

National Folk Organization of the U. S.

NFO FOLK ARTS GRANT INSTRUCTIONS

The NFO Folk Arts Grant is to assist exceptional and qualified folk arts advocates in **developing** projects that further the mission and goals of the National Folk Organization (NFO).

NFO's Mission Statement: The purpose of the NFO is to advance and preserve folk arts representing both national and local ethnic customs as they exist throughout the United States, to promote and encourage the exchange of folk dance and dance related folklore in the United States of America and abroad, and to effectively network those who support these objectives.

Folk Arts Grants (up to \$2000) are offered and are awarded annually at the discretion of the NFO Grant Committee, with the approval of the NFO Board. All decisions are final. This Grant requires matching funds, either in cash or in kind. The deadline for receiving the completed grant applications is **November 1st** for grants which will be awarded for projects during the following year. (January 1–December 31). Applications received after the deadline will not be considered for that year.

Applications should be sent to Sally Martin at sallybmartin@yahoo.com or to Sally Martin, 70 Coleman Ave., Chatham, NJ 07928

FOLK ARTS GRANT APPLICATION REQUIREMENTS

1. Describe the proposed project (limit of one page). The following points should be addressed:
 - Who is the lead applicant and, if applicable, who are the partners?
 - What need, problem, or challenge will your project address?
 - What activities will you carry out and in what time frame?
 - What are your intended results and how will you measure success?
 - How will this project provide public benefit?
 - What other resources will be required to complete this project?
 - Matching funds (required), amount and source may be cash or in-kind.

Please include any other relevant information you wish the Grant Committee to consider when reviewing your application. This abstract may be used for public information purposes, so it should not include any confidential information.

2. Submit a detailed budget. Indicate all costs to be incurred in the completion of your project such as transportation, meals, rent, honorariums, printing etc. Expenses for the project may not include direct payment to the grantee as “salary” or time invested. List all sources of matching funding, including NFO Grant, personal funds, in-kind funds, gifts, donations, etc. (See sample budget on the following page for reference.)
3. Arrange a minimum of 2 and no more than 4 recommendations from recognized authorities in their respective fields. Recommendations are to be sent independently by email to the Grants Committee at sallybmartin@yahoo.com. Recommendations may not exceed 150 words each. The recommendations should assess the applicant’s experience and skill and any other factors deemed relevant. If applying for a grant where folk dance is a major component, at least one recommendation should be from a current folk dance teacher.
4. Please note the following restrictions:
 - Grant monies may not be used for financial investment or re-granting.
 - NFO cannot be held liable for any actions resulting from the use of this grant.
 - Failure to utilize funds in accordance with the terms of this grant will result in forfeiture of the grant.

FINAL REPORT GUIDELINES

All Folk Arts Grant recipients are required to submit a written report no later than 60 days following completion of the project. Please submit sections 1-3 in a detailed, in-depth paragraph. This final report must include:

- 1 - Project description (original intent, expected versus actual outcomes, where it occurred, etc.)
- 2 - Specific outcomes (public benefit, continued goals such as mentoring, networking, teaching, etc.)
- 3 - An article about your project suitable for publication in the NFO Newsletter
- 4 - Detailed budget report including receipts, specific costs and other funds used (See sample budget on the following page.)

SAMPLE BUDGET

The maximum amount of an NFO Folk Arts Grants is \$2,000. The budget is based on the estimated expenses and funding amounts for your project. The budget should not include any expenses not directly related to your project. Do not leave any line blank. The expenses total must equal the funding total.

EXPENSES

Theater rental	\$ 5,000
Sound and lighting technician	500
Costumes	500
Advertising*	1,500
Guest performing artist's fee	500
Travel for guest performing artist	<u>1,500</u>
Expenses Total	9,500 (Equal to Funding)

FUNDING

Parks and Recreation Department	2,000
State Division of Arts & Museums	500
City Arts Council	500
ABC Foundation	1,000
XYZ Foundation	2,500
Personal Funding	500
National Folk Organization	<u>2,000</u>
Funding Total	9,500 (Equal to Expenses)

*Advertising will include \$900 for print media, \$100 for posters, \$100 for post cards, \$400 for ads in other local papers

Note: There will be at least \$2,000 of in-kind donations; rehearsal space and time by choreographers and musicians.