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## APPLICATION REQUIREMENTS for artists applying with a fiscal sponsor

THERE ARE NO APPLICATION DEADLINES. Artists should allow four months for the evaluation of proposals. The Foundation does not fund retroactively; therefore, artists 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.

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 your history, mission and major accomplishments, particularly as they pertain to Jerome Foundation priorities. This information is required from both the artist and the fiscal sponsor.
2. **OVERVIEW OF CURRENT PROGRAMS.** Describe current year's activities, including geographic area(s) served. Specify to what degree current programs address the Jerome Foundation's focus on Minnesota and New York City artists. This information is required from the artist.
3. **PROPOSED PROGRAM/PROJECT.** Describe proposed program including background information on its history and evolution. This information is required from the artist.
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. This information is required from the artist.
5. Describe the method(s) to be used to evaluate program outcomes. This information is required from the artist.
6. If you are working with creative collaborators, provide a detailed description of their artistic status as emerging artists, their role in the project, how they were selected, and who is entrusted with decision making in the creative process. This information is required from the artist.
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 or general operating costs may be requested if the figure is 15% or less of the project budget. This information is required from the artist.
8. Provide information on the artist's history of and plans for addressing issues of cultural diversity in governance (Board and staff), artist selection, and programming and audience development. Artists should identify accomplishments and set forth the areas that need attention in the future, explaining how these challenges will be addressed. This information is required from the artist.

9. Provide the names, addresses, e-mail and telephone numbers of three to five knowledgeable individuals, not connected to the artist or directly involved in the project, who can speak to the issue of artistic quality as it pertains to the proposal. This information is required from the artist.
10. If reaching particular audiences and participants is a priority, describe that purpose and how the grant requested will assist in meeting that objective. This information is required from the artist.

**REQUIRED ATTACHMENTS:**

- Evidence of artist organization or fiscal agent nonprofit and tax-exempt status in the form of a letter ruling from the Internal Revenue Service. This information is required from the fiscal sponsor.
- 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. This information is required from the fiscal sponsor.
- List of Board members with occupations, number of years served, number of meetings per year and average attendance. Please identify the Board Chair. This information is required from the fiscal sponsor and from the artist(s) if the artist's company has a Board of Directors.
- An audited financial statement or Internal Revenue Service Form 990 for the most recently completed fiscal year, and 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. This information is required from the fiscal sponsor. The artist(s) should submit a total operating budget for the current year and any years during which the program will run, showing expenses and 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.