In-Community Arts Education Grants Fulton, Montgomery, Saratoga Counties 2021 Guidelines

Letter of Intent Deadline: September 25, 2020
Application Review Deadline: October 16, 2020
Application Deadline: November 6, 2020

Funding for community-based arts education projects in Fulton, Montgomery, and Saratoga Counties. Eligible artists and non-profit organizations are encouraged to apply.

Saratoga Arts
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www.saratoga-arts.org
Diane Swanson, Grants Coordinator
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518-584-4132

Saratoga Arts’ Decentralization Grants are made possible with funding by the New York State Council on the Arts with the support of Governor Andrew M. Cuomo and the New York State Legislature.
History and Overview

Founded in 1977, the Decentralization Program (DEC) was developed to ensure New York State’s cultural funding reached every part of the state. In 1993, the New York State Council on the Arts (NYSCA) appointed Saratoga Arts to administer the Decentralization (DEC) Grants Program in Saratoga County, then in 2011 added Fulton and Montgomery Counties to Saratoga Arts' service area.

In-the-Community Arts Education Grants regrants public funds of up to $3000 to Fulton, Montgomery, Saratoga County-based individual artists and non-profit organizations to engage learners of all ages in rich, artistic learning experiences.

Over the years, Saratoga Arts has awarded over $243,000 for Arts Education Residencies in Fulton, Montgomery, Saratoga, and Washington Counties.
2021 Grant Cycle Informational Seminars

Saratoga Arts offers free in-person and web-based seminars to assist applicants in understanding the grant process. Seminars focus on specifics of the grant application, including writing the narrative, successfully completing the budget, how to submit the application and support materials on Submittable, the online grants management system new for this year. The seminars also explore successful project examples, and review panel tips.

New for the 2021 Grant Cycle: Saratoga Arts will be implementing a new online submission format, using Submittable, a cloud-based grants management system. Grant Seminars will provide instruction on how to submit your grant application through this new format.

Grant Writing Technical Assistance

In addition to the informational seminars, Saratoga Arts offers current applicants grant writing technical assistance. Do you have questions about your application or would like helpful feedback on your current draft? We are happy to help! All drafts must be submitted no later than October 16, 2020 to dswanson@saratoga-arts.org. Applicants can submit a portion of the application or the entire piece. Up to five points of feedback will be provided to the applicant.

Helping Out with the Details:
Two Technical Assistance Seminars have been scheduled on specific topics such as how to apply via Submittable, tips on filling out the budget form, using social media to promote your project and other grant application tips. These are designed for one-on-one or group assistance.

See full grant information seminar schedule on page 5.

We strongly recommend that all applicants, returning and new, attend our grant seminars, as there have been many changes made to guidelines and submission process for the 2021 grant cycle.
LETTER OF INTENT AND APPLICATION DEADLINES
Letter of Intent Deadline: September 25, 2020 (midnight)
Application Review Deadline: October 16, 2020 (midnight)
Application Deadline: November 6, 2020 (midnight)

All applications will be submitted through Submittable via this link: https://saratogaarts.submittable.com/submit

WHO CAN APPLY?
Artists and organizations whose primary residence is in Fulton, Montgomery, or Saratoga County, or an out-of-county individual artist or organization who is fiscally sponsored by an in-county non-profit.

The Arts Education Grant can support arts education projects that take place in community-based settings and are designed specifically for a targeted group of learners. Emphasis is placed on the depth and quality of the creative process through which participants learn through or about the arts. Projects must focus on the exploration of art and the artistic process.

HOW MUCH TO REQUEST
In-Community Arts Education Grants range from $500 - $3,000 and partnerships involve at least three contact sessions.

WHERE AND WHEN DOES THE RESIDENCY NEED TO TAKE PLACE?
The proposed project must take place in the county in which you or your organization reside. January 1, 2021 – December 31, 2021

HOW IS FUNDING DECIDED?
Through a deliberation process, a qualified panel of arts educators, arts professionals, artists, and community representatives from Fulton, Montgomery, and Saratoga Counties review applications and decide on funding based on specific funding criteria and priorities adapted from NYSCA.

Saratoga Arts distributes funding to grant recipients immediately following disbursement from New York State. Grant Awards may not be until late spring. If your organization is dependent on receiving funding in order to implement the event please plan your budget and cash flow needs accordingly.

WHAT DOES THE COMMUNITY ARTS EDUCATION GRANT FUND?
• Artist Stipends/Fees Associated with Residency
• Arts-related Materials needed to implement the residency
• Promotional Expenses
• Other arts-related expenses

NEW FOR 2021 -
Other allowable expenses

° Arts Education grants can now fund up to the total expense of a project.
° Planning and preparation expenses for a proposed event
° Materials and expendable equipment not in excess of $1000.
° Equipment, including software, subscriptions, and training related to the creation and promotion of virtual programming

NOTE: Due to the impact of the pandemic, a large number of changes in project activity and delivery were necessary for many 2020 funded projects. None of these changes in activity and/or delivery will negatively influence 2021 funding decisions. Returning applicants whose 2020 funded projects were necessarily moved to 2021, cannot apply for that same project, but they can apply for an entirely different additional project to occur in 2021.
2021 Grant Informational Seminars Dates and Time

**GRANT WEBINARS**
Due to public safety concerns, the following seminars are scheduled to be run as webinars. All webinars will be recorded for sharing with potential applicants. You may also opt to schedule a one-on-one grant info session via phone call or zoom meeting with Grants Coordinator Diane Swanson instead of attending a group webinar. Contact Diane at dswanson@saratoga-arts.org or 518-240-4240 to schedule a meeting.

**Thursday, July 23, 2020**
4:00-5:15pm - Community Arts Grants  
5:30-6:45pm - Artist Grants  
7:00-8:15pm - Arts Education In-School, In-Community

**Thursday, August 6, 2020**
1:30-2:45pm - Arts Education In-School, In-Community  
3:00-4:15pm - Community Arts Grants  
4:30-5:45pm - Artist Grants, “Meet the Artist” presentation by 2020 grant recipient, Jen Wojtowicz

**Wednesday, August 19, 2020**
9:00-10:00am - Arts Education In-School, In-Community  
10:30-11:30am - Artist Grants  
1:00-2:00pm - Community Arts Grants

**Thursday, September 10, 2020**
4:30 to 5:45pm - Artist Grants  
6:00-7:15pm - Community Arts Grants  
7:30-8:45pm - Arts Education In-School, In-Community

**GRANT SEMINARS LIVE ON-LOCATION**
These are tentatively scheduled and will only take place if it is safe to do so at that point. If we cannot run live on-site seminars due to ongoing social distancing needs, additional webinars will be scheduled instead.

**Tuesday, September 8, 2020 at Saratoga Arts**
5:00-6:00pm - Artist Grants  
6:15-7:30pm - Community Arts Grants, “Meet the Artist/Organization” presentation by Mark Blech, project manager of Ballston Spa’s 2020 funded projects  
7:30-8:30pm - Arts Education In-School, In-Community

**TECHNICAL ASSISTANCE SEMINARS - HELPING OUT WITH THE DETAILS**

**Tuesday, September 22, 2020, 4:30-7:30pm**
NOTE: This may be rescheduled as a Zoom webinar; please check schedule on website for any updates https://www.saratoga-arts.org/grant-programs/free-seminars/
Q&A Session on location at Saratoga Arts on how to apply via Submittable, how to fill out budget form, using social media to promote projects and other helpful tips.

**Early October, date/times/venue to be announced**
One-on-one Q&A sessions on-location in Fulton/Montgomery Counties area.
**AM I ELIGIBLE TO APPLY?**

- The proposed Arts Education Residency must take place where the main applicant resides.
- Non-profit organizations or artists with legal address in Fulton, Montgomery, or Saratoga County
- NYS individual artists and organizations residing outside of Fulton, Montgomery, or Saratoga County may apply for Arts Education funding through the fiscal sponsorship of a qualified non-profit that meets the above criteria.
- An artist can partner with a non-profit organization to implement project
- The residency can be for a targeted group of learners, any age
- If applicant is an organization they must submit proof of their non-profit status
- If applicant is an individual artist he/she must submit proof of residency
- The application must demonstrate a need for funding through updated financial data
- Chapters of national organizations must have their own non-profit status in Fulton, Montgomery, or Saratoga County and may not use the non-profit status of group-ruling-parent organizations.
- Artists must be over 18 years of age

Saratoga Arts’ Arts Education Grants are funded by the New York State Council on the Arts, which requires Saratoga Arts to determine to the best of its ability that organizations receiving these public funds are capable of carrying out their proposals and will be ethical and effective stewards of public funds in compliance with nonprofit law and best governance and fiscal practices.

In the course of reviewing applications before submitting them to the selection panel, Saratoga Arts’ staff may identify what in its judgment, appear to be problems in organizational practices and require that they be addressed; failure to do so may render an application ineligible for further review or funding consideration.

**NOTES:**

- Projects with partners involved in any Arts Education projects currently receiving direct NYSCA funding are not eligible for an Arts Education Grant in the same year.
- Organizations that applied directly to NYSCA for 2021 funding may NOT apply for Arts Education funding, regardless of the status of the NYSCA application.
- An organization can apply for an Arts Education Grant and a Community Arts Grants. The total number of projects can be three and the funding request can not exceed $5,000

**IS MY PROJECT ELIGIBLE?**

- Projects may occur during a weekday or weekend / day or evening hours
- Project must involve at least three in-depth, sequential learning contact sessions with the same artist and core group of learners
- Project activities and outcomes must be collaboratively designed, planned, taught by the artist and partnering non-profit cultural organization
- If presented live, project must take place in a handicap-accessible location.

**PLUS FACTORS:**

- Artist is a Fulton, Montgomery, or Saratoga County resident
- The expertise of the proposed artist or cultural professional is clearly exhibited
- Clarity and relevance, concerning proposed project activities, shared educational and artistic goals, expected student outcomes
- Degree to which the project strengthens the learning of the arts
- Cost-effectiveness of the proposed budget
WHAT ARTS EDUCATION GRANTS CANNOT FUND

- New York State agencies and departments
- Public universities, colleges; and public, private, or parochial schools
- Individuals that do not have an eligible sponsor or partner organization
- Organizations that have applied directly to NYSCA in the most recent cycle
- Non-incorporated chapters of organizations whose “parent” is incorporated outside of Fulton, Montgomery, or Saratoga Counties
- Start-up or seed funding for the establishment of a new organization
- General operating expenses and administrative expenses not specific to the proposed project
- The acquisition, improvement, or repair of facilities, property, permanent equipment, or works of art
- Requests for funding that would result in a project financial surplus
- Entertainment costs including receptions, food, and fundraising events
- Activities that are not arts-related including balloons, clowns, magic, “sip & paint”
- Projects whose purpose is primarily rehabilitative, therapeutic, or worship-focused
- Programs in locations that are not handicap accessible, if live presentation
- Activities held in private homes
- Creation of textbooks or classroom material
- Programs in which children are used as professional artists (paid a fee)
- Lobbying Expenses
- Regrants by applicants to fund other activities
- Cash prizes, juried shows, fellowships, scholarships, and awards to students
- Past grantees that have failed to submit final reports (exception: 2020 projects impacted by the COVID Pause that have yet to take place due to changes in project activity/delivery)

Example In-the-Community Arts Education Project:
The Friends of the local public library are interested in applying for an Arts Education Grant that entails having an individual artist facilitate a three day, 2 hour per day, painting residency with a small group of senior learners. Students will learn the history of painting and general painting techniques, and more specifically about outdoor landscape painting. Preregistration is required through the Library's website; the short term residency/workshop will take place from 6pm-8pm in Classroom B at the Library. The Friends are requesting funding support to cover the instructor’s teaching fees, promotional expenses related to marketing the residency/workshop, and travel expenses for the artists to travel to the library.
APPEALS PROCESS

Arts Education Grants applicants who are denied funding are provided with an Appeals Process to ensure the integrity of the program.

Dissatisfaction with the amount of an award or with a denial of funding is not justification for an appeal. Introduction of information not provided to the Arts Education Grants Review Panel or Saratoga Arts staff by the applicant prior to the Panel’s review of the application cannot be used to justify an appeal.

THE GROUNDS FOR AN APPEAL ARE:

1. Non-presentation of material information. Information known to Saratoga Arts Staff or Panelists prior to the Panel’s decision which was not presented and which might have altered the decision.

2. Misrepresentation of material information. Information known to Saratoga Arts Staff or Panelists prior to the Panel’s decision which was distorted in its presentation and which, if presented differently, might have altered the decision.

3. Improper procedure. Contention by the applicant that 1) the review of the funding request by the panel was biased; 2) the decision by the Panel was arbitrary and capricious.

THE PROCEDURE FOR AN APPEAL IS AS FOLLOWS:

1. An applicant considering an appeal must call or email the Grants Coordinator at Saratoga Arts upon receipt of their grant rejection notification to learn why the decision was made.

2. If, after an initial consultation with the Grants Coordinator, the applicant wishes to pursue the appeal, a letter citing the specific evidence which constitutes the grounds for appeal must be received by the Saratoga Arts Grants Coordinator or Executive Director. Failure to meet this deadline will result in the loss of the right to appeal.

3. Upon receipt of a letter of appeal, the Grants Coordinator will convene the Appeals Panel. They will be furnished with the applicant’s letter; the original application, all supportive materials available to the Arts Education Grant Review Panel when the original decision was made, documentation and minutes of the Panel discussions leading to the funding decision. The date and time of this and all subsequent appeal meetings shall be determined at this time.

4. The Appeals Panel will review the materials and vote to uphold or to dismiss the appeal. The applicant will receive written notification of the decision. If the appeal is upheld, all materials will be returned to the Arts Education Grant Review Panel for reconsideration. The sole function of the Appeals Panel will be to insure the appellant has been given full and fair consideration by the process. The Appeals Panel will not be empowered to override the judgment of the Arts Education Grant Review Panel concerning the quality of a particular application or project.

5. If the Appeal is upheld, the Arts Education Grant Review Panel will meet to review the appellant’s request in light of the determination by the Appeals Panel. The subsequent determination by the Arts Education Grant Review Panel shall be submitted to the Saratoga Arts Board of Directors for approval. The decision of the Saratoga Arts Board will be final and binding.

APPLYING THROUGH A FISCAL SPONSOR

What is a fiscal sponsor?

A fiscal sponsor is a non-profit organization that offers their legal and tax-exempt status to unincorporated groups or individuals engaged in activities related to the organization’s mission.

How does fiscal sponsorship relate to Saratoga Arts’ Grants Program?

To be eligible to apply to the In-Community Arts Education Grant Program at Saratoga Arts, an organization must be incorporated as a New York State non-profit with an address in Fulton, Montgomery, or Saratoga County.

Organizations located in Fulton, Montgomery, or Saratoga County that are not incorporated as a NYS non-profit and are interested in applying to the Arts Education Grant Program have the option of seeking fiscal sponsorship from a designated NYS non-profit located within Fulton, Montgomery, or Saratoga County.
An individual artist who would like to apply to the program must either live in Fulton or Montgomery County, or if they reside outside of Fulton or Montgomery County must obtain fiscal sponsorship by an eligible non-profit in Fulton, Montgomery, or Saratoga County.

A proposed project taking place outside of the applicant’s county requires an in-county fiscal sponsor.

**What are the basic responsibilities of being a fiscal sponsor?**

- A fiscal sponsor must adhere to the non-profit eligibility requirements listed in the Arts Education Grant Guidelines.
- The sponsoring organization must be incorporated as a New York State non-profit with an address in Fulton, Montgomery, or Saratoga County.
- A fiscal sponsor applies to one of Saratoga Arts’ Grant Programs on behalf of an individual artist or unincorporated arts organization or group.
- A fiscal sponsor agrees to serve as a fiscal conduit and accepts responsibility for fulfilling all grant requirements for the grant-funded project, which includes submitting a completed and signed grant application, and if funded, a signed contract and program schedule form.
- A fiscal sponsor is responsible for receiving, recording, and disbursing the grant money directly to the sponsored artist in a timely and fair manner.
- A fiscal Sponsor is responsible for completing a final report (the final report includes financial documentation of all expenses to the project and is due within 30 days of the last completed project date).
- A copy of a Fiscal Sponsor Memo of Understanding between the two parties must be submitted with the application, stating the willingness of the Sponsor to fulfill obligations and duties relating to serving as a fiscal and administrative agent for a grant award. In addition the letter of agreement should specify the responsibilities and roles of each party.
- Refrain from making and imposing artistic decisions on the project. Artistic control and proprietary rights shall remain exclusively with the sponsored arts organization or artist.

**What are the basic responsibilities for the sponsored Artist/Non-Incorporated Organization?**

- Use all grant money exclusively for the contracted project.
- Complete project activity as described in original grant application.
- Submit to the sponsoring organization a detailed project description and fiscal report.
- Submit all required project and expense information to the fiscal sponsor for the completion of the final report (this included all expense receipts associated with the residency).
- Maintain accurate records of all project-related expenses and submit copies of expense receipts.
- Credit the sponsoring organization and Saratoga Arts on all publicity, advertisements, and acknowledgments related to the project in a form agreed to by both parties.

Saratoga Arts encourages sponsoring organizations to check with their accountant or financial personnel regarding tax liabilities and IRS reporting relevant to sponsoring projects that may or may not directly relate to the mission of their organization and, if necessary, to establish internal control policies relating to fiscal sponsorship. Sponsoring organizations are responsible for all IRS required reporting, including the creation and distribution of 1099 and W9 forms where applicable.
GRANT RECIPIENT RESPONSIBILITIES

Grant recipients are required to do the following:

- Sign and return a Cultural Services Agreement stating the terms of the funded project.
- Directly applying Individual Artists must submit a Form W-9 to Saratoga Arts.
- Attend the Annual Grant Awards Ceremony to receive award.
- Keep the Grants Coordinator informed regarding project progress. Any changes in the project as proposed in the original application must be pre-approved by the Grants Coordinator or difficulties in fulfilling obligations of the agreement must be reported to the Grants Coordinator immediately.
- Make the public aware of your project, following through on your approved marketing strategy.
- Credit Saratoga Arts for receipt of funds on all publicity and printed and e-media materials and websites associated with the funded project (specific credit language is available at www.saratoga-arts.org and in the Cultural Services Agreement Packet). Failure to do so will affect future funding eligibility.

Saratoga Arts made this program possible with an Arts Education Grant funded by the New York State Council on the Arts with the support of Governor Andrew M. Cuomo and the New York State Legislature.

Saratoga Arts logo and credit language can be downloaded from www.saratoga-arts.org/grants-programs/

- Submit a Program Schedule Form. Once funded the Grants Coordinator will provide you with a form and due date.
- If project is to be presented live, ensure that events/venues associated with the project are fully accessible to all abilities.
- If project is to be presented as a virtual event, ensure that links are accessible, and that content is shareable.
- Submit a Final Report with copies of original receipts within 30 days of completion of the funded project. An applicant that fails to provide required reporting paperwork can not apply again until that paperwork has been properly submitted and approved. (exception: 2020 projects impacted by the COVID Pause that have yet to take place due to changes in project activity/delivery)

A final report form is available at www.saratoga-arts.org/grants-programs/
APPLICATION INSTRUCTIONS FOR NON-PROFIT ORGANIZATION AS MAIN APPLICANT

All applications will be submitted to Saratoga Arts through Submittable via this link: https://saratogaarts.submittable.com/submit

Please note: If your organization is applying for funding for more than one project, a separate application and all accompanying support material must be submitted for each project.

I. Application and Budget Forms

All application fields must be filled in completely; required fields left empty may result in incomplete application submission. Blank budget form fields are included within the online application and completed directly in the application. Budget form instructions are available to download from our website at https://www.saratoga-arts.org/grant-programs/arts-education-grants/.

II. Support Documents

All of the following items will either be required fields on the online application form or be requested as pdfs to be uploaded into the online application form.

Board of Directors List
Submit a list of current Board Members, include occupation affiliations, address and phone numbers

List of all Artistic & Administrative Personnel
Submit a list of names and organizations overseeing the arts project; provide mailing addresses and phone numbers, and specify their roles in the project

Artist Resume/s
Submit resumes for all artists involved in the project describing their artistic career and qualifications

Organization Financial Statement
Submit one copy of the financial statement from your organization’s most recent completed fiscal year. Use updated audited figures if available; other acceptable documents include accountant prepared and signed statements or a complete fiscal year report signed by board treasurer.

Proof of Applicant Organization’s Non-Profit Status

In addition to the guidelines above, applicants must meet certain eligibility requirements in order to be considered for Arts Education Grants funds. The applicant must be incorporated as a New York State non-profit, municipality or government entity with a mailing address in Fulton, Montgomery, or Saratoga County. Please note that the address on the documentation must show a Fulton, Montgomery, or Saratoga County address.

Please remember: chapters of national organizations must have their own non-profit status in Fulton, Montgomery, or Saratoga County and may not use the non-profit status of group ruling parent organizations.

For non-profit organizations, any one of the documents below may serve as proof of non-profit status:

- IRS Determination Letter (A NYS Sales Tax Exemption Certificate will not be accepted)
- Documentation of charter by the New York State Board of Regents under section 216 of the New York State Education Law
- Documentation of incorporation under Section 402 of the New York State Not-for-Profit Corporation Law
- Current New York State Bureau of Charities (Office of the Attorney General) filing receipt

For municipalities and government entities, the following documents can be submitted:

- Official authorization as an arm of local government (i.e., a formal letter on official stationary signed by the appropriate county, city, town or village executive)

Fiscal Sponsor Memo of Understanding
A written memo outlining the agreed upon services provided by the fiscal sponsor to the sponsored organization.

III. Artistic Support Materials

Applicants are asked to submit artistic samples that represent their organization’s work from the last three years. Choose the medium appropriate for the project and artistic discipline of the involved artists. All artistic support materials are to be uploaded directly into appropriate field in Submittable application form.

- Sample Arts Education Lesson Plan/s
- Digital Images – Color images or BW, max of 2500 pixels on longest side, 150 dpi or higher. Submit up to five images, each labeled with Number, Title & Date of Work. Include a numbered Image List with Number, Title, Artist, Date of Work, Medium and Dimensions. Note: 3-D artists may submit two views of each piece for a max. of 10 images.
- Literary Work – Maximum 10 pages, typed, double-spaced. Include a Title Page labeled with Artist Name, Title and Date of Work. Poetry may be single-spaced, each poem on a separate page.
- Audio MP3 Tracks, or audio links found on Vimeo or YouTube – Maximum 10 minutes. Specify which tracks to be played. Label with Artist Name, Title and Date of Work.
- Video links to Vimeo or Youtube – Maximum 10 minutes. Specify which segment to view. Label with Artist Name, Title and Date of Work.
- Websites – provide urls for up to two websites.
- News Articles - Maximum of 3

NOTES:

- The application process through our submission site in Submittable requires users to create their own account prior to accessing the grant application forms.

- If you have any questions about the online submission process, please contact Grants Coordinator Diane Swanson at dswanson@saratoga-arts.org. Additional support can be accessed directly through the Submittable support team, if you experience any issues during your process.

- A helpful video about getting started as an applicant in the Submittable online submission software is available at this link: https://submittable.help/en/articles/4058469-getting-started-as-a-submitter

- Learn more about using our new online submission process by attending our Helping out with the Details seminars: Two seminars specifically designed to help applicants with certain details of our process will be scheduled for late September/early October. The Q & A sessions will cover topics such as how to fill out budget forms, how to apply through Submittable, the online submission platform that SA has implemented for the new grant cycle, how to promote through social media and other tips.
APPLICATION INSTRUCTIONS FOR
ARTIST AS MAIN APPLICANT

All applications will be submitted to Saratoga Arts through Submittable via this link:
https://saratogaarts.submittable.com/submit

I. Application and Budget Forms
All application fields must be filled in completely; required fields left empty may result in incomplete application submission. Blank budget form fields are included within the online application and completed directly in the application. Budget form instructions are available to download from our website at https://www.saratoga-arts.org/grant-programs/arts-education-grants/.

II. Support Documents
All of the following items will either be required fields on the online application form or be requested as pdfs to be uploaded into the online application form.

Artistic & Administrative Personnel
Include all names of those involved, provide mailing addresses and phone numbers, and specify their roles in the project. (Must include school administrator contact information.)

Artist Resume

Proof of Residency (2 forms of proof, 1 copy each)
Acceptable forms of proof include:

- Drivers License
- Recent Phone or Utilities Bill
- Voter Registration Card
- Copy of Current Federal or NY State tax return (please black-out figures)
- Copy of dated Lease or Mortgage

Letter of Support From the Partnering Community Organization
A written letter of support from the community partner to the individual artist is required. The letter must outline the partner's support of the project (monetarily or otherwise).

III. Artistic Materials
Choose the medium appropriate for the project and artistic discipline of the involved artists. Submit the highest quality items and make sure they are relevant to the proposed project. All artistic support materials are to be uploaded directly into appropriate field in Submittable application form.

- Sample Arts Education Lesson Plan/s
- Digital Images – Color images or BW, max of 2500 pixels on longest side, 150 dpi or higher. Submit up to five images, each labeled with Number, Title & Date of Work. Include a numbered Image List with Number, Title, Artist, Date of Work, Medium and Dimensions. Note: 3-D artists may submit two views of each piece for a max. of 10 images.
- Literary Work – Maximum 10 pages, typed, double-spaced. Include a Title Page labeled with Artist Name, Title and Date of Work. Poetry may be single-spaced, each poem on a separate page.
- Audio MP3 Tracks, or audio links found on Vimeo or You Tube – Maximum 10 minutes. Specify which tracks to be played. Label with Artist Name, Title and Date of Work.
- Video links to Vimeo or Youtube – Maximum 10 minutes. Specify which segment to view. Label with Artist Name, Title and Date of Work.
- Websites – provide urls of up to two websites
- News Articles - Maximum of 3
Letter of Intent Example

YOUR ORGANIZATION’S LOGO HERE
(Please use letterhead if possible)

Your Name
Organization / Government Department Name (if applicable)
Organization Address
Organization City, State Zip
Organization Phone

Date

Dear Diane Swanson,

This letter is to announce organization's or artist's name intention to apply for a __grant type (Name specific grant program and type)__ for the 20XX grant cycle. We / I plan to propose a project, tentatively called, __tentative program title__. Our organization's Executive Director supports our decision to apply for funds and will be assisting in our fundraising efforts.

Sincerely,

(Signature)

Your Name
Your Title
Your Email Address