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GRANT PROPOSAL GUIDELINES

PROJECTS RELATED TO DANCE ONLY WILL BE CONSIDERED.

**Please submit one hard copy of your proposal by mail or hand delivery.
Make sure to clearly indicate your return address, email and phone contact.**

1. LETTER FORM CONTAINING DESCRIPTION OF PROJECT
2. HISTORICAL SUMMARY OF ORGANIZATION
3. PROJECT BUDGET
4. ORGANIZATION/ARTIST ANNUAL BUDGET
5. COPY OF TAX EXEMPT LETTER*
6. LIST OF BOARD MEMBERS & THEIR AFFILIATION
7. BIOGRAPHICAL SKETCH OF KEY ARTISTIC PERSONNEL
8. FINANCIAL STATEMENTS (LAST AVAILABLE)
9. SUPPORT MATERIAL
10. OPTIONAL: VIDEO SAMPLES ONLINE OR DVD (DVDs NOT RETURNABLE)**

EXCLUSIONS

- ENDOWMENT FUNDS
- CAPITAL PROJECTS
- PRIVATE SCHOOLS (BELOW COLLEGE LEVEL)
- VIDEO/FILM/BOOK PROJECTS
- OUTSIDE OF NEW YORK CITY

DEADLINES (date of receipt)

To be considered at our Fall Board Meeting:	August 1st
To be considered at our Winter Board Meeting:	December 1st
To be considered at our Spring Board Meeting:	April 1st

Please submit your proposal six months in advance of your program or project.

*Fiscally sponsored artists: please include letter of fiscal sponsorship plus tax exempt letter of sponsoring organization.

** Preferred: Vimeo or You Tube links emailed to joanf@harknessfoundation.org