



GUAM COUNCIL
ON THE **arts** &
humanities
AGENCY

FY 2027+ ANNUAL GRANT APPLICATION

Important:

Carefully review the CAHA grant guidelines and instructions before filling out the application form.

Incomplete and illegible forms may invalidate your application. All applications must be typed.

Please double-check all information you enter to ensure that it is correct. Applications submitted using previous versions of the CAHA application forms will not be accepted.

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I. APPLICANT INFORMATION:			
1. Name/Organization:			
2. SSN:			
3. UEI # and TIN (Organizations only):			
4. Mailing Address:			
5. Website		6. Social media:	
RESIDENCY:			
1. Are you a permanent resident of Guam?			
2. How long have you resided in the Territory of Guam?			
POINT OF CONTACT:			
1. Contact Name:		2. Title:	
3. Phone:		4. Email:	
5. Authorizing Official:			
PROJECT INFORMATION:			
1. Type of Grant:			
2. GRANT PERIOD Start Date:		3. End Date:	
4. Number of Individuals to benefit:			
5. Number of Artists involved:			
6. Number of Youth to benefit:			
7. Provider Services (Organizations only):			
Name:			
Mailing Address:			
8. GRANT AMOUNT REQUESTED:			
9. Other Funding Source(s):			

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II. GENERAL:	
1. What is the genre of your artistic or cultural practice?	
<i>Arts Education/Performing Arts/Visual Arts/Media Arts/Special Projects/Underserved/Heritage Arts</i>	
2. Provide information and supporting material to substantiate that you are a working artist.	
<i>Please provide working links and/or one 8x11 page of additional information if necessary.</i>	
A. PROJECT DESCRIPTION	
1. Provide a detailed description of what the project is, its purpose, what you plan to do, and where and when this project will take place. <i>Be as specific as possible</i>	

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2. Explain how this project will be accomplished and by whom?
Identify participating artists by name whenever possible.

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3. If the project involves any performance(s), provide information on the location(s), seating capacity, and any contingency plans in accordance with the Department of Public Health and Social Services guidelines and/or other government requirements.
4. Identify committees, arts groups, volunteers, schools, etc., who will be involved in carrying out the project in any way.
5. List specific communities that will benefit from this project.

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6. Explain the use of funds and other sources of funds (if any) that are being sought for this project.

7. Explain the anticipated results and effects of this project

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Organizations:

As verification of non-profit status, all applicants must submit their organization's Certificate of Incorporation and a copy of their Internal Revenue Service 501 (c)(3) Federal Tax- Exempt Status, or a Certificate of Non-Profit issued by the Government of Guam for GCAHA files.

1. Does the organization have an annual audit? If yes, please forward a copy of the annual audit to the GCAHA.

☐

YES

☐

NO

2. Please give a brief description of the organization and the service it provides.

3. Explain the organization's plan for the next two (2) years

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4. Year organization established:		
5. Date of incorporation:		
6. Does this organization have a membership or subscription program? <i>If so, briefly describe the benefits, fees, the number of members, etc.</i>	☐ YES	☐ NO

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III. PROJECT BUDGET A: EXPENSES & INCOME	
DO NOT SUMMARIZE – Applicant must provide details of use of funds. Provide descriptions and rates. Project Budget – Cash Expenses	
Example: 23 musicians for 16hrs/each @ \$10.00 per hour	\$3,680.00
PROJECT CASH EXPENSES	
A. Personnel / Artistic	
B. Personnel / Administrative	
C. Personnel / Technical-Production	
SUBTOTAL(A-C)	
D. Outside Artistic Fees & Services	

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E. Other Outside Fees & Services	
F. Studio / Space Rental: <i>Include location</i>	
SUBTOTAL(D-F)	
G. Transportation / Per Diem: <i>Identify individuals, locations & dates</i>	
H. Marketing & Promotion	
I. Other Operating Expenses: <i>must be itemized; i.e., phone, postage, supplies/materials, etc.</i>	

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SUBTOTAL(G-I)	
TOTAL PROJECT CASH EXPENSES (A-I)	
APPLICANT INCOME	
J. Admissions: <i>type of event(s) and amount</i>	
K. Contracted Services Revenue: <i>i.e., Revenue derived from the sale of service(s)</i>	
L. Business/Corporate Support: <i>if any</i>	
M. Foundation Support: <i>if any</i>	

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N. Other Private Support: <i>if any</i>	
O. Other Government Support: <i>Indicate specific agency or source. DO NOT include the amount requested in this application or other GCAHA grants</i>	
Federal:	
State/Regional:	
Local:	
P. Other Revenue: <i>i.e., future sales</i>	
Q. Applicant Cash: <i>Funds from accumulated resources or savings</i>	
R. Other Government Support: <i>Indicate specific agency or source. DO NOT include the amount requested in this application or other GCAHA grants</i>	
Federal:	
State/Regional:	
Local:	
Total Applicant Income (J-R)	
Grant Amount Requested <i>(must not exceed Total Applicant Income)</i>	
Total Project Cash Income <i>(Total Applicant Income Plus Grant Amount Requested)</i>	
Total Project Cash Income Must Equal Total Project Cash Expense	

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IV. PROJECT BUDGET B: IN-KIND CONTRIBUTIONS			
Include the rate information used to determine the dollar value of in-kind contributions. <i>(Indirect financial or in-kind service contributions donated in support of the project, including corporate sponsorships, individual donations, goods, materials, studio or exhibition space, and other resources that contribute to the successful completion of the project.)</i>			
A. SERVICES RENDERED/MATERIALS CONTRIBUTED:			
Source:		Rate:	Dollar value:
Total In-Kind Contributions			
B. PROJECT MATCHING REQUIREMENTS:			
1. Total In-Kind Contributions (TIKC) <i>plus</i> Total Applicant Cash (TAC) <i>equals</i> matching resources			
TIKC	+	TAC	MATCHING TOTAL:
2. The Matching Total <i>must</i> be greater than or <i>equal</i> to the Grant Request:			
MATCHING TOTAL:			
REQUESTED AMOUNT:			
If the Matching Total is not less than or equal to the Requested Amount, please make adjustments*			

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Application Checklist

Individuals	
1. Detailed budget breakdown (<i>cash expense, in-kind contribution & cash income</i>)	
2. Resume/ biography	
3. Three (3) current letters of personal recommendation	
4. Digital samples of work (<i>i.e., PDF format, Google Drive links, etc.</i>)	
5. Letters of commitment from individuals and/or entities that are involved with the project	

Organization	
1. Detailed budget breakdown (<i>cash expense, in-kind contribution & cash income</i>)	
2. Recent official annual audit (last two years) by an independent accounting firm or a financial statement published in a local newspaper (<i>must clearly show the date of publication, no exceptions</i>)	
3. Copy of your organization's Certificate of Incorporation and IRS letter granting Federal Tax-Exempt Status or Certificate of Non-Profit issued by the Government of Guam	
4. Articles of Incorporation / By-Laws	
5. UEI registration number (<i>SAM.GOV; Federal Law Requirement</i>)	

****NOTE:** Applicants are required to submit a completed application along with the required documents. If the application needs adjustment, the Applicant MUST submit the final adjusted application before **4:00 pm Friday, July 31, 2026**.

All applications must be emailed to grants@caha.guam.gov

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V. LEGAL ASSURANCES

In the event that a grant is awarded as a result of this application, the following terms and conditions shall be complied with as signified by the applicant's signature. This application shall become a part of the legally binding contract between the applicant and the Guam Council on the Arts and Humanities Agency.

1. The grant cannot be assigned to a different project or transferred without prior written approval of GCAHA.
2. The grantee shall submit to GCAHA the dates, times, and locations of the project to take place for onsite review by GCAHA. The grantee is requested to provide free admission to projects/events for review.
3. The grantee shall submit the completed Final Project Report form summarizing the project and expenditures to GCAHA within fifteen (15) days of the project's competition. The final 25% of the grant award will be made upon approval by GCAHA of the Final Project Report.
4. The grantee agrees to keep careful attendance and participation records of the project herein.
5. The financial accounts shall be subject to audit by appropriate agencies of the Territory of Guam and /or the Federal Government. The grantee shall be responsible for the safekeeping and identification of records maintained to account for funds awarded herein. Said records must be kept in the grantee's files for a period of three (3) years after completion of the project.
6. Credit is to be given as such: "This project is supported in part by a grant from the National Endowment for the Arts, Guam Council on the Arts and Humanities, Government of Guam, and the Office of the Governor", in all brochures, press releases, programs, publications, tickets, and other printed materials. When no printed matter is utilized, verbal credit shall be given prior to each performance or presentation.

It is mutually agreed that all parties shall comply with the Fair Labor Standards under Section 5(l) and Section 7(g) of the National Foundation on the Arts and Humanities Act of 1965; Title VI of the Civil Rights Act of 1964, as amended; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency; Title IX of the Education Amendments of 1972, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; The Americans with Disabilities Act of 1990, as amended; The Age Discrimination Act of 1975, as amended; The National Environmental Policy Act of 1969, as amended; The National Historic Preservation Act (NHPA) of 1966, as amended; other National Policies such as debarment and suspension, the Drug Free Workplace Act, lobbying, Davis-Bacon and Related Acts (DBRA), as amended, the Native American Graves Protection and Repatriation Act of 1990, U.S. Constitution Education Program, Arts Endowment Enabling Legislation and Prohibition on use of funds to ACORN and The National Environmental Policy Act (NEPA) of 1969.

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VI. AUTHORIZING SIGNATURES

I, the undersigned, acknowledge that the deadline for this application period is July 31, 2027, and certify that the information contained within this application, including all attachments and supporting materials, is correct and true.

Authoring Official Name: (Print)	Signature:
Fiscal Offer Name: (Print)	Signature:
Date of Application:	

GCAHA USE ONLY

DATE & TIME RECEIVED:

RECEIVED AND LOGGED BY:

GCAHA Check List:

- 1.) COMPLETE APPLICATION
- 2.) IN REVIEW BY CITIZEN ADVISORY PANEL
 - a. Assigned to:
- 3.) FINAL REVIEW BY GCAHA BOARD MEMBERS
- 4.) SIGNED BY GOVERNOR OF GUAM
- 5.) AWARD PAYMENTS
 - i. Contractual Agreement signed on:
 - ii. Sent to DOA on:
 - iii. 1st payment:
 - iv. 2nd payment:
 - v. 3rd payment:
 - vi. Final Report Received on: