



**GRANTS PROGRAM  
APPLICATION INFORMATION  
FOR**

**NOT-FOR-PROFIT ARTS ORGANIZATIONS AND FISCAL SPONSORS APPLYING ON BEHALF OF ARTISTS**

**MISSION**

The Jerome Foundation, created by artist and philanthropist Jerome Hill (1905-1972), seeks to contribute to a dynamic and evolving culture by supporting the creation, development, and production of new works by emerging artists. The Foundation makes grants to not-for-profit arts organizations and artists in Minnesota and New York City.

**FOCUS**

Jerome Foundation supports emerging professional artists who are the principal creators of new work, and:

- who take risks and embrace challenges;
- whose developing voices reveal significant potential;
- who are rigorous in their approach to creation and production;
- who have some evidence of professional achievement but not a substantial record of accomplishment; and
- who are not recognized as established artists by other artists, curators, producers, critics, and arts administrators.

Nurturing exploration and experimentation by emerging artists diversifies the seeds of creativity and leads to rich experiences.

Central to the Foundation's review of each proposal is an assessment of the quality of the artistic work. The Foundation seeks to encourage the potential for excellence.

The Foundation welcomes the opportunity to support artistic works that embody diverse cultural perspectives.

The Foundation engages each artist and arts organization in an individualized manner, addressing how emerging is defined in the context of the program and the organization. The Foundation requires full résumés of artists to assess the significance of their achievements and considers many factors in its determination of eligibility. The Foundation encourages artists and arts organizations to be specific in their applications about the factors they are using to determine eligibility as an emerging artist.

Career stage is a factor but not a limiting one. Many emerging artists fall in the early career category but not all do. Age is not a factor in determining an emerging artist.

The term emerging refers to artistic development, professional accomplishment, and recognition, not to evolution within an artist's work. The Foundation will assess each situation in reference to the artist's intention and history of work.

**VALUES**

The Jerome Foundation places support for the creative artist at the center of its grantmaking and gives funding priority to programs and projects that are artist-driven.

The Foundation promotes artistic excellence, affirms that excellence is determined by a broad and diverse range of aesthetic criteria, and seeks quality or the potential for quality in each grant it makes.

The Foundation welcomes the opportunity to be pushed beyond its own boundaries of understanding and experience, and seeks to be open and inclusive. It affirms that the Foundation's Board members, staff, and grants programs shall be consistent with the pluralistic society in which the Foundation operates.

Jerome Foundation upholds the right to freedom of expression; searches for new ideas, individuals, and organizations; and encourages artistic exploration and risk-taking.

**POLICIES**

Jerome Foundation grants are made primarily to not-for-profit arts organizations and to individual professional artists through specific programs. The Foundation accepts requests from new organizations. It also supports not-for-profit fiscal sponsors that apply on behalf of artists. The Foundation is flexible and will consider various funding mechanisms if they provide significant assistance to emerging artists. In three cases, the Film and Video Production Grant Programs in New York City and Minnesota, and the Travel and Study Grant Program, the Foundation makes grants directly to individuals in compliance with Internal Revenue Service standards.

In most cases, Foundation funding is designated for particular programs or projects. When an arts organization requests support for activities that are central to its mission as well as the Jerome Foundation's, it is possible for the Foundation to provide general operating support. Support for one artist or the same group of artists is generally limited to three to six grants. Organizations that operate selection procedures through which emerging artists are identified, and the artists change from year to year, may receive support for as long as the programs remain vital.

The Jerome Foundation restricts its program to Minnesota and the five boroughs of New York City. The Foundation requires that organizational applicants have their primary office and operations based in one of those two areas. Jerome support is also restricted to emerging artists who are legal residents of Minnesota and/or New York City.

Adequate payment for artists is essential. Open and inclusive procedures for identifying and selecting artists are a high priority.

The Foundation does not support capital (building and endowment) campaigns, nor does it offer travel grants other than the specific Travel and Study Grant Program it administers.

## REVIEW PROCESS

Proposals submitted to the Foundation will be acknowledged. The program staff person assigned to the application will then contact the applicant to ask questions, request additional information, and complete any necessary steps prior to the Board's review. Staff conducts research, and consults with experts for their confidential assessments of arts organizations and artists.

The proposal is presented to the Board of Directors in the form of a written narrative, budget analysis, summary of research findings, and recommendation by staff. The Directors may accept or reject staff's recommendation. The Board makes the final grant decisions, which are then conveyed to applicants. The Board will not review a new proposal from a declined applicant until one year has passed from the time of the initial Board action.

## APPLICATION REQUIREMENTS

Applications are reviewed in terms of whether they make substantial opportunities available to emerging professional artists to advance their work and their level of recognition. Programs, projects, and activities proposed to the Foundation should focus on the creation, development, and production of new works by emerging artists.

The Foundation is open to applications in all arts disciplines and across arts disciplines. Although the Foundation does not strictly allocate dollars to each discipline, it does seek, in general, to commit equitable amounts to all areas. At times, the Foundation may choose to emphasize support for underfunded disciplines and geographic areas.

**The Foundation encourages applicants to contact Foundation staff to ask questions and to discuss potential applications.**

**THERE ARE NO APPLICATION DEADLINES.** Applicants should allow four to five months for evaluation of proposals. The Foundation does not fund retroactively; therefore, applicants should submit applications well in advance of the inception of a program so that a reply from the Foundation may be obtained before the program begins. Please include the following information in proposals.

1. **ORGANIZATIONAL HISTORY** Briefly describe the organization's history, mission, and major accomplishments, particularly as they pertain to Jerome Foundation's mission. For fiscal sponsor requests, provide this information for the fiscal sponsor and the artist or artists' group.
2. **OVERVIEW OF CURRENT PROGRAMS** Describe current year's activities, including geographic area(s) and artists served. Specify to what degree current programs address the Jerome Foundation's focus. For fiscal sponsor requests, provide this information for the artist or artists' group.
3. **PROPOSED PROGRAM/PROJECT** Describe proposed program including information on its history, purpose, size, and evolution over time.
4. Provide information on key artistic and administrative personnel involved in the proposed program, including the qualifications of the person(s) who will provide overall direction. Complete résumés for emerging creative artists

involved in the program must be submitted. Work samples should also be submitted.

5. Provide a detailed description of how emerging creative artists are identified and selected, including announcement, submission, and review procedures; the qualifications of the person(s) entrusted with making selections; and the criteria for selection.
6. Submit a detailed program budget showing estimated expenses and income. Identify committed, pending, and projected funding sources. The Foundation will support the direct costs of programs serving emerging artists. Support for indirect costs/overhead may be requested if the figure is 15% or less of the project budget. Submit the previous year's program expenses and income for comparative purposes.
7. Provide information on the applicant's history of and plans for addressing issues of cultural diversity in governance (Board) and operations (staff), artist selection, programming, and audience development. Applicants should identify accomplishments and the areas that need attention in the future, explaining how these challenges will be addressed. For fiscal sponsor requests, provide this information for the fiscal sponsor and the artist or artists' group.
8. Provide the names, addresses, e-mails, and telephone numbers of five to seven knowledgeable individual references who are not affiliated with the applicant and who can speak to the artistic strengths of the program, the organization, and the artists. Provide names, addresses, e-mails, and telephone numbers of artists who participated in the previous year of the program(s) for which support is requested.
9. Describe the method(s) used to evaluate the program's effectiveness.
10. Evidence of applicant organization or fiscal sponsor not-for-profit and tax-exempt status in the form of a letter ruling from the Internal Revenue Service.
11. Letter from chief artistic and/or administrative officer endorsing the proposal and agreeing that the organization will assume the full responsibility for the proper fiscal management of and accounting for any grant received, and will make certain that reports required by the Jerome Foundation are submitted on a timely basis. For fiscal sponsor requests, this letter should be submitted by the fiscal sponsor.
12. List of Board members with occupations, number of years served, number of meetings per year, and average attendance. Please identify the Board Chair. For fiscal sponsor requests, this information should be submitted by the fiscal sponsor.
13. An audited financial statement or Internal Revenue Service Form 990 for the most recently completed fiscal year, a total operating budget for the current year, and operating budgets for the year(s) for which grant support is requested. Budgets should include projected expenses and income. For fiscal sponsor requests, provide this information for the fiscal sponsor.

The Foundation offers supplementary information on the Foundation's website ([www.jeromefdn.org](http://www.jeromefdn.org)) to provide a more complete picture of the Foundation and its practices.