



## 2016 GRANT APPLICATION

### GENERAL INFORMATION

*Application must be typed into the PDF form and printed to then be scanned with your attachments.*

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Applicant Name (organization / artist)

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Contact Name (if different than above; req. for organizations)      Title

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Mailing Address (Street, City, State and Zip)

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Phone Number

Email Address

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Name of Project (please be brief but descriptive; will be used in grant-related PR)

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Grant Amount Request from WSA

Total Project Budget

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#### Project Type

*(Music, painting, drawing, sculpting, photography, theater, dance, fashion, design, media, folk, literary, arts education, arts therapy, artist in residence, public art, scholarships, internships, etc.)*

Please provide a brief description of your organization's purpose, or if an individual, a short biography.  
Please keep to a maximum of 75 words.

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Organization's Annual Budget *(if applicable)*

Year Founded

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List Major Funding Sources

How Many People will be served through this project?

Is this a new Project:

If not, how long has the program been in existence?

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To what other sources are you applying for this project?

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What geographical area will be served?

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List similar services or projects in the area.

### **GRANT NARRATIVE**

Describe the project, providing the following information. Please limit your response to two (2) pages.

1. Identify the community needs the project will address and discuss how the project will meet those needs.
2. Discuss your project's goals, expected results and impact. Please be sure your narrative tells us your story.
3. Show the relationship of the project to WSA's assessment criteria as indicated in the guidelines.

**APPLICATION DEADLINE: Wednesday, September 30, 2015**

Applications must be postmarked by this date OR delivered by 5 pm on 9/30/15

NOTIFICATION DATE: January 15, 2016



## WSA GRANT INSTRUCTIONS

1. Enclose the following attachments with your application. Attachments should be NO larger than 8.5"x11". Please note an application will be considered incomplete without the starred items.
  - A proposed project budget \*
  - Board of Directors list
  - A copy of your IRS 501(c)3 Letter
  - Brief (*one page or less*) Resume or Bio or Organizational History
2. Handwritten or incomplete applications will not be considered. This form must be used (no substitutes). Please do not include a cover page before the 1<sup>st</sup> page of the grant application. The first two pages of the application MUST be pages 1 and 2 of the WSA Grant Application. Do NOT include Page 3 (instructions).
3. Completed applications should NOT exceed 10 pages, including attachments.
4. Scan all documents in a **single** PDF file and email to [wsa@martinarts.org](mailto:wsa@martinarts.org) Please place "WSA 2016 GRANT APPLICATION" in the subject line. If you need assistance to create your PDF File, both Staples and Office Depot are able for a small fee to scan in your documents and create and email the file for you.
5. Send or deliver **eight** (8) hard copies that are three-hole punched and paper clipped (DO NOT staple or bind in any manner) to:  
Women Supporting the Arts  
c/o The Arts Foundation for Martin County (*Located within the Court House Cultural Center*)  
80 E Ocean Boulevard  
Stuart, FL 34994

## WSA GRANT GUIDELINES

### Assessment Criteria

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In reviewing grant applications, the following criteria will be taken into consideration:

- Value to the community in strengthening the arts.
- Merit of the program, project, scholarship, or internship.
- Increases public awareness of and participation in the arts.
- Partnerships and collaborations with existing community resources.

### Selection of Grant Recipients

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Review and selection process is the sole responsibility of WSA and its members.

### Eligibility

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WSA welcomes grant applications from organizations and/or individuals providing arts enhancement opportunities for Martin County artist and arts-related programs, projects, scholarship and internships. Collaborative projects and events are eligible.

### Conditions of Funding

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As a prerequisite of funding, grant recipients agree to give recognition to the Arts Foundation for Martin County and Women Supporting the Arts. Grants shall only be used for the purpose(s) outlined in the application. Changes in scale, activities, and timeframe must be reported promptly to WSA. If a grantee has not completed the previous year's grant or submitted a report, they may not be considered for funding.

### Funding Limitations

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WSA does NOT provide grant funding for:

- Projects and programs retroactively
- Deficit reduction
- Religious or political purposes
- Operating support
- Private entertainment, food and beverages