

# 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](mailto: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. This document must include the date(s) of the engagement, contracted fee, and all activities included in the engagement. **Contracts AND letters of intent must be signed by BOTH parties.**
- 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, you will need to provide official documentation from this unit of government that confirms this relationship and explains 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 all planned activities, dates, and locations. (This Excel document is available for download 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 confirm their involvement for 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.

### Before you begin your application

- ◆ Assess your season and determine which of your engagements would be a successful application for the Fund.
- ◆ Make sure your application meets the general eligibility guidelines.
- ◆ Understand how you can qualify for funding priority by submitting a Star Project application.
- ◆ All applicants must have a DUNS number and be registered with the Central Contractor Registration (CCR) in order to be eligible for federal funds. The Fund is largely funded by a grant from the National Endowment for the Arts.
- ◆ After you submit your eGRANT application, an authorized official must sign the Cover Page of your PDF Summary, verifying that the information in the application is correct and agreeing to comply with the Assurance of Compliance. (The Cover Page and Assurance of Compliance are part of the PDF Summary document that you will print and mail in after submitting your application).

## Using eGRANT

- ◆ If you have previously applied through the Arts Midwest eGRANT for the Performing Arts Fund, you will need the login and password you had previously created.
- ◆ If you have misplaced your login and/or password, contact us at performingartsfund@artsmidwest.org.
- ◆ 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 -- 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, 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 the order in which you prefer your applications to be reviewed by assigning each a priority number where indicated in the eGRANT.
  - 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. Review the application so you can prepare your narrative responses in a word-processing document and paste them into the corresponding fields in the application.
  - The length of each response must be within the character limit indicated.
  - Be as detailed as possible with your responses within the character limit.
  - These are plain-text fields – no italic, bold, or underlined text; bullets; or other formatting can be accepted.
- ◆ **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 audiences:** If your organization is located in a county that is NOT part of a Metropolitan Statistical Area (MSA), your organization automatically reaches an underserved audience due to geographic location. 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 describe how your audience lacks access to performing arts due to its geographic location.

### Things to keep in mind:

- You must be prepared to **ensure** that members of the underserved audience you intend to reach actually participate in your engagement – **inviting, marketing, or offering tickets to an underserved audience without guaranteeing their participation** in your engagement does not fulfill this requirement.
- A community's lack to access to a particular **art form** does not fulfill this requirement.
- The ethnic background or economic conditions of members of your community in general **does not** fulfill this requirement, because the audience for your engagement may not reflect your community's demographics.

## The hard-copy application package

- **PDF Summary:** Once you've submitted your eGRANT application, return to the Main Menu to print the PDF Summary, which will include instructions on how to assemble your hard-copy application package.
- **Cover Page signature:** After you submit your eGRANT application, an authorized official must sign the Cover Page (part of the PDF Summary referenced above), verifying that the information in the application is correct and agreeing to comply with the Assurance of Compliance.