

**Small Arts Grant Application - Organization**

**Organization Information**

**Please note: There is no auto-save in this application. Please be sure to save your work periodically.**

Program Officer Shaunda McDill is available to answer questions regarding the Small Arts Initiative. Shaunda can be reached at [shaunda@heinz.org](mailto:shaunda@heinz.org) or 412-338-2653. For technical assistance, please contact Cheryl Dabat [cdabat@heinz.org](mailto:cdabat@heinz.org).

**Organization Information**

Organization Name

Legal Name

*This is your legal name that the IRS has on file, populated by the Tax ID you provided at the beginning of this form.*

The Heinz Endowments

Also Known As

*Please add any abbreviations, nicknames or acronyms. (separated by commas)*

Mailing/Street Address

City

State

- Select One -

Zip Code

Organization Main Phone

*Please use the following format (###) ###-####*

Organization Main Fax

*Please use the following format (###) ###-####*

Organization E-mail Address

*i.e. info@heinz.org (generic email address for the organization), if applicable*

Website

**Contact Information**

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**Head of the Organization (i.e. CEO, President or Executive Director)**

Prefix      First Name      Middle Name      Last Name

- Select One -

Suffix

Title

E-mail

Office Phone

*Please use the following format (###) ###-####*

Extension

Office Fax

*Please use the following format (###) ###-####*

Mobile Phone

*Please use the following format (###) ###-####*

Mailing/Street Address

City

State

- Select One -

Zip

**Primary Contact for this grant request.**

No Same as Head of Organization listed above

Prefix	First Name	Middle Name	Last Name
- Select One -			
Suffix			
Title			
E-mail			
Office Phone			
<i>Please use the following format (###) ###-####</i>			
Extension			
Office Fax			
<i>Please use the following format (###) ###-####</i>			
Mobile Phone			
<i>Please use the following format (###) ###-####</i>			
Mailing/Street Address			
City	State		
	- Select One -		
Zip Code			

### Project Information

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### Project/Request Information

Project Title **255 Characters or approximately 100 Words**

*Purpose of Grant (one sentence summary-this is a 255 character field)*

Over what period of time will this funding be used?

Project Start Date

Project End Date

Project Budget

*What is the total cost of the project?*

Request Amount

*What amount of funding are you requesting from The Heinz Endowments? (Max is \$20,000)*

## Proposal Narrative

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Mission Statement **500 Words**

*What is the applicant organization's mission statement?*

Artistic Vision & Assessment **500 Words**

*What drives you to make the programming selection or the curatorial choices that you do? Please share your most honest assessment of your organization's/consortium's artistic and technical strengths and challenges.*

Proposed Project **500 Words**

*Describe the proposed project, including the creation process, artistic themes and the narrative of the work, if applicable. Describe the ways you believe this project will allow the organization/consortium to stretch or hone its artistic or technical strengths, or will address artistic or technical weaknesses. If applicable, discuss audition and rehearsal processes, and criteria used to select participating artists.*

Project Marketing & Public Relations **500 Words**

*What is the target audience and attendance goal for the proposed project? What is your strategy to achieve your attendance goals? Please be specific.*

Project Outcomes **500 Words**

*What artistic outcomes do you anticipate realizing from this project? What indicators will help you to know that you have*

successfully met the intended outcomes?

## Just Pittsburgh

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### Just Pittsburgh

The Heinz Endowments has identified "Just Pittsburgh" as an aspirational vision of the region as a place where everyone is treated with fairness, dignity and respect, and all who live here have the opportunity to reach their fullest potential and thrive. To achieve this goal, efforts will have to be made in every sector to be open, inclusive and equitable, and to create environments that are healthy and sustainable socially, emotionally and environmentally. We seek to integrate equity into all grantmaking as an important strategic approach to pursue this vision.

Explain how this proposal addresses issues of equity? What positive impacts will result from this proposal? **500 Words**

Provide demographic information and qualifications for the project work team, and indicate if the organization actively recruits candidates who speak the language of the population being served. **500 Words**

Is the organization accessible to persons with disabilities?

Yes

Comments **500 Words**

### Non-Profit Evaluation

The Heinz Endowments believe that strong nonprofit organizations demonstrate strong human resources practices. These questions will help us understand how our grantees experience these issues.

1. How does the organization insure that staff, including the Executive Director, receive fair pay and benefits based on objective criteria? **500 Words**

2. Does the board of the organization evaluate the Executive Director's performance annually to provide meaningful feedback,

support and development? **500 Words**

Yes

Comments **500 Words**

3. Could this organization afford to pay market-level wages to fill vacancies with equally competent people?

Yes

Comments **500 Words**

## Proposal Attachments

Please upload the following documents to complete your application. To upload a document, click the "Browse" button, locate the document on your computer, click "Open," then click "Upload."

### Cover Letter

#### Cover Letter

*(limit one page)*

*Submit a brief letter that includes a description of the project, dates and venue; amount of funding requested; and contact name with address, phone number, fax number and email. If there is a particular issue or aspect of your application to which you would like to draw the panel's attention, please share that information in this section. Please also list any public events taking place locally in the next three months.*

### Key Artists and Technical Staff

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*In one document, provide brief bios on key artists and technical staff.*

### Project Budget

#### Project Budget

*Provide a balanced project budget itemizing cash income - earned and contributed - and cash expenses for the project. Show calculations for line items greater than \$1,000. Note which revenues are pending and which are firm. List the estimated value of in-kind donations separately, below the budget.*

### Annual Budget

**Current Annual Budget**

*Provide the organization's current annual budget.*

**Proposal Attachments (cont)**

Please upload the following documents to complete your application. To upload a document, click the "Browse" button, locate the document on your computer, click "Open," then click "Upload."

**Financial Statement**

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*Submit the financial statements of the sponsor's most recently completed fiscal year.*

**DataArts Report**

**DataArts Report**

*It is required that you submit your organization's financial and programming information from the last fiscal year to the DataArts Website at <https://da.culturaldata.org/>.*

*Please upload a copy of the Small Arts Initiative Funders Report here.*

**Board of Directors**

**Board of Directors**

*Provide a list of the applicant's board of directors with professional affiliations, and identify officers. If you are applying as a consortium, please include your sponsor's board of directors.*

**Patriot Act**

**Patriot Act Compliance**

*Upload a current year, Patriot Act statement on your corporate letterhead, signed by the head of the organization. [Click here for an example.](#)*

**Work Samples**

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Submit up to five links to A/V files.

Work sample should speak to the capacity, quality, and professionalism of the organization and participating artists. Submit any combination of the following: slides, DVDs, CDs and catalogs. You may upload your work sample to [www.youtube.com](http://www.youtube.com) and then provide us with the website address. Programs and/or copies of critical reviews (up to five, labeled with date and source) may be included. **Noting that the panel will typically spend less than five minutes viewing a work sample, please make explicit what you would like the panelists to listen to or view.** In this section of your application, you should include the title of the work, its description, and what the work sample demonstrates about your organization or consortium.

#### **1. Work Sample**

*Enter the website link to your work sample on the first line. On the second line, include the title of the work, description, and what the work sample demonstrates about your organization or consortium.*

#### **2. Work Sample**

*Enter the website link to your work sample on the first line. On the second line, include the title of the work, description, and what the work sample demonstrates about your organization or consortium.*

#### **3. Work Sample**

*Enter the website link to your work sample on the first line. On the second line, include the title of the work, description, and what the work sample demonstrates about your organization or consortium.*

#### **4. Work Sample**

*Enter the website link to your work sample on the first line. On the second line, include the title of the work, description, and what the work sample demonstrates about your organization or consortium.*

#### **5. Work Sample**

*Enter the website link to your work sample on the first line. On the second line, include the title of the work, description, and what the work sample demonstrates about your organization or consortium.*

#### **6. Attach a non youtube work sample (if applicable)**