

JEROME FOUNDATION

2017 ORGANIZATION GUIDELINES:

SUPPORT FOR PHILANTHROPIC ORGANIZATIONS AND CONVENINGS BY NATIONAL SERVICE ORGANIZATIONS

ABOUT THE JEROME FOUNDATION

The Jerome Foundation promotes a dynamic culture through support for artists, collectives and/or ensembles in the early stages of their vocational artistic lives across all disciplines to create new work and for organizations who offer programs, services and activities for such artists, collectives and/or ensembles.

The Foundation's core values, which we strive to model in our practice as grantmakers and support in our grantees are:

Diversity: We consciously embrace diversity in the broadest sense. We support a diverse range of artists and organizations, including but not limited to those of diverse cultures, races, sexual identities, genders, generations, aesthetics, points of view, physical abilities, and missions. We support a diverse range of artistic disciplines and forms, created in a variety of contexts and for different audiences.

Innovation/Risk: We support artists and organizations that push the boundaries of their respective disciplines, and applaud unconventional approaches to solving problems.

Humility: As a foundation, we believe that we work for artists (rather than the reverse) and that artists and organizations are the best authorities to define their needs and challenges—an essential humility reflective of Jerome Hill, our founder. The artists we support embrace their roles as part of a larger community of artists and citizens, and consciously work with a sense of purpose, whether aesthetic, social or both.

OVERVIEW OF GRANT PROGRAM

While the bulk of Jerome's programs support artists and arts organizations for research, creation and production/exhibition/publication of new art works, a maximum of 5% of Jerome's annual grantmaking budget is set aside for three additional kinds of activity:

- One-year grants to national arts or philanthropic service organizations in support of one-time convenings in either Minnesota or New York City that offer significant opportunities and benefits for and participation by Jerome-eligible Minnesota or New York City artists, collectives or ensembles or philanthropic colleagues;
- One or two-year grants to support ongoing programs, services, or activities offered by local, regional or national organizations focused on improving the field of organized arts philanthropy and that benefit grantmakers in Minnesota or New York City. The Foundation support for philanthropic organizations is designed to support ongoing services, programs and activities for Minnesota or New York City foundations and grantmakers who work in arts grantmaking. The depth of service explicitly to artists, arts organizations, and the inclusion of artists and arts leaders in organizational programs and conferences will be considered in the application review.

- One-time grants to local, regional or national organizations or non-profit entities to support research that benefits arts grantmakers or artists, collectives or ensembles in Minnesota or New York City.

The application for this program is by invitation. Organizations interested in applying should contact Jerome program staff to discuss eligibility. The annual budget for this category is extremely small. Only in exceptional cases will grants exceed \$10,000/year.

Application Timeline

This program is by invitation only. To explore Foundation interest and funding availability, and to schedule and conduct site visits, organizations interested in applying are required to contact Jerome staff **a minimum of three months** (and ideally longer) before the application deadlines.

The Jerome Board, which must approve all grants, meets four times a year in March/April, May/June, September and November/December, with applicants notified within two weeks of the Board meeting.

Applicants who need a decision in March should be prepared to submit all finalized application materials **no later** than January 1; those needing decisions in June by April 1; those needing decisions in September by July 1; and those needing decisions in December by October 1. In order to explore Foundation interest and funding availability, and to schedule and conduct site visits, applicants are required to contact the Foundation **a minimum of three months** (and ideally longer) before the application deadlines.

ARTIST, COLLECTIVE OR ENSEMBLE ELIGIBILITY REQUIREMENTS

The Foundation supports organizations with ongoing programs, services or activities for **artists, collectives or ensembles** who meet **all** the following descriptors:

- Artists, collectives or ensembles **who see the arts as an ongoing vocation**, rather than as a hobby, pastime or occasional pursuit, and who have already completed their training, if they have decided to pursue formal training at all;
- Artists, collectives or ensembles **who at the time of application have generated, completed and publicly presented/exhibited/published work** in the discipline in which support is requested;
- Artists (e.g. writers, choreographers, visual artists, film/video/digital production directors, new media artists, theater directors who generate new works, performance artists, playwrights, spoken-word artists, composers and sound artists), collectives or ensembles **whose primary goal is to generate new works**, as opposed to remounting or re-interpreting existing works;
- Artists, collectives or ensembles **who expand the genre, form or social boundaries/audience for the discipline in which they work**;
- Artists who are in the **early stages** of their creative development;
- Artists, collectives or ensembles **who have a focused direction and goals**, even while still developing their artistic “voice”;
- Artists, collectives or ensembles **who have yet to be substantially celebrated** within their field, the media, funding circles or the public at large;
- Artists, collective or ensembles **who are legal residents of the state of Minnesota or one of the five boroughs of New York City** and have been residents for a least a year prior to the submission of an application.

ORGANIZATIONAL ELIGIBILITY REQUIREMENTS

Eligible organizations are required to meet **all** of the following criteria:

- Are 501(c)3 organizations or are applying through a fiscal sponsor with a 501(c)3;
- Offer ongoing programs, services and activities for either foundations, arts organizations that serve/produce/exhibit/publish Jerome-eligible artists, or Jerome-eligible artists, collectives, ensembles;
- Have at minimum a three-year demonstrated history of serving grantmakers or foundations that support the arts; or of serving Jerome-eligible artists, collectives, ensembles or arts organizations;
- In the case of arts organizations, offer additional programs, services and activities for Jerome-eligible artists, collectives, ensembles or Jerome-eligible arts organizations beyond the convening for which Jerome support is requested;
- Promote one or more of Jerome Foundation's core values.

While applicant organizations in this category do not need to be based in New York City or Minnesota, the supported convenings and programs must be delivered in New York City or Minnesota and impact New York City or Minnesota artists, organizations or arts grantmakers.

PROCESS AND REVIEW CRITERIA

This application is by invitation only following a review for eligibility by Jerome program staff. Site visits, either in person or by teleconference or videoconference will be conducted with each applicant prior to the invitation to apply.

Submitted applications are reviewed by the Foundation Board of Directors, which has the sole authority to award grants or reject applications. Staff do not have discretionary grant authority.

The staff recommendation and board of director decision will be based on four and only four criteria:

- The **merit** of the programs/services/activities/convening/research;
- The **quality of planning and feasibility** of the programs/services/activities/convening;
- The **potential impact** of the programs/services/activities/convening on the field of arts grantmaking or on Jerome-priority artists and organizations.
- The **organization's commitment to at least one of Jerome's core values.**

Additional Program Requirements

- Grants to philanthropic organizations for ongoing programs as a general rule will be given for a two-year period. On specific occasions, however, the Foundation may choose to make the second-year support contingent on review of a progress report and proof that the applicant has met pre-agreed upon benchmarks.
- Grantees may not substitute a different program/service/activity for the one(s) supported in the original grant. Doing so may result in the Foundation recalling the grant. Any major changes to the nature or scope of the project must be approved in advance by the Foundation.
- Grant recipients are required to submit annual progress report. Upon completion of the grant, a final financial and narrative report and online link to the program must be submitted to the Foundation. Grantees who are delinquent in their reporting requirements will not be allowed to receive additional support until the requirements have been met.

HOW TO APPLY

Application Process

Contact Jerome program staff to discuss eligibility. This is an invitation-only application. If you are invited to apply, Jerome staff will provide you with a link to the online application.

Organizations may submit only one application per year.

The application will ask you to provide:

- Organization mission and history of programs for Jerome-eligible artists.
- Program description
- Program budget
- Organization financial statements and audit or 990. The financial statements should include three years of financial information (current and past two-years).
- IRS Tax-Exempt Letter of Determination
- Board of Directors
- Authorization Letter
- Annual Report (for membership organizations)

Accessing the Online Application

Organization that are invited to apply will be provided with a link to the online application.

Along with the launch of the Foundation's new programs, we will be moving to a new online application system, using the Submittable platform. You will be prompted to login or create a new user with Submittable (the host of the online application). You will be able to save and return to your work later. You may only apply using the online system.

Submittable meets the Level AA standard according to the Web Content Accessibility Guidelines (WCAG) 2.0. You can learn more about the accessibility of the application form at www.submittable.com/accessibility.

Note: Previous grantees will continue to submit reports for any prior grants through the system they are currently using.

Additional Information and Resources

Jerome Foundation staff is available to answer questions and assist applicants in application process.

CONTACT INFORMATION

The Foundation encourages applicants to contact Foundation staff to ask questions and to discuss potential applications. Contact President Ben Cameron (bcameron@jeromefdn.org), Program Director Eleanor Savage (esavage@jeromefdn.org) or Program Officer Venessa Fuentes (vfuentes@jeromefdn.org) regarding eligibility and clarification of program goals/procedures. Contact Grants Administrator Andrea Brown (abrown@jeromefdn.org) with any questions about the online system or technical issues. Staff may also be contacted by telephone (651-224-9431) between 9:00 am and 4:30 pm Central Time, Mondays through Fridays (excepting holidays).

FREQUENTLY ASKED QUESTIONS

These guidelines represent several significant changes to former Jerome procedures. Why did you make these changes? The Foundation surveyed more than 600 artists and organizations in 2016 to gauge the most urgent needs and priorities of the arts field. Three specific themes emerged: the need for multi-year funding, the value of deadlines in planning, and the need for flexible support. The new guidelines try to address each of these themes. Jerome streamlined the new application process for membership, convening and research requests.

If I received prior funding, should I request the same amount as my last grant? Prior funding amounts will not be considered in determining new grants. Former grantees may find that they receive significant increases, remain constant with prior funding, experience significant decreases or are not funded at all. Former grantees will recall that, as a way of preparing them for this possible withdrawal of Jerome support, the Foundation made two-year exit grants for the program.

We received a two-year grant in 2016, but only 2017 programs will be supported by it. Must I wait until 2019 to apply again? Organizations who already have received a two-year grant that covers Jerome funding for 2017-18 but not the following year should request one year of funding (2018-19). This may be to continue the previous program or to embark on a new program.

Organizations that have received two-year grants that cover both years (2017-18 and 2018-19) should not apply in this round.

My organization is based in ... Seattle, Washington D.C., New Jersey, Wisconsin, Ohio, Mississippi, Florida, etc. Am I eligible to apply to the Jerome Foundation? While Jerome Foundation's support for artists and not-for-profit arts organizations located in Minnesota and the five boroughs of New York City is restricted to these geographic regions, this program is an exception. The programs/convenings/services/research provided must be hosted in the five boroughs of New York City or Minnesota and benefit artists and organizations in these geographic funding areas.

If I do receive a grant, how quickly can I get the money? Each grant requires completion of a signed contract. The paperwork necessary to release the funds must then be processed. This takes a minimum of three weeks. In most cases, payment dates are typically the 2nd Wednesday of the month.

If my organization receives a grant, how often must I report on the progress of the project? Grantees are required to submit interim and/or final reports, established by the Foundation in the letter of agreement. The reports are typically annual reports.