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## **GRANT PROPOSAL GUIDELINES**

### **PROJECTS RELATED TO DANCE ONLY WILL BE CONSIDERED.**

**Please submit one emailed copy of your proposal to [info@harknessfoundation.org](mailto:info@harknessfoundation.org). Make sure to clearly indicate your return address, email and phone contact, and remote address if applicable.**

1. ONE PAGE COVER LETTER WITH AMOUNT REQUESTED AND PURPOSE
2. NARRATIVE WITH DESCRIPTION OF PROGRAM/PROJECT
3. HISTORICAL SUMMARY OF ORGANIZATION
4. PROGRAM/PROJECT BUDGET
5. ORGANIZATION/ARTIST ANNUAL BUDGET
6. COPY OF TAX EXEMPT LETTER\*
7. LIST OF BOARD MEMBERS & THEIR AFFILIATION
8. BIOGRAPHICAL SKETCH OF KEY ARTISTIC PERSONNEL
9. FINANCIAL STATEMENT (LAST AVAILABLE)
10. SUPPORT MATERIAL: PROGRAMS, LESSON PLANS, REVIEWS, VIDEO SAMPLES OF WORK VIA VIMEO OR YOUTUBE LINKS

## **EXCLUSIONS**

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

## **DEADLINES (date of receipt)**

<b>To be considered at our Fall Board Meeting:</b>	<b>August 1<sup>st</sup></b>
<b>To be considered at our Winter Board Meeting:</b>	<b>December 1<sup>st</sup></b>
<b>To be considered at our Spring Board Meeting:</b>	<b>April 1<sup>st</sup></b>

**Please submit by our deadline closest to 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.