

NALAC Fund for the Arts

2018 Guidelines: Organizations

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



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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 Organization Grant

The NFA Organization grant program is for U.S.-based organizations whose primary mission is focused on Latino arts and culture in any arts discipline. Individuals are not eligible to apply in this category.

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 Overview

The NFA Organization grant program is for U.S.-based organizations whose primary mission is focused on Latino arts and culture in any arts discipline. Individuals are not eligible to apply in this category.

Award Amounts

- Small Organizations (\$5,000)
 - Operating budget between \$2,500 to \$249,999
 - 50% Match (At least \$2,500 in additional income that is not NFA funds)
- Mid to Large (\$10,000)
 - Operating budget over \$250,000
 - 1:1 Match (At least \$10,000 in additional income that is not NFA funds)
 - Up to 50% of the match may be in-kind

Grants can be used in the following two ways:

Project-Specific: The NFA Organizational Grant can assist organizations in their efforts to provide quality arts programming. Funds may be used to support the creation, development and/or presentation of artistic work/festival; equipment and material purchases necessary for artistic production; research and travel; marketing, production and documenting expenses.

General Operating Support: The NFA Organization Grant assist arts organizations with expenses that strengthen the organization's infrastructure and ability to fulfill their mission. Funds may be used to support, though not limited to: capacity-building initiatives; strategic planning; investment in technical capacity and staff development.

Eligibility Criteria

Eligibility Criteria

- ✓ Organization must have a Mission that is explicitly focused on Latino art and culture.
- ✓ Organization must be based in the U.S. or Puerto Rico.
- ✓ Organization must have an Executive or Artistic Director who is Latina/o and/or a Board of Directors that is comprised of at least 51% Latinas/o's.
- ✓ Organization must have 501(c)(3) nonprofit status or have a fiscal sponsor with a 501(c)(3) status.
- ✓ Organization must have been in existence for at least one fiscal year;
- ✓ Organization must have organizational membership with NALAC (visit www.nalactienda.org to complete your membership).
- ✓ Organization must not have received funding from the NFA during the 2017 cycle.
- ✓ Organization must have submitted Final Report for any previously awarded NFA grants.

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

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%)

- Artistic significance of the proposed activity/service/opportunity and artistic work
- Artistic, technical and production excellence
- Quality and diversity of artists presented

Funding Impact (30%)

- Ability to use the NFA award to leverage further funding
- Participation of and/or connection to Latino community
- Engagement of under-served populations and/or diverse geographic regions
- Potential to:
 - broaden and/or deepen knowledge, understanding and appreciation of Latino arts and culture;
 - create positive social change;
 - increase effectiveness of operations and promote long-term capacity-building and sustainability for the organization;
 - or benefit the Latino community, under-served populations and/or diverse geographic regions

Capability (30%)

- Administrative ability to carry out the proposed programming
- Programmatic history and experience necessary to successfully complete project
- Board diversity and support of organization
- Ability to effectively evaluate goals and outcomes
- Reasonable budget for scope of programming
- Diversity of funding streams and earned income

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 Organization 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
- Organization 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.

Creating 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 organization, 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 they aim to accomplish through 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 amount for which you are applying**
 - a. \$5,000 (for organizations with an operating budget between \$2,500 - \$249,999)
 - b. \$10,000 (for organizations with an operating budget over \$250,000)
2. **Select the category that describes how the grant funds will be used.**
 - a. General Operating Support
 - b. Project-Specific
3. **Project Title**
4. **Project Discipline**
5. **Project Activities** On Submittable, there will be a list of project activities to select from. Please choose the ones relevant to the proposed project.
6. **Social Themes** If applicable, select the primary and secondary themes that relate directly to the proposed project.
7. **Project Start Date** Project start date must be after December 15, 2018.
8. **Project Completion Date** Project completion date must be on or before December 31, 2019.
9. **Project Summary** If you were to receive the NFA grant, how would you and use the funds? Summarize your project in 100 words or less. Begin with "To support..."
10. **Activities/Goals** What do you intend to accomplish during the funding period? (300 words)
11. **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)
12. **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 you/your work and/or your community through the proposed project or program. (100 words)
13. **Project Venue** List the location(s) where project activities will take place. .
14. **Purpose** Why do you want to accomplish these goals? (100 words)
15. **Evaluation** What evaluation methods will you use to determine if you were successful in accomplishing the goals of this project successfully? (150 words)
16. **Timeline/Process** When and how will you accomplish the outlined activities and related goals? (150 words)
17. **Total Project Budget**
18. **Budget Narrative** Describe each major line item 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)

Organization Profile

In this section, applicants will be asked to provide more information their organization.

- 1. Select the size of your organization:**
 - a. Small (Operating Budget is between \$2,500 to \$249,000)
 - b. Large (Operating Budget is over \$250,000)
- 2. As of today, does the organization have an active NALAC Membership?** If so, please provide the email address used to purchase NALAC membership. To join NALAC, visit <http://www.nalactienda.org/>
- 3. 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?
- 4. Applicant Organization Name** Enter the organization name.
- 5. Contact Person Name and Title** Identify the best person suited to address questions about the project.
- 6. Contact Information** (mailing address, email, website, etc.)
- 7. Authorizing Official Name and Title** Identify an authorizing official for the organization. (i.e., Senior or Executive Leadership)
- 8. Year Organization was Founded**
- 9. [If Applicable] Fiscal Sponsor** Enter the name of your fiscal sponsor.
- 10. Tax ID Number** Enter Tax ID number for applicant organization or Fiscal Sponsor.
- 11. Organization Mission Statement** Enter Mission Statement for applicant organization.
- 12. History and Artistic Programming** Describe organization's history and range of programming. (150 words)

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 applicant may submit up to ten (10) total work samples representing the artistic quality of the organization and collaborating artistic entities.

- **FORMATTING** The filename for each sample should be: NFA18_Name_#extension. For example: NFA18_ABCTheater_1.jpg.
- **TIMELINESS** Work Samples must 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 organization.
- **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 or 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, TIFF, GIF, 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.

[\[General Operating Support Applicants\]](#) GOS applicants may submit non-artistic work samples that make a strong argument for their application.

Budget

Download the NFA Budget Form from our website: 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.

- **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 Small Organizations (Operating Budget between \$2,500 and \$249,999): 50% match is required, i.e. at least \$2,500 in additional income that are not NFA Funds.
 - For Mid-Large Organizations (Operating Budget over \$250,000): 1:1 match is required, i.e., at least \$10,000 in additional income that are not NFA funds.
 - Up to 50% of the match may be in-kind.

[\[General Operating Support Applicants\]](#) The NFA Budget Form should reflect the operating budget for the period of support.

Support Documents

Please review and complete the required NFA Budget Form and upload any additional support materials relevant to the project proposal. The file name for each document should follow the general format: NFA18_Name_DocumentTitle.pdf.

Biographies

Prepare a one-page document listing the bios of the key staff. If there are any artists, scholars, and consultants partnering with the organization, please make sure to include them in this section.

Board of Directors List

List all individuals currently serving on the board of directors. Include their name, board title, email address, city, state, community or professional affiliation, gender, and ethnicity/nationality.

Federal Tax Exemption Letter

Letter of applicant organization or fiscal sponsor.

Operating Budgets

Provide the organization's operating budgets for the fiscal years ending in 2017 and 2018.

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

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

Frequently Asked Questions

ELIGIBILITY

Q: My organization serves the local Latino community, but we are not an arts or cultural organization. If we add a cultural program to our services, would that make us eligible?

A: No. The mission of the organization must be focused on Latino art and culture.

Q: My organization presents Latino artists, but we are not a Latino arts or cultural organization. Can we apply for funds to present Latino artists?

A: No. The mission of the organization must be focused on Latino art and culture. We recommend that non-Latino organizations encourage Latino artists in their community to apply directly to the NFA in support of a project, fellowship, or master artist grant.

Q: Is a college, university or affiliated institution eligible to apply?

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

Q: How do you define a Latino organization?

A: The NFA defines a Latino arts organization as an organization that meets both criteria:

1. The organization's mission is explicitly focused on Latino art and culture; and
2. The organization's executive or artistic director is Latina/o and/or the board of directors is comprised of at least 51% Latinos.

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

A: Yes. Recipients of the previously-named Artist Project Grant can be named as collaborators if they received their award before 2017.

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: 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: 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: Our organization does not have a 501(c)(3) classification. Can we apply to the NFA through a fiscal sponsor?

A: Yes. NALAC will accept proposals from organizations with fiscal sponsors. Grantee organizations with a fiscal sponsor must submit the fiscal sponsor's IRS letter of 501(c)(3) designation and a co-signed fiscal sponsorship agreement. The letter must be signed by both authorizing officials from the grantee organization and Fiscal Sponsor. The letter must state that the Fiscal Sponsor agrees to receive any grant funds on behalf of the grantee, distribute them to the grantee organization and maintain appropriate financial records.

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 Organization may only apply for ONE NFA Organization grant opportunity.
2. 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.
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.

TYPES OF SUPPORT

Q: Does the NFA for Organizations fund requests for general support for organizations?

A: Yes, the NALAC Fund for the Arts provides funding for General Operating 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: The NFA no longer funds multi-year projects. Only one-year grants are available.

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 listed 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: As per the guidelines, applicants will receive automatic email confirmation after submitting the application. Please do not call the office to confirm receipt.

Q: Do I need to make copies of my application or mail anything via postal mail?

A: No. All application materials must be submitted through the online NALAC Submission Manager at <https://nalac.submittable.com/submit>.

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 stipends/fees/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 do you mean by a one to one match?

A: A one-to-one match means that the applicant has funds that match or exceed the amount of the NFA grant request. For example, if your request is for \$5,000, you must demonstrate that you have or will have \$5,000 in additional project funds matched from fundraisers, other funders, private donors, etc. This also means that your request cannot exceed 50% of your project budget. Pending financial support also counts as part of the one to one match. Be sure to indicate in the budget whether funding is pending or confirmed.

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

A: For organizations, 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: If the organization is tax-exempt and has a 501(c)(3) classification, the NALAC Fund for the Arts grant will not be taxed. All grantees of the NALAC Fund for the Arts receive a W-9 form that is submitted to the IRS. If the organization has a fiscal sponsor, the fiscal sponsor will be financially responsible for the grant and will have to provide their TAX ID number in the W-9 form that is submitted to NALAC.

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>