GRANT PROPOSAL GUIDELINES

PROJECTS RELATED TO DANCE ONLY WILL BE CONSIDERED.

Please submit one emailed copy of your proposal to info@harknessfoundation.org. Make sure to clearly indicate the name of your contact person, return address, email, and phone number(s), and any remote mailing address and contact person if applicable.

1. One-page cover letter detailing the amount you are requesting and the purpose: general operating support, ongoing program support, or specific project support.
2. Narrative describing your proposed program(s)/project. (1-2 pages)
3. Historical summary of organization or artist’s work. (1-2 pages)
4. Program/project budget. *
5. Organization/Artist annual budget. *
   * In both budgets, please include both projected expenses and projected income, with contributed income sources itemized and marked 'received' or 'pending' as appropriate.
6. Copy of tax exempt letter. Fiscally sponsored artists should instead include their letter of fiscal sponsorship plus the IRS tax exempt letter of their sponsoring organization.
7. List of board members & their affiliation. Fiscally sponsored artists: you do not need to include your fiscal sponsor’s board list.
8. Short bios of key artistic personnel.
9. Financial statement (last available). If your organization does not engage an auditor, please include your most recent short form 990. Fiscally sponsored artists: you do not need to include the financial statement for the fiscal sponsor organization. We will contact them directly if we need this.
10. A few representative pieces of support material, such as a performance review, lesson plan, and/or 2 to 3 video samples of representative work via Vimeo or YouTube links emailed within the proposal submission or separately to joanf@harknessfoundation.org

EXCLUSIONS

- ENDOWMENT FUNDS
- CAPITAL PROJECTS
- PRIVATE SCHOOLS (BELOW COLLEGE LEVEL)
- VIDEO/FILM/BOOK PROJECTS
- BASED OUTSIDE 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 by our deadline closest to six months in advance of your program or project.