



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 your proposal by email attachment to info@harknessfoundation.org. See the APPLY page on our website for the correct formatting of the email subject line. Pdf, Word and Excel documents are acceptable, either separately or combined as one document. Make sure to clearly indicate on the proposal and in your email the name of your most current contact person, mailing address, email, and phone number.

1. Brief cover letter addressed to Joan Finkelstein, Executive Director, summarizing the amount you are requesting, and whether it is for general operating support, ongoing program support, or support for a specific project.
2. Narrative describing your proposed program, project, or operation and goals for the grant year (1 or 2 pages as needed; please be as concise as possible).
3. Historical summary of organization or artist's mission and work (up to 1 page).
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 IRS 501c3 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 of your fiscal sponsor. 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.