

## Grant Writing Help:

### 1. Plan your project

- a. What are you doing?
- b. Why?
- c. Who will it affect/impact?
- d. How much will it cost? How much money do you need?
- e. What other sources of support do you have? Money/time/volunteers/goods/services
- f. Then consider if grant funding is appropriate for what you are doing.

### 2. Research potential funding sources

- a. Private/public
- b. Past giving, you can look at past grants on their 990 form
- c. Guidelines—get the most recent, make sure you fit before you start!

### 3. Other Funding Agencies for Individual Artists

- **Creative Capital Foundation** is a national nonprofit organization that supports individual artists pursuing innovative approaches in the fields of performing, visual, and media arts, and in emerging fields. For details, visit the Creative Capital Website at <http://creative-capital.org>
- **The Richard Florsheim Art Fund** supports artists over 60 years old with grants for preparations of their major exhibitions. August L. Freundlich, President, Florsheim Art Fund, 4202 East Fowler Avenue, USF 30637, Tampa, Florida 33620-30637.
- **Foundation Center:** Information about foundations across the country, philanthropy, and grant writing. <http://www.foundationcenter.org>
- **Pollock-Krasner Foundation** gives grants for recognizable artistic merit and demonstrable financial need over a significant period of time: [www.pkf.org](http://www.pkf.org) or send full address to The Pollock-Krasner Foundation, Inc., 863 Park Avenue, New York, New York 10021, Attn: Request for Application.
- **Tulsa Arts and Humanities Council** offers the \$5,000 Jingle Fellowship annually to Tulsa-area artists. Contact the council for more information, 2210 South Main, Tulsa OK 74114, 918-584-3333 [www.ahct.org](http://www.ahct.org)
- Check the **NYFA Source** for specific nationwide funding opportunities: [www.nyfa.org/vaih](http://www.nyfa.org/vaih)

### 4. Always FOLLOW DIRECTIONS and DEADLINES!

- Assume whoever reads your proposal will have no background of knowledge about what you are doing. How would you describe the project in detail to someone the first time?
- Great sites describing all the components of a normal grant request-- see **Professional Portfolio** section: [http://www.artisttrust.org/pro\\_resources](http://www.artisttrust.org/pro_resources)

5. **Stay optimistic:** If you do not get the grant, try to get any comments or feedback from the selection panel. Most funding sources for individual artists get many more applications than they can fund—keep applying. **Always strive to improve your presentation of and communication about your artwork.**

**SAMPLE GRANT COMPONENTS:**

The Artist Trust from Washington has a great overview of portfolio requirements like resumes, artist statements, images and etc. [http://www.artisttrust.org/pro\\_resources](http://www.artisttrust.org/pro_resources)

**BUDGET:**

- Budgets are a way of showing the planning your project. They should be detailed and thorough.
- Show all expenses, even if donated!
- You can make estimates here, but make them realistic. Get detailed estimates for the expense you are asking for support
- Generally in this type of project, Expenses should MATCH Income.

<b>Expenses:</b>	<b>Detail</b>	<b>Cost</b>
Artist fee	40 hours design and implement	\$800
Materials	Canvas, paint, installation materials	\$275
Frame	Custom frame for artwork	\$425
Marketing	Invitation cards and postage	\$325
Total Expenses:		\$1825
<b>Income:</b>		
<b>Grant Request</b>	<b>OVAC professional basics, cover costs of frames &amp; canvas</b>	<b>\$500</b>
Frame	Donation from frame supply company	\$325
Artist fee	Artist's donated services	\$300
Sales	Expected sales commission at exhibition (low estimate!)	\$700
Total Income:		\$1825

**TIMELINE:**

- A timeline must include all major events that will happen for your project.
- Include a timeline, even if it is simple. Grant makers ask for a timeline to see how you have thought through your entire project.

For instance:

Educational opportunity—

June 1- registration deadline

July 15-18- conference

July 31- send final report

Exhibition Project—

February 1- venue confirmation

April 1- submit two images, bio, artist statement for gallery pr

May 15- invitation designed

June 1- artwork to framer

June 10- invitation mailed

June 15- artwork and label information delivered

June 25- email reminder sent to friends/family

June 27- catering or friends bringing food set

July 3- opening reception

July 5- personal thank you notes out

July 10- final report submitted

**Narrative:**

See samples of past successful narratives here: <http://ovac.blogspot.com/2010/08/artist-statements-grant-recipient.html>