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## APPLICATION REQUIREMENTS for nonprofit arts organizations

THERE ARE NO APPLICATION DEADLINES. Applicants should allow four months for the 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 Jerome Foundation may be obtained before the program begins. Please include the following items of information in proposals. Applicants using fiscal agents should contact Foundation staff to discuss which of the following items are required of the fiscal agent and which are the responsibility of the applicant.

Please limit sections 1 - 3 to a total of six (6) pages, and organize your application in the following order.

1. **ORGANIZATIONAL HISTORY.** Briefly describe the organization's history, mission and major accomplishments, particularly as they pertain to Jerome Foundation priorities.
2. **OVERVIEW OF CURRENT PROGRAMS.** Describe current year's activities, including geographic area(s) served and artists served. Specify to what degree current programs address the Jerome Foundation's focus on Minnesota and New York City artists.
3. **PROPOSED PROGRAM/PROJECT.** Describe proposed program including background information on its history and evolution.
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. Resumes for emerging creative artists involved in the program must be submitted. Work samples (slides, videotapes, audio tapes, photographs, manuscripts, etc.) of the emerging artists should also be included.
5. Describe the method(s) to be used to evaluate program outcomes.
6. Provide a detailed description of how emerging creative artists are selected, including announcement, submission and review procedures, who is entrusted with making selections and the criteria for selection.
7. Submit a detailed program budget showing estimated expenses and income. 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.
8. Provide information on the applicant's history of and plans for addressing issues of cultural diversity in governance (Board and staff), artist selection, and programming and audience development. Applicants should identify accomplishments and set forth the areas that need attention in the future, explaining how these challenges will be addressed.

9. Provide the names, addresses, e-mail and telephone numbers of three to five knowledgeable individuals, not connected to the applicant, who can speak to the issue of artistic quality as it pertains to the proposal and the organization. Provide names, addresses, e-mail and telephone numbers of artists who participated, in the previous year, in the program(s) for which support is requested.
10. If reaching particular audiences and participants is a priority, describe that purpose and how the grant requested will assist in meeting that objective.

**REQUIRED ATTACHMENTS:**

- Evidence of applicant organization or fiscal agent nonprofit and tax-exempt status in the form of a letter ruling from the Internal Revenue Service.
- 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 any reports required by the Jerome Foundation are submitted on a timely basis.
- List of Board members with occupations, number of years served, number of meetings per year and average attendance. Please identify the Board Chair.
- 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 for any year or years during which the program will run, showing projected earned and contributed income, and a project budget specifying how the Jerome Funds will be allocated. Confirmed and pending contributed income should be clearly designated.