

**Space Grant Program
The Cultural Arts Center at Glen Allen**

In recognition of the good works that many Henrico non-profit groups are doing, The Cultural Arts Center at Glen Allen (CACGA) is creating a grant program awarding free meeting/event space to non-profits from the County. Each quarter, one non-profit will be selected to host a free event at CACGA.

Grant applications will be accepted at any time during the year. Decisions for each quarter will be made 6 months in advance to allow for ample planning time on the part of the organization. Decisions will be made on the following dates:

- 1st Quarter Events (Jan, Feb, Mar) Decision date: July 15
- 2nd Quarter Events (Apr, May, June) Decision date: October 15
- 3rd Quarter Events (July, Aug, Sept) Decision date: January 15
- 4th Quarter Events (Oct, Nov, Dec) Decision date: April 15

To submit a grant request, organizations should provide the following information:

- Name, address and phone number of organization
- Brief description of the organization
- Proof of 501(c)(3) status
- Date being requested (if possible, please provide 2nd and 3rd preference date options)
- Nature of the event
- Number of attendees expected

All grants should be submitted in writing to:

The Cultural Arts Center at Glen Allen
Grant Program
2880 Mountain Road
Glen Allen, VA 23060

Or submit via email to: info@artsglenallen.com

For further information or questions call K Alferio at 804-261-6210.

Organizations selected to receive the grants will receive free rental of the facility for an agreed upon time allowing for set up and load out of events. The organization will be responsible for all catering involved in the event. All policies related to hosting meetings at CACGA will be in place.

The Cultural Arts Center at Glen Allen is dedicated to inspiring creativity and stimulating the senses through music, dance, art and theatre. The Center is a private, non-profit organization, managed and maintained by The Cultural Arts Center at Glen Allen Foundation and Board of Directors.