

NALAC Fund for the Arts

2018 Guidelines: Artists & Ensembles

Deadline: Thursday, September 6, 2018 11:59PM Central



Table of Contents

2	Overview
3	Funding Priorities
4	Grant Categories
5	General Eligibility
6	Eligibility Criteria by Grant Category
7	Review Process & Evaluation Criteria
8	How to Apply
9	Application Instructions
10	Project Narrative
11	Artist Profile
12	Work Samples
13	NFA Budget Form
14	Support Documents
15	Technical Assistance
16	FAQ
19	Tips and Resources

Alternative Formats

To request this or any other NALAC publication in an alternative format, please contact us at 210-432-3982 or email grants@nalac.org.

Overview

The National Association of Latino Arts and Cultures (NALAC) is the nation's premier nonprofit organization exclusively dedicated to the promotion, advancement, development, and cultivation of the Latino arts field.

The NALAC Fund for the Arts (NFA) was launched in 2005 by the National Association of Latino Arts and Cultures with major support from the Ford Foundation. Through the NFA, NALAC provides a variety of grants to assist US and Puerto Rico-based Latino artists and arts organizations in the development, creation, presentation and sustainability of artistic excellence, as well as the opportunity to participate in activities that contribute to professional and organizational growth.

The 13th cycle of the NFA is made possible by the Andrew W. Mellon Foundation, Ford Foundation, Doris Duke Charitable Foundation, Southwest Airlines, Surdna Foundation, Nathan Cummings Foundation, The San Antonio Department of Arts and Culture and the Donor Collaborative of the Adán Medrano Legacy Award.

NFA Artist/Ensemble Grant

The NFA Artist/Ensemble grant program is for U.S. and Puerto Rico-based Latino artists, in all disciplines, working individually or as part of a Latino ensemble, arts collective, or community-based arts group. Organizations should review the NFA Organization grant guidelines.

Deadline

Thursday, September 6, 2018 11:59PM Central Time

Project Dates

Proposed projects **must** take place between December 15, 2018 and December 31, 2019.

Funding Priorities

Latino artists and arts organizations in the United States and Puerto Rico are at the forefront of social change and have made significant contributions to social justice efforts. The NALAC Fund for the Arts supports this work and serves as a catalyst for innovation in the arts field, providing Latino cultural producers with critical funding to invest in their creative capacity and ability to make lasting contributions to their communities and society. We encourage first time applicants, returning applicants who have not received a grant, and applicants from diverse geographic areas to apply.

NFA Objectives:

- **Sustain the creation and presentation of works** by Latino artists and arts organizations.
- **Build the capacity** of Latino arts organizations and artists.
- **Support the creative expression** of artists that exhibit a high level of artistic excellence and innovation.
- **Empower Latino artists and arts organizations** in their efforts to promote social justice and social change through the arts.
- **Strengthen communities** by investing in cultural assets and human and social capital of Latinos in the U.S.

Grant Categories for Artists/Ensembles

The NFA Artist/Ensemble grant program is for U.S. and Puerto Rico-based Latino artists, in all disciplines, working individually or as part of a Latino ensemble, arts collective, or community-based arts group. Grant funds may be used to support areas including the creation, development, presentation and/or distribution of work; equipment purchases necessary for artistic production; research and travel; professional or career development; living and studio expenses; technical support, studio assistance or collaborations; documentation, production expenses and maintenance.

Artist Grant

Award Amount: \$5,000

Open to Latinx artists or ensembles based in the U.S. or Puerto Rico. The grant supports artists whose work demonstrates excellence and the potential for impacting the Latino arts field.

Mentorship Award

Award Amount: \$25,000 | Awards Granted: 1

Open to Latinx artists with at least ten (10) years of experience working in any artistic discipline with demonstrated mastery of the craft. The award supports an exemplary Mentor-Mentee project that enables reciprocal knowledge and skill transfer between a Latinx artist with demonstrated mastery in an artistic discipline and a Latinx mentee artist.

San Antonio Artist Grant

Award Amount: \$5,400 | Awards Granted: 5

Open to Latinx artists or ensembles based in San Antonio, Texas. The grant supports expenses related to the creation of new works that must be publicly displayed or performed in the City of San Antonio. This category is supported by the City of San Antonio Department of Arts and Culture.

Adán Medrano Legacy Award in Film

Award Amount: \$10,000 | Awards Granted: 1

The Adán Medrano Legacy Award in Film is open to emerging Latinx video/filmmakers based in the U.S. or Puerto Rico. The award aims to impel further dynamic, Latina(o) cinema production in support of new productions by emerging filmmakers that contribute towards a greater cultural understanding of Latinx expression and identity.

Transnational Travel Award

Award: Roundtrip Airfare via Southwest Airlines

Open to Latinx artists or ensembles based in the U.S. or Puerto Rico. The grant supports artists whose work demonstrates excellence and the potential for impacting the Latino arts field. *The Guidelines and application for this category will be published on the NALAC website in August 2018.*

Upcoming Grant Opportunities

Guidelines will be published on the NALAC website in August 2018

Puerto Rico Artist Grant

Award Amount: \$2,500

Open to Puerto Rican artists currently residing in Puerto Rico.

Latinx Arts Pod Grant

Award Amount: \$2,500

Open to Latinx artists, ensembles or cultural workers based in the U.S. or Puerto Rico. This grant will support projects led by NALAC members that build local resources for the evolving Latinx arts field.

General Eligibility

A primary applicant may submit only one NFA Grant application per year. **All primary applicants must meet all of the general requirements below before applying to any of the categories.**

Individuals applying to the NFA:

- ✓ Must be at least 18 years of age.
- ✓ Must be a Latinx artist, ensemble, or cultural worker based in the U.S. or Puerto Rico.
- ✓ Must be a member of NALAC at the individual level (visit www.nalactienda.org to purchase your membership).
- ✓ Must meet the eligibility criteria to the grant category of interest.
- ✓ Must have not received funding from the NFA during the 2017 grant cycle.
- ✓ Must have submitted a Final Report for any previously awarded NFA grants.
- ✓ Must propose a project that begins after December 15, 2018 and concludes by December 14, 2019.

Ineligible for Support

The NALAC Fund for the Arts does not provide support for the following activities:

- x Social functions, parties and receptions
- x Capital campaigns
- x Projects, groups, or organizations affiliated or sponsored by colleges or universities
- x Student work completed for academic credit or as part of an academically supported project, program or residency
- x Retroactive funding (expenses before December 2018)
- x Artists/Ensembles who received funding from the 2017 NFA cycle
- x Artists/Ensembles who have not submitted their Final Report for previous NFA grants
- x Debt reduction

Eligibility Criteria by Grant Category

Please review the following eligibility criteria for each of the grant categories.

Artist Grant

- ✓ Meet the general eligibility requirements.
- ✓ Have a project budget of at least \$7,500 and will seek a project match of \$2,500 in other sources of funding (up to \$1,250 may be in-kind).

San Antonio Artist Grant

- ✓ Meet the general eligibility requirements.
- ✓ Have a permanent residence of at least six months within the city limits of San Antonio.
- ✓ Will publicly display or present proposed project in the City of San Antonio (internet public presentations are acceptable).
- ✓ Have a project budget of at least \$8,100 and will seek a project match of \$2,700 in other sources of funding (up to \$1,350 may be in-kind).

Mentorship Artist Award

- ✓ Meet the general eligibility requirements.
- ✓ Are an established artist with at least ten years of experience working in any artistic discipline with demonstrated mastery of that craft.
- ✓ Establish a mentor/mentee relationship with one or more Latinx artists.
- ✓ Propose a project that demonstrates the mentor/mentee relationship.
- ✓ *Applicants in this category will automatically be eligible for an Artist Grant.*

Adán Medrano Legacy Award in Film

- ✓ Meet the general eligibility requirements.
- ✓ Meet the definition of emerging filmmaker. **For the purposes of this grant, an “emerging filmmaker” is defined as someone who:** has less than five years of experience in filmmaking as a writer, director or producer; has completed at least independent film or video work in one of those roles; and has received basic training in the media arts. Training can be formal (college or university) or informal (production course, workshops, hands-on experience in media arts production, etc.).
- ✓ Will use the funds for expenses related to pre-production, production, and/or post-production of a film or video.
- ✓ *Applicants in this category will automatically be eligible for an Artist Grant.*

Upcoming Grant Opportunities

Guidelines will be published on the NALAC website in August 2018

Puerto Rico Artist Grant

- ✓ Meet the general eligibility requirements.
- ✓ Have a permanent residence of at least one year in Puerto Rico.

Latinx Arts Pod Grant

- ✓ Meet the general eligibility requirements.
- ✓ Are an artist, arts administrator, or cultural worker with a non-arts project.
- ✓ Have a project that aims to mobilize, organize, amplify, and strengthen local arts and culture communities.

Review Process

Technical Review

- Applications will be reviewed for eligibility. Incomplete applications are not eligible to move forward in the review process.

Panel Review

- Applications will be evaluated and selected based on criteria by a peer review panel comprised of arts professionals representing geographic, disciplinary and ethnic diversity.
- Panel recommendations will be submitted to the NALAC President & CEO and Board of Directors for formal approval and authorization.

Evaluation Criteria

The following evaluation criteria are the basis for the panel review of the NALAC Fund for the Arts:

Artistic Merit (40%)

- Significance of the proposed activity/opportunity and/or artistic work
- Artistic and/or technical excellence
- [\[Mentorship Award Applicants only\]](#) Context for the mentor artist's work and demonstration of how the work has advanced the field

Funding Impact (30%)

- Potential to enhance visibility, appreciation and/or professional development of artist
- Participation of and/or connection to Latino community
- Potential to broaden and/or deepen knowledge, understanding & appreciation of Latino arts and culture
- Potential for project to create positive social change
- [\[Mentorship Award Applicants only\]](#) Opportunity for significant lasting knowledge and skill transfer between Mentor and Mentee artists

Capability (30%)

- Reasonable budget for scope of project
- Capacity to successfully complete project
- Ability to effectively evaluate goal(s)

How to Apply

Deadline: Thursday, September 6, 2018 11:59PM Central Time

IMPORTANT: Check your time zone. Online system will automatically shut off at 11:59PM Central Time. Late applications will not be accepted. All application materials must be submitted electronically via the online system by the posted deadline.

Prepare Application

- Step 1** Carefully review the NFA Artist/Ensemble Guidelines. Follow instructions and application requirements to ensure that your application materials are complete.
- Step 2** Download the NFA Budget form at www.nalac.org/nfa.
- Step 3** Complete and save the Form on your computer.

Submit Application

- Step 4** Go to NALAC submission manager: www.nalac.submittable.com/submit.
- Step 5** Create a Submittable account. If you already have an account, just login.
- Step 6** Enter User Account information and continue. Complete the Project Narrative and Artist Profile.
- Step 7** Click “Add File” to attach the completed Budget Form.
- Step 8** Click “Add File” to attach each Work Sample.
- Step 9** Click “Add File” to attach appropriate Support Documents.
- Step 10** Review your application one last time! Then, click “Apply Now” to submit.

Notifications

- Step 11** A confirmation email will be sent to the email address provided in Step 5.
- Step 12** Applicants will be notified of their award status via mail by the end of the year.
- Step 13** Applicants are encouraged to request feedback via the instructions in the notification letter.

Application Instructions

Follow the instructions and application requirements to ensure that your application materials are complete.

A complete online submission will include:

- Submittable User Account
- Project Narrative
- Artist Profile
- Work Samples
- NFA Budget Form
- Support Documents

Applications that are incomplete or fail to adhere to the instructions listed in these guidelines will be marked as non-competitive.

Create a User Account on Submittable

To kick off the application process, go to www.nalac.submittable.com to create an account on Submittable. Login and start the application. The following information will be requested during sign up: Name, Email, Password, Physical Address & Phone.

Please Note: Grant communications will be sent to the email, phone number, and mailing address connected to this user account only. If you are applying on behalf of an artist or ensemble, keep in mind that all grant communications will be sent to the email address associated with the Submittable account.

Project Narrative

In this section of the application, primary applicants will have the opportunity to craft a project narrative that gives the review committee a strong understanding of what the applicant aims to accomplish with support from a NALAC Fund for the Arts Grant. The following questions will help uncover the *who, what, where, how* and *why* of the proposed project.

- 1. Select the grant category and amount for which you are applying:**
 - a. Artist Grant (\$5,000)
 - b. Mentorship Award (\$25,000)
 - c. Adán Medrano Legacy Award in Film (\$10,000)
 - d. San Antonio Artist Grant (\$5,400)
- 2. Project Title**
- 3. Project Discipline**
- 4. Project Activities** On Submittable, there will be a list of project activities to select from. Please choose the ones relevant to the proposed project.
 - [\[San Antonio Artist Grant applicants only\]](#) Applicants in this category **must** select Creation and Presentation as one of their activities.
- 5. Social Themes** If applicable, select primary and secondary themes that relates directly to the proposed project.
- 6. Project Start Date** Project start date must be after December 15, 2018.
- 7. Project Completion Date** Project completion date must be on or before December 31, 2019.
- 8. Project Summary** If you were to receive the NFA grant, how would you use the funds? Summarize your project in 100 words or less. Begin with “To support...”
- 9. Activities/Goals** What do you intend to accomplish during the funding period? (300 words)
- 10. Artist/Community/Beneficiaries** Who are the intended audiences and communities that you hope to engage through this project? How are you planning to engage them? (100 words)
- 11. Intended Outcomes** What kind of impact – civic, social, cultural, etc. - do you hope your project will have? Explain how your work will have an impact on your artistic and professional growth as well as your community through the proposed project. (100 words)
- 12. Project Venue** List the location(s) where project activities will take place.
 - [\[San Antonio Artist Grant applicants only\]](#) Project activities **must** take place within San Antonio city limits. Internet public presentations are acceptable.
- 13. Purpose** Why do you want to accomplish these goals? (100 words)
- 14. Evaluation** What evaluation methods will you use to determine if you were successful in accomplishing the goals of this project successfully? (150 words)
- 15. Timeline/Process** When and how will you accomplish the outlined activities and related goals? (150 words)
- 16. Total Project Budget**
- 17. Budget Narrative** Describe each major line items in your project expense budget and explain how you plan to use the funds requested from the NALAC Fund for the Arts grant. (150 words)

Required for the Adán Medrano Legacy Award in Film:

- 1. Film Type**
- 2. Genre** Please list the genre(s) of your film.
- 3. Runtime** How long will your film be?
- 4. Production Budget** Please share the total production budget for the project.
- 5. Shooting Format** i.e., 16mm, 35mm, 4K, etc.
- 6. Aspect Ratio** i.e., 4:3, 16:9, etc.

Artist Profile

In this section, applicants will provide information on their creative practice as a Latinx artist or ensemble.

1. **As of today, does the primary applicant have active NALAC Membership?** If so, please provide the email address used to purchase NALAC membership. To join NALAC, visit <http://www.nalactienda.org/>
2. **Is the Primary Applicant a previous recipient of a NALAC NFA Grant?**
 - a. **If the applicant selects Yes on Question #2:** As a previous grantee, did you submit a Final Report?
3. **Primary Applicant Legal Name**
4. **Artistic Name/Ensemble Name** This is the name that would appear in grant related-news and publications.
5. **Ethnicity with Latinx Heritage** Please share your countries of heritage, origin, or tribal affiliations.
6. **How do you self-identify?**
7. **How many years have you been a professional artist?**
8. **Artist Statement** Describe your artistic vision, aesthetic approach and process. The main goal of an artist statement is to discuss your understanding of your process, ideas, and field. The statement also gives you an opportunity to define the critical conversation you want to engage through your art. (150 words)
9. **Primary Applicant Biography** (100-words or less)
10. **Contact Information** (mailing address, email, website, etc)

Required for Mentorship Artist Award:

1. **Collaborator/Mentee Details**
2. **Collaborator/Mentee Name** If applicable, enter name of collaborator/mentee named in proposal.
3. **Mentee Ethnicity** Please share the mentee's countries of heritage, origin, or tribal affiliations.
4. **Collaborator/Mentee Website** If applicable, enter website address for collaborator/mentee.
5. **Collaborator/Mentee Email** If applicable, enter email address for collaborator/mentee.
6. **Collaborator/Mentee Phone** If applicable, enter phone number for collaborator/mentee.

Work Samples

Do not exceed size, time, or page limits below as panelists will only designate five minutes of work sample review time per application.

Primary artist can submit up to ten (10) total work samples representing the artistic quality of the primary applicant and collaborating artistic entities.

[Required for the Mentorship Award Applicants] Mentees should submit up to five (5) additional work samples.

- **FORMATTING** The filename for each sample should be: NFA18_Last Name_#extension. For example: NFA18_Lopez_1.jpg.
- **TIMELINESS** Artistic Work Samples should represent work completed within the last three years.
- **ARTISTIC QUALITY** Do not submit enhanced promotional materials. These materials do not allow panelists to see/hear the artistic quality of the artist.
- **TECH ADVICE** Applicants are responsible for reviewing and testing artistic portfolio uploaded to the online application, well in advance of the deadline.

Choose the most appropriate format to represent your discipline as described below:

- **AUDIO** (music, vocals, spoken word or sound-based art) Applicants submitting audio material as their primary work sample are limited to five minutes of total audio. These five-minutes can be composed of or several short works. The preferred format for audio is a link to Soundcloud, Vimeo or YouTube. File can be provided via URL or MP3 upload.
- **VIDEO** (performance art, film/video, music, dance, theatre, spoken word or movement-based art) Applicants submitting video material as their primary work sample are limited to five-minutes of total video. The five minutes can be composed of several short works. Please provide a URL and password if applicable. The preferred format for a video work sample is a link to Vimeo or YouTube.
- **IMAGE** (visual art, image-based art without motion) Applicants submitting images as their primary work sample are limited to a total of ten (10) images. Images must be high-quality, at least 300 dpi. File extensions can be JPG or PNG.
- **TEXT** (literary art, poetry, prose, script or screenplay) Applicants submitting writing samples as their primary work sample are limited to a total of five (5) pages of material. Include page numbers and name on each page with at least 12-point font size. File extension should be in PDF format.
- **COMBINATION OF MATERIALS** If it is necessary to use more than one artistic work sample format, calibrate accordingly for no more than a 5-minute reviewing time of the combined samples.

Budget

Download the NFA Budget Form here: www.nalac.org/nfa. The budget form should include an itemized breakdown of project-related income and expenses. Indicate requested grant amount. For more information on in-kind and budget match requirements, please see below. A sample budget form can be found on the next page.

The file name for the budget document should follow the general format: NFA18_Name_DocumentTitle.pdf.

- **EXPENSES**
 - Include all project related costs such as salaries and wages, travel, artist and consultant fees, promotion, evaluation, supplies, materials, printing. Be sure to include all in-kind contributions in the expense section as well.
 - Identify the expenses the NALAC grant funds will cover.
- **INCOME**
 - Please list all different forms of income you will be receiving for the project.
 - Cash income includes cash donations, grants and revenues that are expected or have been received for this project.
 - In-kind support includes donated space, supplies, and volunteer services. These same items should also be listed as expenses.
 - Classify each income source as *Confirmed* or *Pending* at the time of application.
- **BUDGET MATCH REQUIREMENTS**
 - For Project Grant: minimum match of \$2,500 (up to \$1,250 in-kind).
 - For San Antonio Artist Grant: minimum match of \$2,700 (up to \$1,350 in-kind)
 - For Mentorship Award: no match required.
 - For Adán Medrano Legacy Award in Film: no match required.

Resume and Letter of Commitment

The file name for each document should follow the general format: NFA18_Name_DocumentTitle.pdf. Documents should be submitted in PDF format.

Resume or CV

Upload a one-page resume or CV with an overview of artistic experience and past work.

- [\[For Collectives or Ensembles\]](#) Combine all relevant artist resumes or bios into one pdf.
- [\[For Mentorship Award\]](#) A resume is also required for the Mentee. Combine both artist resumes or bios into one pdf.

Letter of Commitment

[\[Mentorship Award Only\]](#) Upload a letter of commitment that is jointly signed by both the Mentor and Mentee.

Technical and Application Assistance

Opportunities for Support

NALAC will be hosting support webinars and opportunities to connect with staff throughout the application season to ask questions, receive technical support, and coaching. Go to www.nalac.org/nfa for details.

Webinar 1 Friday, July 20th, 2018 10:30AM – 11:30AM CST

Webinar 2 Wednesday, August 8th, 2018 1:00PM – 2:00PM CST

Webinar 3 Wednesday, August 22nd, 2018 5:00PM – 6:00PM CST

Consultations August 6, 2018 – August 17, 2018

Sign up for a 15-minute appointment: <https://calendly.com/nfa18/15min/08-06-2018>

Technical Assistance

If, after reviewing the application guidelines and FAQ, you have a question not addressed in the guidelines, please submit your inquiry in writing to grants@nalac.org. Please allow four (4) working days for a response to your inquiry.

Please refrain from contacting the NALAC office directly. We encourage you to take advantage of the webinar and consultation opportunities.

Alternative Formats

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Frequently Asked Questions

ELIGIBILITY

Q: Can I collaborate with artists based outside the U.S. or with a previous NFA Grant recipient?

A: Yes.

Q: How important is my project narrative?

A: NFA Grants are reviewed based on the artistic work samples, written narratives, and support documents provided. It is recommended that you make your case well and have someone edit/review your project narrative before submitting.

Q: Is there a particular "start and end date" for projects?

A: Yes. Proposed project or phase of project must begin on or after December 15, 2018 and end by December 31, 2019.

Q: I am an artist that is 50% Latino. Can I apply?

A: Yes. NALAC welcomes the diversity of cultures that make up our multiple Latinidades. The NFA Artist Grant program has received applications from artists who self-define as being of Latino ethnic or national heritage, including Latino artists of multiracial and multiethnic heritage.

Q: Does a project need to have a Latino subject matter to qualify for the grant?

A: No. You may absolutely explore whatever themes you want in your work. We are here to support the diversity of perspectives, aesthetic forms, highest quality and varied conceptual thematic investigations produced by our Latino arts community.

Q: Is a college or university eligible to apply?

A: No. Arts and cultural projects, student groups and other organizations or institutions that are part of a college or university are not eligible.

Q: Can past NFA grantees apply for funding this year?

A: Except for grantees from the most recent funding cycle (2017), prior NFA recipients who have submitted a Final Report are eligible to apply.

Q: Do individual artists, collectives or ensembles need a fiscal sponsor to apply for an artist grant?

A: No.

Q: Can I submit more than one application at a time?

A: No. Organizations and artists may only submit one application per grant cycle.

Q: If I am an individual artist and a staff member of an organization. Can I submit an application as an Individual Artist and a separate application for my Organization?

A: There are some possibilities and flexibility where an artist represents an organization or ensemble, but also wants to pursue their own personal work/growth as an artist. A Lead Applicant may appear in different submissions as a collaborator, but may not be Lead applicant twice; additionally, all of the projects need to be different. Multiple entries for the same project by different people are NOT eligible. Multiple entries by one person are NOT eligible.

1. A LEAD Artist/Ensemble may only apply for ONE NFA Artist/Ensemble grant opportunity.
2. A LEAD Organization may only apply for ONE NFA Organization grant opportunity.
3. An artist applying as LEAD for an Artist/Ensemble grant may also be named as a COLLABORATOR on another NFA grant, BUT NOT for the same project.

4. If an ED/staff of an ORGANIZATION is also an artist, she/he may submit ONE NFA application for the ORGANIZATION's grant and may submit ONE NFA application for the ARTIST grant as an individual, as long as it is NOT for the same project. Organization and Artist must each have their own NALAC membership.
5. If an Ensemble submits an NFA Artist/Ensemble Grant, each individual artist of the Ensemble may each apply as the LEAD applicant to pursue their OWN project that is DIFFERENT than the one proposed by the Ensemble. All individual Lead Applicants must meet the eligibility requirements of the guidelines and must also have their own individual NALAC membership. For the Ensemble application, the Ensemble must meet the eligibility requirements of the guidelines and must also have its own individual NALAC membership.

TYPES OF SUPPORT

Q: Do you fund arts education projects?

A: Yes.

Q: What kinds of projects has the NALAC Fund for the Arts funded in the past?

A: To view the grantees from the most recent funding cycle visit the grants section of the NALAC website.

Q: Can I apply for a two-year grant?

A: No. The funding cycle is for one year only.

SUBMITTING THE APPLICATION

Q: How long will the online application process remain open?

A: All online applications will remain open and available for submission until 11:59 p.m. Central Time, on the deadline date in the guidelines. We recommend that you complete your online application materials well in advance of the deadline.

Q: When will I receive confirmation that my application was received?

A: Applicants will receive automatic email confirmation after submitting the application. Please do not call the office to confirm receipt.

Q: If I start an online application through the NALAC Submission manager (Submittable), can I save it and submit it later?

A: Yes, simply choose the option to save.

Q: Where do I submit the application?

A: All application materials should be completed online using the NALAC Submission Manager. Visit <https://nalac.submittable.com/submit> and then select the appropriate grant program.

REVIEW PROCESS

Q: Will my application be processed if it is incomplete?

A: No. Per the guidelines, the application must be completed in full to be considered for review.

Q: Can I find out about the status of my application during the panel review process?

A: No. Please do not contact NALAC staff about the status of an application.

Q: What is the Review Process?

A: Every application will undergo a Preliminary Technical Review and Panel Review. The following weighted criteria are the basis for the panel review of NFA Grants: Artistic Merit (40%); Funding Impact (30%); Capability (30%).

Q: How likely is it that I will get funded?

A: Currently, NALAC receives hundreds of applications to this grant program each year. There are always many outstanding applications, and the panel deliberates very carefully to arrive at final award recommendations. It is not uncommon that awardees have applied several times before receiving funding.

Q: Can I get feedback from panelists on my application?

A: Yes. In general, comments are recorded for applications.

FINANCIAL QUESTIONS

Q: What information is included in the project budget?

A: The budget is the total income and expenses budgeted for the project which includes materials, artist fees, space rentals and more.

Q: Can I request artist fees/ stipends /honorariums in the project budget?

A: Yes.

Q: Is a match required?

A: There are different match requirements based on NFA Grant Category. Please consult Guidelines.

Q: What is a match?

A: A match means that the applicant has funds that supplement the amount of the NFA grant request. For example, if your request is for a \$5,000 award, you must demonstrate that you will secure additional project funds from fundraisers, other funders, private donors, etc.

Q: How much of the match may be in-kind?

A: Up to 50% of the match may be in-kind.

Q: What does in-kind mean?

A: In-Kind refers to services and products that are donated to a project which have actual value. Examples include rehearsal or performance space, equipment, personnel, services or materials, donations, waivers and pro bono work.

Q: If I receive funding from the NALAC Fund for the Arts will it be taxable and reported income?

A: Yes. The individual artist/ensemble grants are taxable. All individual artist grantees of the NALAC Fund for the Arts receive a W-9 form that is submitted to the IRS. In the case of collaborative or ensemble grants, the designated primary applicant will be financially responsible for the grant and for reporting purposes.

DEADLINES

Q: Will NALAC make exceptions to the deadlines for the grant application?

A: No. Applications submitted online after the published deadline will not be considered.

Q: How do I check the status of the grant proposal I submitted?

A: NALAC will notify you by mail if your request was approved or denied. Notifications are typically sent by mail.

DO

- ✓ **Divide & Conquer**
The application process can be a bit overwhelming. Try breaking up the application into smaller tasks to make the process feel more manageable.
- ✓ **Research the Funder**
Do pay attention to the mission, objectives and guidelines of the funder. You usually have access to the criteria used to evaluate projects.
- ✓ **Be Realistic About Your Budget**
Make sure your budget is realistic but don't sell yourself short. Ask around to avoid overestimating or underestimating your budget.
Information to include: The budget is the total income and expenses budgeted for the project which includes materials, artist fees, space rentals and more.
**You may request artist stipends/fees/honorariums in the project budget.*
- ✓ **Write Confidently**
NFA Grants are reviewed on the basis of the work samples, written narratives, artist statements and biographies provided in the application. Be proud of your work and let your passion shine through in your application.
- ✓ **Make Your Words Count**
Be intentional and focused in your writing.
What is the most important thing you want to say? Use plain language to communicate your passion and ability. Keep in mind that your application may be reviewed by panelists from other creative backgrounds.
- ✓ **Include Samples**
Submit multiple high-quality photo or video samples so that panelists can better understand and evaluate your work.
- ✓ **Review Your Application**
Find a second pair of eyes to review your draft grant application.

DON'T

- × **Stress Out**
- × **Procrastinate**
Give yourself enough time to thoroughly complete the application. Keep in mind your application is a reflection of you and your work so you want to leave a good impression!
- × **Be Repetitive**
- × **Exclude Artist Fees**
Remember to pay yourself and any other collaborators. It's a red flag if people are not being fairly compensated for the value of their time.

ADDITIONAL RESOURCES

2017 NALAC Support Webinar

An overview of the 2017 NALAC Fund for the Arts and Q&A.

<https://vimeo.com/231399572>

Essential Tools for Grant Writing Video

Sharpen your grant writing skills by viewing free online video podcasts featuring the Cultural Community Workshop series produced by New York Foundation for the Arts and presented by Aaron Landesman.

www.nyfa.org/level3.asp?id=793&fid=1&sid=157

The Artists' Guide to Grant Writing

This book by Gigi Rosenberg is designed to transform readers from starving artists fumbling to get by into working artists who confidently tap into all the resources at their disposal. Written in an engaging and down-to-earth tone, this comprehensive guide includes time-tested strategies, anecdotes from successful grant writers, and tips from grant officers and fundraising specialists.

<https://www.amazon.com/Artists-Guide-Grant-Writing-Performing/dp/0823000702>

Write a Better Artist Grant Application in 15 Steps

A step-by-step guide by Format Magazine on how to increase your chances of funding your artistic work.

<https://www.format.com/magazine/resources/art/how-to-write-better-artist-grant>

7 Simple Grant Writing Tips

A blog post by a visual artist on Artists Network with advice on how they navigated the grant-writing process.

<https://www.artistsnetwork.com/art-mediums/watercolor/grant-writing-tips/>

The Business of Art: Proposal Writing for Funding Projects

An article by the New York Foundation for the Arts on researching and following-through with the grant-writing process.

<http://current.nyfa.org/post/68280032615/proposal-writing-guide>