

NOTE: This PDF is a list of the questions that are asked in the online application. To apply, you must submit the online application at <http://bit.ly/2wHn0LC>

JEROME FOUNDATION

SUPPORT FOR PROGRAMS, SERVICES AND ACTIVITIES FOR ARTISTS THROUGH ORGANIZATIONS

2017 ORGANIZATION STEP 1/PRELIMINARY APPLICATION

OVERVIEW OF GRANT PROGRAM

Please read the [program and organizational eligibility requirements \(pdf\)](#) closely. If you do not fit the criteria, your application will not be considered for funding.

If you have any questions or doubts regarding your eligibility, please [contact Foundation staff](#) and we will assist you. The last thing we want is for you to spend time on your application, and immediately be disqualified due to issues of eligibility.

Application Steps

The first section consists of an "eligibility quiz" that walks you through the program criteria. If you are eligible, we'll ask for some basic information about your organization and proposed program for the Foundation to assess your fit with our guidelines.

Jerome staff will review, and you will hear back from us no later than October 16, 2017. Those who are invited to the second step will then have a full application to complete by November 30, 2017.

Organizations may submit only one application per year. An application may be submitted for a single program/service/activity, or for a combination of several programs, services and activities. Organizations may apply in either of the following categories:

- **Creative Research and Development:** These grants offer support for residency programs, mentorship programs, and/or services that benefit artists, ensembles or collectives as described above. Such services may include but are not limited to research, convenings and technical development programs, or a combination. Organizations that apply in this category do not offer full public presentations of completed new work in any program/service/activity for which they are requesting Jerome support.
- **Creation and Production of New Work:** These grants support programs (including re-grant programs, fellowships, and commissioning programs) that culminate in premiere exhibitions, publications or productions by the grantee organization and that represent significant opportunities for the artists, collectives or ensembles to advance their work and their visibility. Mentorship, residency or workshop programs that do not include fully realized and produced/ exhibited/published public presentation of new work should apply

in the Creative Research and Development program. Organizations who apply in this category must offer full public presentations of completed new work in at least one program/service/activity (although not necessarily in all programs/services/activities) for which Jerome support is requested.

Organizations that are proposing a hybrid of Creative Research and Development and Creation and Production of New Work should apply in the Creation and Production of New Work category.

Jerome Grant Program Calendar

Online preliminary application cycle opens June 15, 2017

Preliminary application deadline September 14, 2017

Full applications invited No later than October 16, 2017

Deadline for full applications November 30, 2017

Notification of awards Between March 15-April 9, 2018

Next preliminary application cycle Spring/Summer 2019

If you have any questions about the application process or need technical support, please email tech.support@jeromefdn.org or call Andrea Brown at 651-925-5615.

STEP 1/PRELIMINARY APPLICATION QUESTIONS

Layout Guide

NAME OF SECTION

Description text for the section.

Name of question.

Description/explanation of question.

- Radio button selection, or
- Checkbox selection

📁 You'll upload a file for this question

Type of Program/Funding Request

Organizations may submit one application in either category, described in full above.

Organizations may have programs that are a hybrid of creative research and development and the creation and production of new work. Hybrid programs should apply in the Creation and Production of New Work category.

- Creative Research and Development
- Creation and Production of New Work

Organization Name

Do you have a separate legal name for your organization?

- No
 - Yes
- If yes, **Legal Name**

ELIGIBILITY

Answer the below questions about your organization to determine if you are eligible for funding.

Are you a 501(c)3?

- Yes, my organization is a 501(c)3
- No, my organization is not a 501(c)3 and we are not applying through a fiscal sponsor
- No, we are applying through a fiscal sponsor who is a 501(c)3

Are you based in one of the following locations?

- Yes, we are located in Minnesota
- No, we are not located in either
- Yes, we are located within the 5 boroughs of New York City

Do you offer ongoing support for artists at the emerging/early career stages of their creative development?

Organizations must offer ongoing programs, services and activities for vocational, generative artists, collectives or ensembles in the emerging/early career stages of their creative development (as opposed to avocational, academic, amateur or educational interpretive or technical artists) to create new works.

- No
- Yes

Do you offer additional programs, services, and activities for such artists?

Organizations must offer additional programs, services and activities for such artists, collectives or ensembles beyond the program(s) for which Jerome support is requested.

- No
- Yes

Do you compensate artists above and beyond any reimbursement costs for participation?

Compensation must be above and beyond any reimbursement costs for participation, although this compensation may be in-kind or in the form of honorarium.

- No
- Yes

What best characterizes your application process?

- We offer an open application process for participation in Jerome-funded programs, with no fee to participate or apply
- We use curators, nominators or staff with active, regular, and broad engagement with Jerome-eligible artists, with no fee to participate or apply
- We do neither of the above

Are any of the below types of support the primary focus of your funding request?

- Arts education programs
- Avocational arts (e.g., amateur artists, student groups, etc.)
- Endowments and/or cash reserves for organizations as the primary grant purpose
- Buildings or capital funds
- Fundraising and anniversary campaigns or projects
- Training and conservatory programs
- New original work that does not push the form/innovate either aesthetically or socially
- Documentation of work as the primary grant purpose
- Marketing and audience development grants
- Projects/festivals that revisit, remount, reprint, adapt, or reinterpret previously-created work
- Programs or projects that offer presentations, exhibitions, performances, or screenings-only opportunities

We affirm that the artists supported by our proposed program/project meet Jerome's artist eligibility:

- ✓ *Artists who create new, original work; artists, collectives, or ensembles (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) whose primary goal is to generate new works, as opposed to remounting or re-interpreting existing works*
- ✓ *Artists whose work is presented to the public*
- ✓ *Artists who are the primary generators, not interpreters, of work; artists who interpret, perform, edit, or design the work of others (e.g., singers, dancers, actors, musicians, editors, journalists, designers in sets/lights/costumes/sound, editors, arrangers, managers, administrators, builders, technicians) but who do not also have a significant history of generating new work are not eligible per the guidelines*
- ✓ *Artists whose work is aesthetically or socially innovative*
- ✓ *Artists who are in the emerging or early phase of their career or creative development; artists, collectives or ensembles who have a focused direction and goals, even while still developing their artistic "voice" and who have yet to be substantially celebrated within their field, the media, funding circles or the public at large*
- ✓ *Artists who are not students; artists who are or will be at the time of application and during the grant period may not be enrolled in degree-granting programs (including K-12, college, graduate or post graduate studies)*
- ✓ *Artists who do not create work as a hobby or pastime*
- ✓ *Artists who are legal residents of Minnesota or one of the five boroughs of New York City*

Your proposed program must meet these eligibility requirements.

We affirm that the artists supported by our proposed program/project meet Jerome's artist eligibility as outlined above.

- Yes
- No

Would Jerome funding be used for costs incurred after May 1, 2018?

Jerome does not fund retroactively. All costs to be supported by Jerome must occur after May 1, 2018.

- Yes
- No

ABOUT YOUR ORGANIZATION

Grantee Status

- Current Jerome grantee
- Past Jerome grantee, not currently funded
- Never received Jerome funding

Are you applying through a fiscal sponsor?

- No
- Yes

What year was your organization founded?

Note: Start-ups or organizations with less than three years will be considered only if they are able to demonstrate that the programs/services/activities fill a unique need(s) that otherwise are unaddressed by already existing programs, services and activities. Start-ups and organizations in their first three years that merely expand the number of opportunities or whose primary claim is in enhancing the quality of existing opportunities will not be considered.

Website Address

Federal ID / EIN

Fiscal Year Start and End Dates

E.g., July 1–June 30

CONTACT INFORMATION

Please fill in the below [Name, Title, Email, Telephone] for:

- ✓ *Organization Director: Artistic Director or Executive Director—leader of organization*
- ✓ *Program Contact: Person directly involved with program for which funding is requested*
- ✓ *Grant Contact: Point person for questions regarding application, reporting, and payments should funding be awarded*

This may be the same person for all three roles, or multiple individuals.

FISCAL SPONSOR INFORMATION

(This only appears if “Are you applying through a fiscal sponsor?” equals “Yes”)

Fiscal Sponsor Name of Organization

What year was the fiscal sponsor founded?

Fiscal Sponsor Address

Include the legal address. If there is a separate mailing address, add that in as well.

Fiscal Sponsor Website Address

What year did the fiscal sponsor receive IRS tax exemption?

Fiscal Sponsor Federal ID / EIN

Fiscal Sponsor Fiscal Year Start and End Dates

E.g., July 1–June 30

FISCAL SPONSOR CONTACT INFORMATION

Organization Leadership: Artistic Director or Executive Director—leader of organization

Fiscal Sponsor Contact: point person for questions regarding application, reporting, and payments should funding be awarded—if different than Organization Director

[Contact Type (Organization Leadership/Fiscal Sponsor Contact), Name, Title, Email, Telephone]

Fiscal Sponsor Mission Statement

Brief description of programs and services offered by the fiscal sponsor

Describe the overall programs and services offered by the fiscal sponsor, and also provide information on fees charged for services and the size, scope, amount of annual activity.

Start and end date of fiscal sponsor contract with artist/ensemble/collective

📎 Attach a copy of fiscal sponsor agreement with artist/ensemble/collection

📎 Fiscal Sponsor Financial Statements

Acceptable file types: pdf, doc, docx, zip, xls, xlsx.

Upload files showing income and expenses (a profit and loss statement) and assets and liabilities (a balance sheet) for the past two years and the current year.

Provide notes of explanation as needed.

Select up to 6 files to attach.

📎 Fiscal Sponsor Cultural Data Report, if applicable

Acceptable file types: pdf.

Organizations that are participating in the Cultural Data Project are requested to attach their current CDP report using the Jerome Foundation template available through the CDP website.

📄 Fiscal Sponsor Board Information

Acceptable file types: pdf, doc, docx, txt, xls, xlsx.

Upload a current list of the Board of Directors with occupations, number of years served, number of meetings per year and average attendance. Please identify the Board Chair and other officers. If an artist(s)/ensemble/group applying with a fiscal sponsor has a Board of Directors or Board of Advisors, please attach a list with occupations, number of years served, number of meetings per year and average attendance. Please identify the Board Chair and other officers.

📄 Authorization Letter

Acceptable file types: pdf.

Upload a letter on organization's letterhead from chief artistic and/or administrative officer endorsing the proposal and agreeing that the organization will assume the full responsibility for the proper fiscal management of and accounting for any grant received, and will make certain that reports required by the Jerome Foundation are submitted on a timely basis.

MISSION AND HISTORY

Mission Statement

Briefly describe your current ongoing programs and services for emerging/early career artists

Provide specific examples and highlights from your recent history of support for emerging/early career artists

Provide examples based on the past two years and current year of programs/productions for emerging/early career artists based in Jerome Foundation's geographic funding areas (five boroughs of New York City or Minnesota).

Please describe how your organization embraces Jerome Foundation's values of Diversity, Innovation, and/or Humility

For more information on how Jerome Foundation defines these attributes, visit <https://www.jeromefdn.org/about>

PROGRAM/PROJECT INFORMATION

Artistic discipline(s) supported by your proposed program/project

If your program supports more than one artistic discipline, check all that apply

- Dance
- Film/Video/Digital Production
- Literature
- Music
- New Media
- Theater
- Visual Arts
- Multidisciplinary/Interdisciplinary/Crossdisciplinary

[If Multidisciplinary/Interdisciplinary/Crossdisciplinary is selected]

List the artistic disciplines combined in your program/project (Limit: 100 words)

If you support multi/inter/cross disciplinary work, which discipline-specific panel would you prefer review your application? Select up to two.

- Dance
- Film/Video/Digital Production
- Literature
- Music
- New Media
- Theater
- Visual Arts

Amount of funding requested

Total amount over two years.

The average level of funding is \$25,000/year, with a general range of a minimum of \$15,000-\$20,000/year to a maximum of \$75,000-100,000/year. Grants for single programs will rarely exceed \$40,000/year, while grants for multiple programs will rarely exceed \$75,000/year. Only in the most exceptional cases, if at all, will grants be smaller or larger than these minimums or maximums.

Matching funds from additional sources are not required, but are certainly encouraged.

Up to 15% of the grant funds may be applied to indirect administrative costs for supported programs. Additionally, up to 10% can be requested to support long term capacity development connected to serving early career artists. This may include but is not limited to research, equipment purchase, amplification of existing cash reserves or endowments, change capital funds, and/or debt reduction. Such funds cannot be used to develop capacities for non-Jerome artists or for non-arts programs and activities.

Program/Project Title(s)**Program/Project Summary(ies)**

Please limit to one line of text

Proposed Program/Project Description(s) (Limit: 1000 words)**📎 Project/Program Budget(s)**

Acceptable file types: pdf, doc, docx, xls, xlsx.

Provide a broad two-year program/project budget showing estimated total expenses and income. This can be a broad brushstrokes budget, but please include the anticipated amount to be paid directly to artists. If there is any income identified other than Jerome Foundation support, please note this as well.

Note: Up to 15% of the grant funds may be applied to indirect administrative costs for supported programs. Additionally, up to 10% can be requested to support long term capacity development connected to serving early career artists. This may include but is not limited to research, equipment purchase, amplification of existing cash reserves or endowments, change capital funds, and/or debt reduction. Such funds cannot be used to develop capacities for non-Jerome artists or for non-arts programs and activities.

PROGRAM SCHEDULE

Proposed Start Date(s) of Program/Project

While the program may start before May 1, 2018, the funds must be used only for costs incurred after May 1, 2018.

Duration(s) of Program/Project

How much time are artists directly served by this project/program? (E.g., 6 months, 1 year, etc.)

Is this an existing Program/Project?

- Yes
- No

If this is an existing program, provide a list of current participants or alumni from the last two years that meet Jerome's emerging/early career artist eligibility.

FINANCIAL INFORMATION

Organizations are asked to provide 3 years of financial information on income and expenses (a profit and loss statement) and assets and liabilities (a balance sheet).

This should include past two years, and current year. For the current year financial information, please provide the Board of Directors-approved budget. Provide notes of explanation as needed.

📁 Upload your financial documents

Acceptable file types: pdf, doc, docx, zip, xls, xlsx.

Upload files showing income and expenses (a profit and loss statement) and assets and liabilities (a balance sheet) for the past two years and the current year.

This should include past two years, and current year. For the current year financial information, please provide the Board of Directors-approved budget. Provide notes of explanation as needed.

Select up to 6 files to attach.