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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.  
Please make sure your return address is clearly indicated on your proposal.**

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)**

<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 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](mailto:joanf@harknessfoundation.org)