

GRANT APPLICATION ATTACHMENTS

One set of all required attachments is required from each applicant annually.

If an organization makes multiple grant applications to the Arts Council in a given year, it is not necessary to resubmit the required attachments. Attachments are not saved year to year, however.

REQUIRED ATTACHMENTS (checklist):

- Cover page listing: Organization name
"2010 Attachments"
Grant application categories applied for
- Federal 501(c)(3) tax exemption letter
- Organizational History (200 word max. = 1/2-page approx.)
- Bulleted two-year program history (two pages, max.)
- Biography of artistic and/or administrative leadership (400 word max. = one page approx.)
- Most current Long Range or Strategic Plan **NEW**
If your organization does not have a Long Range or Strategic Plan, please provide a statement to that effect along with any brief explanatory or contextual note that might be needed.
- Current Board of Directors list, including names and addresses
- Financial Statements as specified in the Grant Program Guidelines (page 9).

Optional Attachments:

- Five (5) samples of programs, advertising, media coverage, etc.
No multiple copies, please.
Excess samples will not be reviewed; they will be discarded upon receipt.
Samples are optional and need only be submitted when their content demonstrates a noteworthy aspect of the organization or its programming.

Submission Packet

CHECKLIST:

- Signed original Application(s),
- Twenty (20) copies* of each Application, **NEW**
- One (1) set of the Required Attachments
- Maximum five (5) Optional Attachments

* Application copies should be double-sided, hole-punched and paper-clipped (do not staple).