

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 each of any letters of commitment or support

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.
- Proof of one of the following forms of nonprofit status:
 - IRS Section 501(c)3 letter (a vendor tax exempt certification is not valid)
 - NYS Not-for-Profit Charter from Board of Regents under Section 216 of the Education Law
 - NYS Charities Registration (Article 7A), with the organization's registration number
 - Certificate of incorporation under S.402 of the NYS Not-for-Profit Law.

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 Brooklyn residency

**To be eligible for 2011 funding, all application materials must be delivered or postmarked by
Wednesday, September 22, 2010**

Brooklyn Arts Council (BAC)
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Office Use Only:

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