

QUICKPROJECT FOR ORGANIZATIONS

Summary

If your project serves K-12 youth, apply through Quickproject for Arts Education.

Organization _____
Contact _____ Title _____
Address _____
City _____ State _____ Zip _____
County _____
Phone _____
Email _____

Project start date _____ **Amount requested** _____
projects cannot begin until 3 weeks after deadline *round to the nearest dollar*

In 50 words or less...

Describe what you will do with grant funding.

Certification

Official IRS Name _____

DUNS# (required) _____ Federal Tax ID# (required) _____
to obtain a DUNS#, go to <http://fedgov.dnb.com/webform>

We have been doing business in Idaho for at least one year. Yes No

Is yours a 501(c)(3) nonprofit organization? Yes No

If no, a 501(c)(3) nonprofit must serve as your fiscal agent. Complete the Fiscal agent page at the end of this packet.

I certify that the information contained in this application, including all supporting material, is true and correct to the best of my knowledge. I have read and agree to comply with the legal requirements of accepting this grant.

Authorizing Signature
person able to legally obligate the organization

Printed Name

Date



QUICKPROJECT FOR ORGANIZATIONS

Budget

Amount \$
*round to the
nearest dollar*

PROJECT EXPENSES

Itemize personnel costs, production costs, fees, etc.

TOTAL EXPENSES

*Applicant may request up to 50% of total expenses.
Maximum request is \$1,500.*

GRANT REQUEST

IN-KIND MATCH

If any of the expenses listed above will be offset through donations of goods or services by individuals or organizations other than the applicant, itemize those donations below. Universities may not record in-kind offsets.

TOTAL IN-KIND

Amount \$
*round to the
nearest dollar*

CASH MATCH

Itemize ticket sales, other grants, partner contributions, etc. Universities may only list non-university or non-state cash.

TOTAL CASH MATCH

TOTAL IN-KIND MATCH *(from previous page)*

GRANT REQUEST *(from previous page)*

ALL INCOME

*Add Total Cash Match, Total In-Kind Match, and Grant Request.
This amount should meet or exceed Total Expenses.*

Submit a two-page narrative that responds to the questions below. Number, repeat the questions, and answer in order.

1. Describe your organization; include structure, mission statement, history, programs, services, and community you serve.
2. Describe what you propose to do, how you plan to accomplish it, and why your project merits funding.
3. Explain why this project is essential to your organization.
4. Describe community involvement, the anticipated community impact, and public access to project activities.

Checklist

A complete application includes:

- Signed and dated summary page
- Budget page
- Narrative description of the proposal
- Résumés or bios of key personnel (no more than two pages each)
- List of board of directors
- Fiscal agent form, if applicable
- IRS determination letter for applicant or fiscal agent
- Three current letters of support
- Support materials (no more than 5)
Support materials strengthen your application. They might include a letter of agreement, brochures, news articles, workshop information, résumés of partners, and so on.
- Work samples (no more than 10) and Work samples form
Work samples show the quality of art. They might include images, audio, video, or other documentation appropriate to the discipline.
- This checklist

	Title of Work	Description of Work	Date
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			

IMAGES Digital images will be accepted in JPEG format. Number and name the files to match the list above.
Example: 01_Title of Work.jpg

AUDIO OR VIDEO Work samples may include up to five pieces of work not to exceed fifteen minutes in total duration. Samples exceeding the limit will not be viewed in their entirety. Submissions by CD, DVD, USB drive, or streaming services will be accepted.

Additional comments may be included if necessary. Maximum of two pages.

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Fiscal agent

Complete if your organization is acting as a sponsoring fiscal agent for the organization requesting this grant.

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