire, but also to multi-cultural programs and works, and to the works of living composers. We collaborate with community choirs and school music programs throughout northern Virginia, as well as with composers and conductors from the area.

The foundation is composed of two principal adult ensembles: *Choralis*, an auditioned, 110-person SATB chorus with a core of professional section leaders, and *Echos* (ee-kos), a select vocal ensemble of 20 voices, drawn from the ranks of *Choralis* for educational outreach and special appearances. *Choralis* offers a week-long *Choralis Summer Chorus Festival for High School Students* (SummerFest), in which enrollment has steadily increased from 14 in 2002 to 42 in 2009. Beginning in the 2008-2009 concert season, *Choralis* added a Youth Chorus program (*Cantus Choirs*), which offers educational and performance opportunities to students in elementary, middle, and high school. This program includes three ensembles: *Cantus Liberi*, for grades 3-6; *Cantus Medius*, for grades 6-9; and *Cantus Primo*, a select treble choir for grades 5-12. Mary-Hannah Klontz, Director of the Youth Program, has a wide network of connections to young singers in the community, which has brought significantly increased participation. Ms. Klontz has added a formalized reading program to the curriculum in all three choirs, and an additional class – Music FUNdamentals – offering more in-depth theory instruction. In the 2010-2011 season, the *Cantus Choir* program will be further expanded to include an introductory opportunity for students in grade 2.

The goals of the *Choralis* Foundation are to present choral music at the highest level of artistic quality, and to supplement and enhance the choral concert experience through educational outreach and training at all age levels.

### **2. Service Area:**

*Choralis* primarily serves the northern Virginia community, especially Fairfax County. According to an audience survey conducted in October 2008, nearly 67% of audience members were from Fairfax County, with the balance primarily from Alexandria, Arlington, Washington DC, and Maryland. Performances are held at a number of locations, principally the Falls Church Presbyterian Church, which donates its venue for rehearsals and concerts, as well as other area churches, high schools, concert halls, and Northern Virginia Community College. This variety of performance locations and affordable admission fees allow *Choralis*' high quality performances to be accessible to all population groups in the region. Tickets for the adult choir concerts are priced at \$25-35, with \$5 tickets for students and free admission to children under the age of 12. For the youth choir concerts, tickets are \$20 for adults, \$5 for students, and free for children under the age of 12.

Audiences at *Choralis* performances range from 250 to 500 depending on the capacity of the venue. Audience for the Youth Choir Concert in May 2010 was 183. Total attendance each season at *Choralis* and *Echos* concerts is approximately 2,500. We strive to have the demographic diversity of our community reflected in the diversity of our singers, soloists, and instrumentalists. Our singers range in age from 8 to 80 and represent some of the racial, ethnic, and religious diversity of the area we live in. Personal outreach by our singers helps us guarantee a diverse and often new audience, including immigrants, children, and seniors. This outreach is especially enhanced when the family and friends of our youth chorus singers from area public schools may be attending a symphonic choral performance for the first time. The Youth Chorus will extend this outreach in the 2010-2011 season with a Building Bridges Festival Concert, which will include 150 additional singers invited from local area school music programs. Together with an enhanced scholarship program, we hope that this will increase the diversity of participants in the *Cantus Choirs* program.

## Arts Council of Fairfax County 2011 Operating Support Grant Program Narrative Questions (Response not to exceed three pages)

In narrative form, answer the following questions and requests for information as they apply to your organization in **three pages or less**. Please number your answers in the order found below. Please include your organization's name at the top of each page.

### Quality of Programs

1. Describe your organization's programs and activities and their connection to your organization's mission, specifically those that will occur from July 1, 2010 to June 30, 2011. Use the Programs and Activities Form to describe dates, locations and venues, expected capacity and attendance, audience served. For programs that have occurred, provide evidence of customer and community satisfaction through reviews, surveys, etc.
2. Describe your efforts to improve program quality and any involvement of artists in planning and presenting. Are your programs received positively?
3. Describe any efforts to provide access to under-represented artists and art forms.
4. What distinctive roles do your programs and services play in advancing Fairfax County and/or its communities culturally?

### Community Outreach

5. Describe your outreach to the community beyond performances. How do you identify and respond to community needs?
6. Describe the community's support for your organization.
7. How does your organization inform the community about your activities? How do you provide access to traditionally underserved populations (youth, the elderly, the disabled, minorities, ethnic communities, and those in underserved areas not reached by existing programs)?
8. What plans do you have for expanding your audience base? Please describe.

### Organizational Effectiveness

9. Describe your organizational structure, including professional staff and volunteer board. Describe staff and board's day to day responsibilities, and indicate if staff is full or part time, paid or volunteer. Discuss any recent, significant changes to your organization.
10. Describe your long-range planning process. What are the top three priorities of your organization for the next three years?
11. How is your Board of Directors involved in fundraising? What is your organization's percentage of and/or policy regarding board giving?
12. Describe your organization's financial management structure. Who is involved in the day to day financial decision making? How does your organization create and approve yearly budgets?

### ***Quality of Programs***

**1. Program description:** The *Choralis* 2010-2011 concert season marks the start of our second decade of professional-level vocal performances and significant educational and performance opportunities to local performers of all ages. We plan to build on this tradition with a renewed commitment to artistic excellence, demonstrated by our debut at the Strathmore Music Center in the spring of 2011.

The season will include four performances by the full chorus and two additional performances by the select ensemble, *Echos*. Our children's chorus will join the adult chorus for several concerts, and present their own fall and spring concerts. After a series of informal "Summer Sings," *Choralis* will open the season with an exciting concert of world music, featuring the traditions of Africa and South America as well as the rich cultural heritage of American spirituals, gospel and jazz. The HB Woodlawn Chamber Singers will join in this presentation, along with guest drummers, at the Rachel M. Schlesinger Concert Hall and Arts Center. Our traditional "Classic Brass Christmas," will feature local favorites, The Classical Brass Quintet in two performances at the Falls Church Presbyterian Church. The first will also feature selections by the *Choralis Cantus Choirs*; the second will feature a guest high school choir. The season will conclude with a *Choralis at Strathmore* performance of the hauntingly beautiful *Requiem* of Johannes Brahms. Each *Choralis* performance includes professional vocal and instrumental artists, primarily drawn from the local area.

*Choralis* celebrated its 10<sup>th</sup> Anniversary Season by creating the first area-wide award for significant contributions to the field of choral music. The GRACE Award (Greater Washington Area Choral Excellence Award) was presented to Maestro J. Reilly Lewis at the *Choralis* 10<sup>th</sup> Anniversary Gala on May 18, 2010. More than 15 choral groups joined in this inaugural event which drew a near-capacity attendance of 150. *Choralis* hopes this will become an annual cooperative effort sponsored by all area choral groups. Maestro Lewis was selected as the first recipient by the *Choralis* Board of Directors based on his contributions in both the performance and educational fields.

*Choralis* is proud of the acclaim it has received from audiences and critics alike. Washington Post reviewer Joan Reintaler noted of our June 2008 performance of Haydn's oratorio "*Die Schoepfung*" ("*The Creation*") that the chorus "sang crisply, with splendid diction and impressive presence at both ends of the dynamic spectrum. Attacks were alert and contrapuntal textures were clean and balanced. The well-prepared orchestra was as charming in its roles as eagles and larks as it was as whales and worms." The Washington Post has previously noted that "*Choralis*' sleek and lovely tones kept spirits soaring" during our Christmas 2007 concert, and praised the *Choralis* June 2006 performance of the Verdi *Requiem* as having the "delicacy and transparency of a chamber chorus." The *Choralis* commitment to educational outreach was noted in an article in *Voice*, the magazine of Chorus America, which noted that "*Choralis* is an example of a chorus with a modest budget but big ambitions in education outreach." *Changing Lives*, Fall 2009. The Summer Choral Festival has doubled in size (from 18 in 2001 to 42 in 2009), and 100% of the students who participate rate their experience as beneficial to them as musicians. Students who have participated in the *Choralis* scholarship program, singing with the adult choir during the year, have gone on to study music at such schools as Oberlin, Eastman, Juilliard and Indiana, as well as with more local programs such as Shenandoah Conservatory and James Madison University.

**2. Efforts to improve quality:** All members of *Choralis* attend weekly rehearsals, and *Echos* members attend an additional weekly rehearsal. In order to focus on particular aspects of the works under rehearsal, rehearsals are sometimes broken into smaller groups led by the Artistic Director, the Assistant Director, the Conducting Fellow and the Section Leaders. At least once each term, *Choralis* members attend an extended weekend rehearsal for intensive work. Artistic Director Gretchen Kuhmann devotes a portion of each rehearsal to vocal techniques, choral music theory, analysis of the structure of the works under rehearsal, and the life, works, and historical context of the composer. These exercises strengthen the overall abilities of each performer and the chorus as a whole, so that the concert experience is enhanced for performer and audience alike. All current chorus members must re-audition in the spring in order to return in the following season, which provides the Artistic Director with indications of individual growth and development as well as areas of strength and weakness for the chorus as a whole. Prospective new members of the chorus must pass an audition that includes both a prepared piece and unaccompanied sight singing. In addition, *Choralis* is planning a Master Class program for chorus members for the fall of 2010, which will be open to the general public for observation.

**3. Access to underrepresented artists and art forms:** *Choralis* remains committed to a blend of classical repertoire and programming that explores the rich diversity of multicultural and American musical traditions. For example, the 2010-2011 season will begin with a program that reaches out to the international community with a program featuring choral works from the traditions of Africa and South America in addition to the American traditions of spirituals, jazz and gospel. *Choralis* will be joined for this concert by the HB Woodlawn Chamber Singers, directed by Bill Podolski. *Choralis* is also committed to exploring new ways to present and enhance the performance of choral music – itself an underrepresented art form. For example, the June 2009 performance of Haydn's *The Creation* featured visual enhancements created by Kim Jackson, a local visual artist, to accompany the exciting music and text. *Choralis* has commissioned a work from well-regarded local composer, Gary Davison, which will be the centerpiece for a commemorative concert on September 11, 2011. The opening concert of the 2008-2009 season featured Mr. Davison as well local composers Diedre Robinson and Robert Cohen, and was followed by a "Meet the Composers." In April 2007 *Choralis* performed by invitation with the Heritage Signature Chorale in a showcase of the work of "Living African American Composers." In October 2005, *Choralis* offered a concert and workshop dedicated to the African-American Spiritual, led by André Thomas, Director of Choral Studies at Florida State University and member of the *Choralis* Advisory Board.

**4. Our distinctive role:** A fundamental part of the mission of *Choralis* is a commitment to arts education, particularly for young musicians. *Choralis* initiated a Conducting Fellowship in 2006 to nurture future choral conductors by offering an opportunity to work with Maestra Kuhrmann and *Choralis*. The fellow is involved in all aspects of *Choralis* from chorus management to rehearsals to conducting the ensemble in concert. The effectiveness of this encouragement and support is reflected in the fact that the 2006-2007 Conducting Fellow has gone on to complete a post-graduate music degree at the Peabody Conservatory of Johns Hopkins University; the 2007-2008 Conducting Fellow has just graduated with a Master's degree from Eastman School of Music; and the 2008-2010 Conducting Fellow will be pursuing graduate studies in conducting. The 2010-2011 Conducting Fellow is currently working in the Arlington County Public Schools as a high school music director, and welcomes this opportunity to expand his experience.

*Choralis* is committed to choral music opportunities for young singers that will supplement and enhance the music programs currently available in their schools. *Choralis* offers "singing scholarships" to enable talented high school students to rehearse and perform with the adult chorus throughout the year. These younger voices are featured in concert at least once per season. The Summer Choral Festival was the first program of its kind in this region, offering high school students a week of intensive coursework as well as group or private instruction in conducting and voice. Students rehearse daily with *Choralis* to perform a major choral work with a professional orchestra and soloists. *Choralis* also invites a local high school choir to perform at our holiday concerts. Since 2000, *Choralis* has performed with McLean, Annandale, Robinson, Woodson, H-B Woodlawn, Hylton, Chantilly, Centreville, JEB Stuart, and Edison High Schools. For younger students, *Choralis* has created the *Choralis Cantus Choir* program, offering the opportunity for enhanced training in music theory, sight reading, and vocal performance. The *Cantus Choirs* join with *Choralis* for select performances, and have their own concert performances in the fall and spring.

### **Community Outreach**

**5. Outreach beyond performances:** *Choralis* is active in its community through its participation as a member of Falls Church Arts and the Falls Church Chamber of Commerce, and has sent volunteers to assist with the WETA-FM pledge drive. We offer free ads and discount tickets to the members of churches where we perform. This season, *Choralis* participated in raising funds for a new organ for Falls Church Presbyterian Church. In response to the devastating effects of the January 2010 hurricane in Haiti, *Choralis* held a community sing-along of selections from Handel's *Messiah* on April 18, 2010, in cooperation with Falls Church Presbyterian Church. Professional soloists and orchestral musicians volunteered to participate in this event to raise money for relief efforts. Over \$6,000 was raised, and forwarded directly to Oxfam America and the Presbyterian Disaster Relief Effort for their work in Haiti.

## The Choralis Foundation – Arts Council of Fairfax County 2011 Operating Support Grant Program

**6. Community support:** *Choralis* has enjoyed the participation of public schools, local businesses, non-profits, churches, and other arts organizations. The Falls Church Presbyterian Church continues to provide its facilities for rehearsal and performance without charge. Local businesses have shown their support through donations, paid advertisements, and donated goods and services for *Choralis* events. In October 2008 and October 2009, local restaurant Argia's opened its doors on a Sunday afternoon to support our Wine Tasting fundraiser, and its affiliated wine and gourmet food store (Red, White and Bleu) provided an expert Sommelier to direct the event and select the wines and accompanying cheeses.

**7. Informing the community:** *Choralis* publishes a high quality season brochure that is mailed to all of our supporters and friends, and is made available at all performances and outreach activities. In addition, *Choralis* creates post cards and flyers for each of its concerts and distributes them throughout the community. *Choralis* began a "Summer Sings" program in 2009, to offer an informal introduction to *Choralis* and provide an opportunity for larger community participation. *Choralis* has also participated in the George Mason University "Arts by George" event for the last two years, sending representatives to the event and placing our season schedule in the event program. We also exchange program ads with other artistic groups and place paid advertisements in area newspapers. *Choralis* continues to build its electronic mailing list and sends out concert flyers and announcements by "e-Blast." *Choralis* has begun to explore the possibilities of social media, and now has a presence on Facebook. *Choralis* will continue to research electronic media as a popular and inexpensive means of connecting with the community.

**8. Expanding our audience:** *Choralis* continues to expand audience exposure through participation in on-line calendars and listings, including Cultural Calendar, Singers' Source, and links to the *Choralis* website on various community calendars and local partner organizations. *Choralis* is planning a major concert experience in the Spring of 2011, with a goal of further expanding our audience. *Choralis* will also continue to reach out through its chorus members, as well as through on-line media. The *Choralis Cantus Choirs* bring in families, friends, and supporters of our newest young choristers.

### ***Organizational Effectiveness***

**9. Organizational Structure:** ATTACHMENT A lists officers, staff members, and their responsibilities. Hiring a Managing Director has significantly increased our administrative efficiency and effectiveness.

**10. Long-range Planning:** The board of directors adopted a Strategic Plan in 2004, revised and updated in September 2007. (ATTACHMENT B). In April 2010, the board agreed to further revisions, and a revised plan is being prepared for approval by the board. These revisions include a renewed commitment to artistic excellence and a plan to raise the organizational profile by presenting a major concert each spring with special guest performers in a large concert hall setting. In support of this plan, the current top three priorities are to establish diversified and balanced funding sources; to enhance artistic quality in all aspects of the organization; and to build and diversify our audience through new marketing opportunities and increased communication.

**11. Board of Directors:** The Board of Directors is directly responsible for overall fundraising as well as the fiscal planning and health of the organization. Each board member is expected to contribute financially, and 100% of the board members contributed \$500 or more during the current fiscal year. This year, Board members pledged to raise an additional \$10,000 in donations and challenged the chorus members to match this effort. This "March Challenge" raised over \$20,000 for the organization.

**12. Financial Management:** The Managing Director handles day-to-day financial management, in accordance with the budget approved by the Board of Directors for the fiscal year. The Treasurer and Finance Committee provide oversight. Expenses that have not been budgeted or which are expected to exceed budgeted amounts must be presented to the Finance Committee, who will then recommend further action to the Board. The Finance Committee develops a proposed budget for each fiscal year, in consultation with the Artistic Director, and presents the proposal to the full board for review, discussion, revision and approval. The Treasurer reports monthly to the board on the status of income and expenditures to date, so that any necessary adjustments can be considered.

## Arts Council of Fairfax County 2011 Operating Support Grant Program Programs and Activities Form

Describe your organization's programs and activities, specifically those that will occur between July 1, 2010 and June 30, 2011. Use this form to describe dates, locations and venues, expected capacity and attendance, and audience served. You can re-create this form if necessary.

Program/Activity Name	Participating Artist(s)	Program Date	Venue and Location	Expected Capacity and Attendance	Audience Served/ Outreach
We Are the World! International choral music	Choralis; Marliisa Hudson, Soprano; HB Woodlawn Chamber Singers; Guest Drum Corps	October 30, 2010	Rachel M. Schlesinger Concert hall	Capacity: 900 Expected: 500	Fairfax County; Northern Virginia; DC area
Fall Concert	Cantus Choirs	October 2010	Falls Church Presbyterian Church	Capacity: 350 Expected: 200	Youth; Families; general audience
A Classical Brass Christmas	Choralis; Cantus Choirs; Classical Brass Quintet; Langley High School Chamber Singers	December 10 & 11, 2010	Falls Church Presbyterian Church	Capacity: 350 (each) Expected: 350 (each)	Northern Virginia; church members; youth and families
Sleigh Bells Ring!	Echos	December 4, 2010	TBD	150	Fairfax County; DC area lovers of fine choral music
Johannes Brahms, <i>Ein deutsches Requiem</i>	Choralis; Dawn Upshaw, Soprano; Gerald Finley, Bass-baritone; Orchestra	March 19, 2011	Music Center at Strathmore	Capacity: 1900 Expected: 1500	General audience; Greater Washington DC area
Blast from the Past	Echos	May 21, 2011	Falls Church Presbyterian Church	150	General audience; Greater Washington DC area
Spring Concert	Cantus Choirs	May 2011	Falls Church Presbyterian Church	Capacity: 350 Expected: 200	Youth, families, general audience

# Arts Council of Fairfax County 2011 Operating Support Grant Program Budget Form

Outline real expenses for the most recently completed fiscal year, the approved budget for this fiscal year, actual income and expenses through March 31, 2010, and estimate next year's budget. Arts divisions/programs within a larger nonprofit 501(c)(3) organization should enter only arts specific budget information. Round up or down to the nearest \$10.

Organization CHORALIS Method of accounting: Cash  Accrual   
 Fiscal Year covers period of: July 1, 2010 to June 30, 2011

EXPENSES	Most Recently Completed Fiscal Year	Current Fiscal Year Approved Budget	Current Fiscal Year actual income & expenses to 4/1/10	Next Fiscal Year
<b>Personnel</b>				
Admin. Salary & benefits	6,800	*20,400	14,229	*27,000
Artistic salary & benefits	53,703	*79,696	51,253	79,696
Tech/Prod salary & benefits	0	0	0	0
Contract: artistic	41,693	*54,527	34,454	*98,000
Contract: design, accounting	7,201	6,950	4,200	6,950
<i>Sub-total Personnel</i>	102,917	161,573	104,136	211,646
<b>Operational</b>				
Rental: rehearsal & performance	14,456	9,840	8,324	*25,000
Advertising & Promotions	11,834	11,880	6,637	15,000
Operations & Administration	11,619	*21,832	12,571	21,800
Programs, Production, Exhibits	12,071	9,945	7,385	12,000
Fundraising	3,030	*19,340	3,751	*16,000
Insurance and legal	2,838	2,000	1,894	2,000
Other: recording & duplication	6,641	*971	1,028	1,500
Other: Summerfest & scholarships	3,433	400	0	0
<i>Sub-total Operational</i>	65,922	76,208	41,590	93,300
<b>TOTAL EXPENSES</b>	<b>168,839</b>	<b>237,781</b>	<b>145,726</b>	<b>304,946</b>
Annual Surplus/ (Deficit)				
Accumulated Surplus/ (Deficit)				
REVENUES	Most Recently Completed Fiscal Year	Current Fiscal Year Approved Budget	Current Fiscal Year actual income & expenses to 4/1/10	Next Fiscal Year
<b>Earned Income</b>				
Tickets/Admissions	31,097	*48,075	40,502	60,000
Memberships	15,875	*30,250	24,133	*36,000
Contract Services	0	0	0	0
Performance Fees	1,000	4,500	1,500	4,500
Tuition/Class/Workshop Fees	8,965	9,000	6,054	6,000
Product Sales & concessions	1,841	350	1,362	1,000
Special Events	5,762	*47,350	21,189	40,000
Other: program ads	5,195	6,000	4,490	6,000
<i>Sub-total Earned</i>	69,535	145,525	99,230	148,000
<b>Contributed/Unearned</b>				
Individuals	58,352	48,600	36,721	*70,000
Corporations	0	0	0	*15,000
Foundations	0	0	0	*10,000
Federal	0	0	0	*10,000
State (VCA and/or line item)	9,208	9,000	8,383	9,000
Local (Arts Council or other)	33,320	36,600	7,044	32,500
Interest & Investment Income	0	0	0	0
Miscellaneous	194	0	0	0
<i>Sub-total Contributed/Unearned</i>	101,074	94,200	52,148	157,000
<b>TOTAL REVENUES</b>	<b>170,609</b>	<b>239,725</b>	<b>151,378</b>	<b>305,000</b>

## **Arts Council of Fairfax County 2011 Operating Support Grant Program Budget Narrative (Not to exceed one page)**

The Budget Narrative is a required form and should be used to explain all elements of your budget, particularly any unusual or atypical income or expenses. Explain any substantial (i.e. a change of 10%) increases or decreases in your budget.

### **Expenses:**

*Admin. Salary* – Increase in current fiscal year budget reflects salary for Managing Director for a full year (prior fiscal year included only four months of salary). Further increase for the next fiscal year reflects an increase in part-time hours from 20 hours per week in FY10 to 30 hours per week in FY11.

*Artistic Salary* – Increase in current fiscal year budget reflects addition of Youth Choir Director and two assistant youth choir directors, in addition to modest increases in prior year's salary for other artistic staff.

*Contract Artistic* – Increase in current fiscal year budget reflects a change in program from one major concert per season with professional orchestra and soloists to two major concerts. Further increase for the next fiscal year reflects anticipated costs for additional orchestral rehearsals and high profile soloists for the spring concert.

*Rental* – Increase in next fiscal year reflects anticipated costs for two concert hall performances, one in the Rachel M. Schlesinger Concert Hall and one in the Music Center at Strathmore.

*Fundraising* – Increase in current fiscal year reflects expense of our first major Gala to celebrate our 10<sup>th</sup> Anniversary. Continued increase in the next fiscal year reflects a similar event at somewhat less expense.

### **Income:**

*Tickets/Admissions* – Increase in current fiscal year budget reflects addition of youth choir concert programs. Increase in the next fiscal year reflects the high profile soloists and venue for the spring concert which are expected to significantly increase ticket sales.

*Memberships* – Increase in current fiscal year budget reflects addition of youth choir membership fees. Further increase in the next fiscal year reflects planned increases in membership dues for adult choristers.

*Special Events* – Increase in current fiscal year budget reflects income from our first major Gala. Continued increase in the next fiscal year reflects a similar event at somewhat smaller scale.

*Unearned Income* – Increases in the next fiscal year in individual, corporate and foundation giving reflect the board's commitment to significantly increase individual donations and to begin to actively solicit corporate and foundation donors. A higher profile concert in the spring, with an expectation of a series of such concerts in upcoming years, is expected to encourage more corporate sponsorship as well as increased individual donations.

*Federal income* – Choralis has received a grant from the National Endowment for the Arts to help fund the 2010 Summer Choral Festival and Concert. We are hoping to continue this support for our educational outreach efforts in the future.

**Arts Council of Fairfax County 2011 Operating Support Grant Program  
List of Key Board Members and Staff with Resumes**

Provide a list of the key board members and staff directly involved in the day to day administration and artistic programming of the applicant organization. Add resumes or curriculum vitae of no more than two pages each for all key personnel (both board members and staff).

**Key Staff (biographical information attached at Attachment A):**

Gretchen Kuhrmann, Founder and Artistic Director  
Neil Weston, Assistant Director  
Matthew Scheeser, Managing Director

**Board Members (biographical information attached at Attachment A):**

Margaret A. (Peggy) O'Reilly, Chair  
Lauren Barrett Knausenberger, Vice-Chair  
Susan Frieswyk, Secretary  
Terry Langendoen, Treasurer

Board Members (voting):  
Gretchen Kuhrmann, Founder and Artistic Director  
David McGuire  
Claudia H. Dulmage  
Jennifer Taylor  
Marcy Owens Test  
Jon Wiant

Board Members (ex officio):  
Neil Weston, Assistant Director  
Matthew Scheeser, Managing Director  
Mary-Hannah Klontz, Director of Cantus Choirs

# Arts Council of Fairfax County 2011 Operating Support Grant Program Eligibility Checklist

Organization CHORALIS

My organization's core mission is the creation, exhibition, presentation, production, or performance of and/or education in, an arts discipline.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
My organization has regular activity in a minimum of four different months in the year or 120 days of the year.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
My organization is in compliance with all local, state, and federal laws.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
My organization holds current or pending status under IRS code 501(c)(3).	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
My organization operates as a specifically defined arts division or program within a larger nonprofit 501(c)(3) organization.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
A fiscal agent that holds 501(c)(3) status has applied on behalf of my organization.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
My organization has an address of record within the geographical boundaries of Fairfax County, the City of Fairfax, or the City of Falls Church.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
My organization presents at least 51% of public artistic activities within the geographical boundaries of Fairfax County, the City of Fairfax, or the City of Falls Church.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
My organization meets, rehearses, exhibits, and operates within the geographical boundaries of Fairfax County, the City of Fairfax, or the City of Falls Church.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
My organization has 51% of the members of the board of directors work or reside in Fairfax County, the City of Fairfax, or the City of Falls Church.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
My organization has 51% of audience members are residents of Fairfax County, the City of Fairfax, or the City of Falls Church.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
My organization has independently prepared financial statements such as an audit or a treasurer's report (audit required for organizations with expenses of \$600,000 and above).	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
My organization has submitted all required <sup>interim</sup> <del>final</del> reports for any grant(s) received from the Arts Council of Fairfax County during fiscal year 2010. (Final is due 9/1/10)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
My organization is a current member of the Arts Council of Fairfax County.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
My organization received line item funding from Fairfax County in fiscal year 2011.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

I the undersigned certify that the organization meets all the eligibility requirements described in the Operating Support Grant Program Guidelines and Application.

Matthew W. Scheeser 5-25-10  
 Chief Administrator/Date

Print Name Matthew W. Scheeser