



145 East 48th Street, Suite 26C
New York, NY 10017-1259
Telephone (212) 755-5540
Fax (212) 755-5542
Email info@harknessfoundation.org

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 1 st
To be considered at our Winter board meeting:	December 1 st
To be considered at our Spring board meeting:	April 1 st

Please submit by our deadline closest to six months in advance of your program or project.