

NOTE: This information is provided as a reference for you to use as you prepare your Nebraska Arts Council (NAC) grant application. Grants to NAC may only be submitted via the online grant system.

### ***Program Description***

Virtual Presenting the State Poet grants provide financial assistance for Nebraska nonprofit organizations and accredited public or private schools hosting virtual events featuring the Nebraska State Poet. The presentation or workshop must feature the current Nebraska State Poet.

### ***Eligibility***

Nonprofit organizations incorporated in Nebraska that are federally tax-exempt, public agencies and sub-divisions of governmental agencies, including PreK-12 accredited schools. College and university applications may be funded only when participation by the public is sought in significant numbers. An organization is limited to one application per fiscal year.

### ***How to Apply***

Your organization must first be registered in NAC's online grant system, which can be accessed by following [www.artsCouncil.nebraska.gov/grants/](http://www.artsCouncil.nebraska.gov/grants/). During the COVID-19 pandemic, NAC staff are primarily working remotely and can most efficiently be reached via email. For assistance in creating an account in the NAC grants system, please email [nac.grants@nebraska.gov](mailto:nac.grants@nebraska.gov) or call 402-595-2124.

### ***Deadline***

Grant applications are due six weeks before the event and are processed on a first-come, first-served basis.

### ***Grant Amounts***

NAC can fund up to \$1000 of the State Poet's fee per contract, per application. No match is required of the Presenting Organization, if the State Poet Event is accessible online for the public. The base fee for State Poet virtual readings is \$125.00. If workshops are also scheduled, each workshop is \$65.00. NAC issues grant payments to the sponsoring organization, not to the artist. The applicant is responsible for paying the full artist fee as outlined in the contract.

### ***Review Criteria***

- The artist fee listed in the Virtual State Poet Budget-Contract form must agree with the artist fee listed in the application.
- The Virtual State Poet Budget-Contract form must be signed by both the Presenting Organization and the State Poet.

### ***Narrative Questions***

- Describe your project, including when it will take place, what virtual platform you will use, how you will promote it, and who makes up your target audience.
- Explain the impact of this event on your target audience and how will you measure the success of the event.

### ***Budget-Contract***

Applicants can enter the number of workshops planned, which will automatically combine with the State Poet's base fee and determine the total fee. The base fee for State Poet virtual readings is \$125.00. If workshops are also scheduled, each workshop is \$65.00. NAC can fund up to \$1000 per contract, per application. This form functions as a contract between the State Poet and the Presenting Organization and should be signed by both parties before uploading to the grant application.

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**Required Materials**

These materials will be uploaded in the grant system.

**State Poet  
Budget-Contract  
form**

Upload the signed budget-contract form to the grant system. Make sure each budget-contract is complete and signed by both you and the State Poet BEFORE you upload. Every contract needs both your signature and the State Poet's signature. Keep originals for your files.

If an artist cannot physically sign the contract in time for you to submit the application, have them send you an email *from their own email address* saying that they agree to the terms of the contract. Save the artist's email as a .pdf and upload it into the grant system along with a copy of the contract signed by your organization.

**Audit:**  
(if applicable)

If the organization requests \$50,000 or more from NAC for the current year in one application or any combination of applications, include the organization's most recently completed and reviewed financial statements. These could include an audit, an audited financial statement or financials reviewed by an outside financial expert. Please contact [Grants and Data Administrator](#) if there are questions.