

Application Cover Sheet

Complete one cover sheet for each application packet you submit.
(Please type or print clearly!)

Applicant Name:	Contact Person:
Project Title:	Email:
Discipline:	Telephone:

See the BAC 2011 Application Guidelines for further details on required materials.

A. BASIC APPLICATION MATERIALS – All applicants must submit the following in order to be considered for funding:

- 1 signed original and 9 photocopies of your completed printed application, including the Project Budget page.
- Proof of applicant's Brooklyn residency

B. SUPPLEMENTAL MATERIALS - Submit all that are applicable:

- 2 sets of publicity materials
- 2 copies of pertinent résumés
- 1 copy of each of any letters of commitment or support from each proposed project venue or partner organization

C. WORK SAMPLE - Submit one of the following, based on artistic category:

- MUSIC/DANCE/THEATER: CD or DVD cued for best 3-5 minutes
- VISUAL ARTS/CRAFTS/PHOTOGRAPHY: Up to 8 printed images or digital images on CD
- FILM/VIDEO/MEDIA: DVD cued for best 3-5 minutes
- WRITING/LITERARY ARTS: 8 copies of a 5 – 20 page writing sample

D. ORGANIZATIONAL MATERIALS – Organizational applicants must submit 1 copy of each of the following:

- List of applicant's Board of Directors
- Proposed organizational budget for Fiscal Year 2010/11
- Financial statement from the applicant's most recently completed fiscal year: (Supply one of the following)
 - Audited financial statement;
 - Treasurer's report; or
 - Applicant's most recent IRS Form 990.
 - IRS Section 501(c)3 letter (a vendor tax exempt certification is not valid).

E. FISCAL SPONSOR MATERIALS – All applicants with a fiscal sponsor **MUST** provide:

- A letter of agreement between fiscal sponsor and applicant (on fiscal sponsor's stationery)
- Proof of the fiscal sponsor's appropriate nonprofit status and NYC residency

To be eligible for 2011 funding, all application materials must be delivered or postmarked by

Wednesday, September 22, 2010

Brooklyn Arts Council (BAC)

55 Washington Street, Suite 218, Bklyn, NY 11201

Tel:(718) 625-0080 • fax: (718) 625-3294

email: regrant@brooklynartscouncil.org

Office Use Only:

Check in #	<input type="checkbox"/>	Budget Info Entered	<input type="checkbox"/>	Materials Checked	<input type="checkbox"/>	Complete	<input type="checkbox"/>
Notes:	<input type="text"/>						