

2010-2011 PERFORMING ARTS FUND APPLICATION CHECKLIST



Please use this checklist to prepare your funding application(s).

If you have questions, please contact program staff at performingartsfund@artsmidwest.org.

Determination of submission date

- ◆ In order for your application to be considered for funding, both an eGRANT application must be submitted AND the hard-copy application package must be received in Arts Midwest's office.
- ◆ **The official submission date is the date when all materials (eGRANT + hard-copy application package) are received in Arts Midwest's office.** (NOT when your online eGRANT application was submitted.)
- ◆ Applications are reviewed on a first-come, first-served basis; review begins on March 24. Application packages received prior to March 24 will be considered to be received on March 24.

What to do before completing your application

Understand the guidelines and ensure your engagement fulfills them before applying.

Applications must meet all general eligibility requirements to be considered for funding.

- Make sure your application meets the general eligibility requirements.
- Understand how you can qualify for funding priority by submitting as a Star Project application.
- Assess your season and determine which of your engagement(s) would be a successful application, including which, if any, might fulfill one or more of the Star Project components.

Documents required for completing your application

Gather the necessary support documents before you go online to complete your eGRANT application.

Required for all applicants

- Letter of intent or fully executed contract** between your organization and the artist/ensemble or its agent. Either document must be signed by both parties and include the date(s) of the engagement, contracted fee, and all activities included in the engagement.
- Your organization's federal tax-exempt ruling under IRS Section 501(c)(3).** OR, if your organization is an entity of state, local, or tribal government, please provide official documentation of your federal (not state) tax-exempt status.

For Star Project applications only

Engage a Performing Artist from the Midwest

- ◆ If your engagement features an artist that resides in Arts Midwest's nine-state region and is not from the applicant's own state, **you do not need to supply any additional materials.**

Deepen Participation with a Community-Based Residency

- Complete a Residency Detail** spreadsheet for your engagement, including the planned dates, locations, and activities that are part of your engagement. (This Excel document is available in the Star Projects section of the eGRANT application.)

Provide Cultural Access for a Specific Population

- Submit at least one letter from a participant** from the specific population with your hard-copy application package. This letter should include information about the participating population and should confirm their involvement through the duration of the engagement. This letter could be from a partnering organization, social service agency, school representative, tribal council, contact person, member of the population, etc.

Completing your application

You'll need to submit your online eGRANT application and mail in your hard-copy application package.

Using eGRANT

- ◆ If you have applied through the Arts Midwest eGRANT for the Performing Arts Fund in the past, you will need the login and password you had previously created. If you have misplaced them, e-mail us at performingartsfund@artsmidwest.org and we'll send you a reminder.
- ◆ If this is your first time using the Arts Midwest eGRANT, you will be asked to create a login and password when you first visit the site. On the Arts Midwest eGRANT home page, select "Click here to register" and create a login and password for your organization.
- ◆ eGRANT does not automatically save information as you enter it. Remember to click one of the "Save and..." buttons at the bottom of each page as you complete your application.
- ◆ When creating a new application, be sure to choose "**2010–2011 Performing Arts Fund**" from the drop-down list in eGRANT.

The eGRANT application

- ◆ **Priority:** If your organization is submitting two eGRANT applications, please indicate in each eGRANT application the order in which you prefer your applications to be reviewed. Organizations may submit a maximum of TWO applications. Only one application per organization per day will be reviewed.
- ◆ **Narratives:** Each narrative question has a character limit as indicated in the eGRANT application. Prepare your narrative responses in a Word document and copy and paste them in the corresponding fields in the eGRANT application. Please be as detailed as possible with your responses, within the character limit.
 - No *italic*, **bold**, or underlined text or formatted bullets allowed.
 - The length of each response must be within the character limit indicated. To determine the number of characters in a Word document, click on "Tools," select "Word Count," and view the number of characters (with spaces).
- ◆ **.Underserved audience:** The engagement must reach an underserved audience through the public performance(s) and/or in-depth educational activity(ies). For the purposes of the Performing Arts Fund, an underserved audience is composed of people who lack access to the performing arts due to **economic conditions, ethnic background, disability, or age**.
 - **Geographically underserved audience:** If your organization is located in a non-Metropolitan Statistical Area (MSA), your organization automatically reached an underserved audience. The U.S. Census Bureau's most recent determination (by county) of Metropolitan Statistical Areas is used for this purpose. If this situation applies to your organization, you must provide a description of how your audience lacks access to performing arts due to its geographic location.

Please Note:

- A community's lack to access to a particular art form does not fulfill this requirement.
- The ethnic background/makeup of your community does not automatically fulfill this requirement, because the audience for your engagement may be different than your community in general. You must explain how you will ensure such an audience will participate in your engagement.
- Marketing or offering tickets to a specific audience without guaranteeing their participation in your engagement is not sufficient.

The hard-copy application package

- Print PDF:** Once you've submitted your eGRANT application, return to the Main Menu to print your final PDF, which will include instructions on how to assemble your hard-copy application package.
- A note on the Authorizing Signature:** After submitting your eGRANT, an authorizing official must sign the Cover Page (part of the PDF document in eGRANT) verifying that the information submitted is correct and agreeing to comply with the Assurance of Compliance. If you part of a university, you may need to submit your eGRANT early in order to obtain this signature prior to mailing with your hard-copy application package.