

Table of Contents

The Nebraska Arts Council awards grants to Nebraska nonprofit organizations, schools, religious organizations and divisions of government. This document includes summary information about each NAC grant category, listed alphabetically. Also provided is basic information about eligibility & funding priorities, and a glossary of terms. This information is provided as a reference for you to use as you prepare your Nebraska Arts Council (NAC) grant application.

TABLE OF CONTENTS

- Who is Eligible
- What We Fund
- Grant Policies
- How to Apply
- Grant Process (Set Deadline Grants and Floating Deadline Grants)
- Grantee Information
- Logos and Credits
- Grant Writing Tips and Resources
- Glossary of Terms

Click on the grant category below to view guidelines including program description, deadlines, review criteria as well as summary information about the specific narrative questions, budget requirements and required materials for each grant category.

Grants for Organizations:

- ANNUAL SERIES & EVENTS GRANTS (ASE)
- ARTISTS IN SCHOOLS/COMMUNITIES RESIDENCY GRANTS (AiSC)
- ARTS LEARNING PROJECT GRANTS (ALG)
- ARTS PROJECT GRANTS (APG)
- MINI GRANTS
- NEBRASKA TOURING PROGRAM SPONSOR GRANTS (NTP)
- SCHOOL BUS ARTS GRANTS (SBA)
- ASL INTERPRETERS FOR THE ARTS (ASL)

Grants for Individuals:

- INDIVIDUAL ARTIST FELLOWSHIP AWARDS (IAF)

Nebraska Nonprofit Organizations

All organizational grant applicants must be incorporated as a nonprofit organization, and physically located, in the State of Nebraska with articles of incorporation current and on file in the Nebraska Secretary of State's office.

Colleges and Universities

Institutions of higher learning may apply for NAC funding only when the general public is involved in the planning and implementation of the project, and when public attendance is sought in significant numbers.

Government Agencies, Tribal Governments, Schools & Nonprofit Non-Arts Organizations

NAC welcomes applications from non-arts entities such as tribal governments, city agencies, county parks and recreation departments, social service organizations, hospices, juvenile centers, and public and private schools to support arts projects. These arts programs may often be the point of access to new audiences or the sole source of cultural activity in a community.

Religious Organizations

Faith-based and religious organizations may apply for NAC grant funds so long as the primary purpose of the program is artistic expression. The NAC funded activities must be open to the general public, the funds cannot be used for projects (by an organization, institution or individual) with implicit religious content that may be perceived as advancing a religious purpose, nor can the project cannot be viewed as attempting to convert people to a particular religious viewpoint.

While individuals are not eligible to apply for NAC grants, the agency has a number of programs designed to support and promote [Nebraska Artists](#).

All applicant organizations will be required to provide:

1. **Federal Employer Identification Number (FEIN)** from the IRS letter granting Federal tax-exempt status.

If an organization has applied for, but not yet achieved tax-exempt status, the NAC has a number of categories to which the organization may apply through the use of a Fiscal Agent. For more information, please contact the NAC staff prior to submitting any application.

2. **DUNS Number.** If you're unsure of your organization's DUNS number, or do not have one, one can easily be obtained from [Dun & Bradstreet](#).

Unsure about the nonprofit status of your organization?

Federal tax-exempt status

Guidestar is a listing of nonprofit organizations that file Form 990 with the IRS.

Note: If your nonprofit organization does not have a budget larger than \$25,000, and you have not filed a Form 990, then your organization will not be listed on Guidestar.

Nebraska incorporation status

To confirm your nonprofit organization is incorporated in the State of Nebraska, visit the Secretary of State's website.

NAC grant recipients have additional legal responsibilities as well. Grantee Info will provide additional information about auditing procedures and other requirements.



What We Fund

- Arts projects or programs of the highest artistic excellence and merit
- Arts projects or programs that reflect creativity and innovation
- Arts projects or programs that provide opportunities for artists and arts organizations
- Arts projects or programs that support cultural and generational diversity
- Arts projects or programs that foster access to the arts for underserved communities
- Arts projects or programs that promote the arts through advocacy, collaboration and education
- Costs of program accommodations for persons with disabilities
- Fairs and festivals involving the arts and cultural activities

What We Don't Fund

- Artistic fees paid to students, student performers or student instructors
- Arts projects that exclude the public
- Capital improvements, new construction or restoration
- College or university-sponsored projects that exclude the public
- Events or projects that have already taken place
- Food, beverages and mileage not related to out-of-town travel
- General operating expenses for non-arts organizations
- Permanent supplies and equipment
- Political activities
- Prizes, awards or scholarships
- Projects already receiving NAC funding
- Projects that are suitable for local support, such as mascots, memorials to a local individual or school productions
- Projects that offer only academic credit for students
- Reduction of existing deficits

For more important information concerning what the NAC funds, be sure to [visit our website](#)

**Policy on NAC funding for projects taking place outside Nebraska**

All NAC funds are allocated to benefit the citizens of Nebraska. If an applicant organization wishes to use NAC funds for projects or to attend events that take place outside of the geographical boundaries of the state, the following must be in evidence:

- An explanation why the project, performance or exhibition is not using a venue located in Nebraska.
- Evidence that the majority or significant number of targeted participants and audience members are Nebraskans.
- A clear description as to how Nebraskans will access the event, such as transportation, marketing efforts and other forms of outreach.
- Clear evidence of impact on Nebraskans as a result of participation in the event or project.

Policy on funding for humanities-based programming

This section is an attempt to clarify distinctions as well as commonalities between arts and humanities projects. [Humanities Nebraska](#) is a separate nonprofit organization, and often the question arises as to which agency should provide support. On occasion, the Nebraska Arts Council (NAC) receives grant applications for projects that include presentation of humanities-related content; however organizations may receive funding for projects from both agencies.

Based on published funding criteria, the NAC does not fund humanities projects unless they include distinct arts activities. The NAC defines arts projects as activities that include but are not limited to architecture, dance, media arts, music, theatre, and visual arts. NAC funded projects involve education, participation and presentation of the art form as opposed to solely academic or scholarly pursuit of artistic subject matter. The humanities are academic disciplines that study the human condition, using methods that are primarily analytical, critical, or speculative. The humanities include literature, history, philosophy, religion, and visual and performing arts. Humanities also include social sciences, anthropology, law, and linguistics.

Clearly, there is overlap between arts and humanities. Sometimes a single project will qualify for both arts and humanities funding. For example, in the literary arts the NAC often funds projects that include creative writing activities (in either fiction or non-fiction) and presentations by living writers. Symposiums and publications on historical authors that are scholarly in nature are generally more suitable for humanities funding.

Many times, a single project, such as a literary festival, will include multiple components including both living writers and the study of the works by historical authors. In this instance, the portions that focus on living writers or on the creative writing process are eligible for NAC support.

Similarly, projects involving art history can be considered both an arts and a humanities project. Most successful applications to the NAC that include art history and criticism also include opportunities for participants to view original works of art presented in a museum or art gallery, which is an active and interpretive experience. Projects that primarily consist of lectures, publications, academic study and preservation of art are more traditionally considered to be humanities. In many instances, arts projects are based on re-interpretation of historical events and characters, such as films, plays, videos or online media. In this situation, the creative aspects of the project are considered artistic, while research into the historical content and background of the work are considered to be in the realm of the humanities.

In short, projects that involve the creation and presentation of art, regardless of arts discipline, are considered to be arts projects, while those that involve the study, research or academic pursuit of art are typically considered humanities.

Policy on NAC funding for religious organizations and/or projects containing religious content

Faith-based and religious organizations may apply for NAC grant funds so long as the primary purpose of the program is artistic expression. The NAC funded activities must be open to the general public. Nebraska Arts Council funds cannot be used for projects (by an organization, institution or individual) with implicit religious content that may be perceived as advancing a religious purpose. The project cannot be viewed as attempting to convert people to a religious viewpoint.

Appeals Process

These grant guidelines are designed to be fair and equitable to all applicants. Any exceptions from the published guidelines must be approved by the Nebraska Arts Council and/or the NAC's Executive Director.

NAC decisions may be appealed only on the basis of procedural error or impropriety. For set deadline grants, those who want to appeal an NAC decision must contact the NAC staff for a copy of the appeals process within 21 calendar days of the sent date of the e-mail notification from the NAC about the decision on your proposal. For floating deadline grants, organizations must contact the NAC staff within 7 calendar days of the sent date of the award packet.



REMINDERS

- Read the entire ***NAC Grants Guidelines***. If you have any questions, please contact NAC staff as far in advance of the deadline as possible.
- Review the ***NAC Scoring Rubrics*** and evaluation criteria prior to starting any grant application. Applicants can use these tools to guide development of the Narrative, Budget, and/or Support Materials. All competitive NAC grant applications are reviewed using Scoring Rubrics.
- Read ***Grant Writing Tips & Resources***
- Contact NAC Staff with any questions or if you'd like an ***Advance Review*** of your application.

To Submit an Application . . .

The majority of NAC grant applications are submitted online via [our grant system](#).

- **Review grant system guide.**

DEADLINES

Set Deadline Grants

The majority of NAC grant funding is distributed semi-annually following our spring and fall set deadlines. These applications are typically for larger projects and operational support with funding requests upward of \$2,500.

March 1 Set Deadline Grants

For projects that will take place between July 1 and June 30.

- Artists in Schools/Communities Sponsor Grants (more than \$2,500)
- Annual Series & Events Grants
- Arts Project Grants
- Arts Learning Project Grants
- Basic Support Grants

October 1 Set Deadline Grants

For projects that will take place between January 1 and June 30.

- Artists in Schools/Communities Sponsor Grants (more than \$2,500)
- Annual Series & Events Grants
- Arts Project Grants
- Arts Learning Project Grants

Floating Deadline Grants

For small projects occurring at any time. These applications are submitted at least 4-6 weeks in advance of the project or event.

- Mini Grants (6-12 weeks prior)
- Artists in Schools/Communities Sponsor Grants (less than \$2,500, 6 weeks prior)
- Nebraska Touring Program Sponsor Grants (6 weeks prior)



Grant Process at a Glance (Set Deadline Grants)

Grant Workshops and Technical Assistance

- Information and [Grant Writing Workshops](#) conducted throughout the year
- Consultation with NAC is always available, and encouraged
- An Advance Review of your application by NAC Staff is also encouraged

Application Submitted

- Application submitted via online grant system.
- Applicant receives an email acknowledging receipt of the application.
- Application is imported into the grant database and is reviewed by the NAC Grants Manager

NAC Staff Review

- Grants Manager reviews the application and checks eligibility of the applicant organization. Will either contact the applicant or forward application to the appropriate NAC Program Manager.
- Program Manager reviews the application for completeness and accuracy. Will either contact applicant concerning missing or incorrectly submitted materials or will forward application as eligible for review by the Grant Review Panel.

Panelists' Review

- NAC makes a conscious effort to provide diversity in the make up of every review panel.
- Panelists are selected for the panel, based upon their expertise and experience in the disciplines represented in the grant application.
- Panelists review and determine a preliminary score for each application in accordance with the appropriate published review criteria.

Grant Panel Review

- Applicants will be notified of the date and time of their panel meeting. All panel meetings are held in the NAC offices and are open to the public.
- Grant Review Panel discusses the strengths and weaknesses of each grant application.
- After discussion, panelists give a final score for each application.
- Application scores are averaged and the applications are ranked according to their average score.
- Panelists vote on which applications they recommend for funding to the Arts Council.
- Grant awards are determined by a formula that considers average score and available funds.

Council Review

- Recommended applications and the proposed grant awards are presented to the Nebraska Arts Council at the quarterly meeting for their approval

Notification

- NAC Grants Manager emails grantees the Grant Award Letter and accompanying documents
- Program Manager contacts unsuccessful applicants to discuss the findings of the panel

Acceptance

- Grantee Authorizing Official returns the email, accepting the grants and its terms and conditions.

Final Report

- Grantee submits appropriate Final Report and documentation in accordance with the Grant Award Packet and Terms and Conditions



NOTIFICATION

- If a grant is awarded, the project contact person and the Authorizing Official will receive via email a Grant Award Letter outlining the award and payment schedule. Accompanying the letter will be the Grant Award Packet as well as other important information for the administration of the grant. This letter, when returned, serves as the Grant Agreement (a legal contract).
- If a grant application is deemed ineligible, staff will provide information about the components or elements that did not meet stated eligibility requirements.
- If a grant application is not funded, staff is available to discuss the panel/committee's recommendations and provide assistance to strengthen future applications.
- In general, NAC grant awards will be posted on the NAC website within two weeks after NAC Board approval.

GRANT AWARD DOCUMENTS

1. **Grant Award Packet**, which includes:
 - How to acknowledge NAC
 - How to keep records
 - How to publicize your grant
 - Other helpful ideas and tools
2. **Terms and Conditions, which** includes:
 - Rights and responsibilities of the grantee
 - Final Report and Audit Information
3. **ACH Form required** to set up direct deposit of your grant award
4. **Comments** from the grant reviewer(s) and the NAC Staff.
5. **Other forms**, specific to the grant category

ACCEPTING A GRANT

To accept and receive an annual NAC grant, the Authorizing Official must return the Grant Agreement within five (5) days or receipt. If the Authorizing Official has changed, or is not available at that time, the contact Person should contact the NAC Staff immediately.

CHANGES TO GRANT PROJECT

If you do not intend to accept the grant, or need to make any changes to the Grant Agreement, contact the NAC Staff immediately so that we may redistribute it rather than possibly losing the funding from our budget.

Any material change to the project or to the Grant Agreement should be seen as a change to the legal contract and must be approved by both parties, in writing.



LOGOS and CREDIT REQUIREMENTS

Be sure to learn all the benefits to be derived from proper acknowledgement of your Grant in Logos and Credits.

Acknowledgement

Acknowledgement of funding from NAC and the NE Cultural Endowment is an important tool for the grantee.

- It is a Seal of Approval that can be used to influence other funding sources.
- It effectively demonstrates the role of public funding for the arts and why that public support is so important.
- As a partner with NAC, the Cultural Endowment helps to raise funds and awareness for the arts of Nebraska. When you recognize the NCE, you promote their cause of raising the level of support for Nebraska arts—so when you help the, you help your self.

Logos and Credits *click here to download LOGOS*

Guidelines for HOW and WHEN to use NAC/NCE logos:

- For all advertising, news releases, promotional and publicity materials: Position the logo and/or the following credit prominently:
...with the support of the Nebraska Arts Council and the Nebraska Cultural Endowment.
- For event programs or catalogues, please use the logo *and* the following statement:
The Nebraska Arts Council, a state agency, has supported this [these] program[s] through its matching grants program funded by the Nebraska Legislature, the National Endowment for the Arts and the Nebraska Cultural Endowment. Visit www.nebraskaartscouncil.org for information on how the Nebraska Arts Council can assist your organization, or how you can support the Nebraska Cultural Endowment.
- For donor contribution lists, annual reports or other printed materials where a list is used, the Nebraska Arts Council and Nebraska Cultural Endowment should be listed. Ideally, there should be a separate category for *Government Support* if lists are categorized by type.
- Verbal acknowledgment, using the language listed in item #2 as a guide, must be given at any event for which there is no printed program and in any interviews with the media.
- The NAC/NCE logo should not be reduced in size in comparison with other corporate or foundation

logos except in the case of a single major company sponsorship agreement. While it is often an organization's practice to size logos depending on the amount of money received, please bear in mind that NAC/NCE/NEA funds are public in nature and are not obtained in the same manner as private funds. By displaying the NAC/NCE logo, you are a partner in advocating for the continuation of public funding for the arts.

More Information: If you have questions on how to appropriately accommodate us and your graphic designer, please contact your NAC program manager.



GRANT WRITING TIPS

The following tips are developed specifically for NAC grant applications and the NAC grant process.

General Application

- Always write your grant assuming our grant reviewers know nothing about your organization, community or the project you are proposing.
- Don't wait until the grant application deadline to begin gathering your required materials. This step may take some time.
- Make sure your project dates are consistent across all application materials, including your online application and your narrative.

Project Information

- Provide the basic Who, What, When, Where and How in the project description.
- Be specific! Don't say "an artist will work with nursing home residents to create artwork;" name the artist and describe the type of artwork he or she will create with the participants.
- Quantify! Terms like Institute, Workshop or Program have a variety of meanings. "An institute that provides 80 hours of instruction time to teachers" is much clearer than simply saying "Institute."
- In addition to information about the project, applicants are asked to describe community demographics including population, ethnic diversity, economics and other factors that make a community unique. Data about Nebraska communities can be found on the State of Nebraska website, or ask your local librarian to assist you.
- Project Evaluation Narrative tip:
 1. Start by connecting your evaluation to the project goals.
 2. Keep in mind that there are other ways to evaluate a project other than surveys or counting audience attendance.
 3. Other evaluation tools to consider include interviews and focus groups.
 4. What do you hope to learn from your evaluation, and what do you plan to do with the information you gather?

Narrative Form

- Narrative questions are limited to 2,500 characters. Type and save your answers in a Microsoft Word document (or other text editor) to monitor your word count and check for spelling errors. Then paste your responses in the Narrative section of the online grant application.

Budget Form

- If an item is mentioned in the narrative, there should be correlating budget information. Subsequently, major budget items should be mentioned in the narrative.
- Divide items into appropriate categories and include enough detail to provide clarity. For example: Artist Fees: 5 @ \$1000 ea. is better than Artist Fees: \$5000.
- Make sure the budget balances. Income must equal expenses. The total project value (cash expenses) must be at least two times the grant request.



Required Materials

- Required Materials help paint a clearer picture of your project for the grant reviewer.
- These materials may include any information relevant to your grant, such as biographical information, project timeline, letters of support and other materials of your choosing.
- Don't wait until the grant application deadline to begin gathering your required materials. This step may take some time.
- When possible, submit examples of artists' work. If artists are listed in the required materials, make sure they're mentioned by name in the narrative (and vice versa).
- Include letters of support from collaborators, especially schools and/or people who will benefit. They should indicate that the project is needed and they will participate.

GRANT WRITING RESOURCES

Grant Workshops

NAC conducts information and grant writing workshops throughout the year. For more information about upcoming workshops, contact the NAC Staff.

NAC Grant Writing Tutorials

NAC offers helpful tutorials on a range of topics to help you write a more competitive grant application.

Advance Review

- The NAC offers an Advance Review prior to final grant submission deadlines to help applicants improve their applications and to check for mistakes or omissions that might cause ineligibility.
- Staff reviews narrative and budget sections and support materials for compliance and consistency. Advance Reviews do not provide grammatical editing or rewriting services.
- Feedback is provided to the applicant in time to make corrections to meet the submission deadline.
- NAC encourages all applicants to take advantage of the Advance Review opportunity.
- To receive an Advance Review, applicants must—**before submitting** --complete an application through eGrant and contact NAC Staff.

Arts organization

An organization (local arts agency, art museum, orchestra or other music group, dance or theater company, film or literary society, arts center, etc.) which dedicates 51 percent or more of its budget to producing or sponsoring arts events or to providing arts services.

Authorizing Official

A person who has legal fiscal responsibility for an organization, such as an Executive Director, Board President, Superintendent or similar official.

Balanced budget

Applications for NAC funds must project a balanced budget, indicating no deficits or profits. Final report budgets must be balanced or may reflect a modest profit.

Block booking

For NAC purposes, three consecutive performances or exhibits by the same artist booked within a short period of time, and usually within a limited geographic area. Block-booked events usually have a lower fee due to lower travel costs for artists. Sponsors can work cooperatively to block-book.

Collaborating organizations

Organizations which contribute to planning and/or implementing a project. Does not include groups invited to attend or participate.

Community arts councils

Organizations that provide a variety of arts programs and services to their community.

Contact person

The project director or another person whom NAC staff can call with any questions or concerns about a grant application.

Discipline-based organizations

Organizations with a primary mission to produce or present performances in a specific discipline; or art museums or galleries which either house permanent exhibitions or present traveling exhibitions.

Employee

For NAC purposes, someone hired by an organization on an ongoing basis and paid regularly. This also includes volunteer board members, committee members, and advisory groups who donate necessary administrative or technical services for the project.

- Independent contractors are not employees and should not be included in the Employee section of budgets.
- Administrative employees: Those who will administer the grant such as the project director, secretarial personnel, etc.
- Artistic/curatorial employees: Performers, designers, art/music directors, composers, conductors, dancers, curators, etc. associated with the project.
- Technical/production employees: Onstage, facility, and box office personnel associated with the project.

Independent contractors

Individuals or organizations hired on a project-by-project basis and responsible for filing their own quarterly taxes. Organizations must complete an IRS Form 1099 to report payments to independent contractors.

Local arts agency

A community organization or an agency of local government with a primary purpose to provide financial support, programs, or services for a variety of arts organizations and/or individual artists and the community as a whole.

Matching requirements

Applicants in the Basic Support Grant, Mini Grant, or Project categories can request a grant to cover up to 50 percent of the total project expenses; maximum requests vary according to category. An organization must have enough cash to match all of the dollars requested from the NAC.

- Not eligible for match: Funds from one NAC grant (such as NAC Basic Support Grant funds) or from Mid-America Arts Alliance (M-AAA) grants may not be used to match other NAC grants.
- Organizations that receive M-AAA funds for a project may also apply to the NAC for support. However, M-AAA funds cannot be included as part of the cash match for the NAC grant award.

Nebraska residency

All Artist Fellowship applicants must have at least 2 years of established Nebraska residency, and have an affidavit of residency on file at the NAC. Individual artists applying to the Nebraska Touring and Exhibits Program must reside in Nebraska. Ensembles must maintain administrative offices in Nebraska.

Non-arts organization

Organizations (schools, service clubs, chambers of commerce, fair boards, colleges and universities, etc.) with a primary purpose other than the production or sponsorship of arts events. Non-arts organizations are eligible to apply in all grants categories, except BSG.

Presenting organization

An organization that contracts, markets, and accepts the financial risks for an arts presentation that is not self-produced.

Producing organization

An organization that initiates, designs, develops, and accepts the financial risks for producing an arts presentation.

Underserved community

The National Endowment for the Arts defines an underserved community as one whose residents often lack access to arts programs due to geographic isolation and/or have limited access to arts resources and programs due to economics, ethnic background, disability, or age.

ANNUAL SERIES & EVENT GRANTS (ASE)

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

IMPORTANT: This category requires pre-approval to apply. For more information, contact the NAC staff.

Program Description

The Annual Series & Event Grant (ASE) program provides annual program support to organizations that produce and/or present the same event or series of arts events on a recurring basis. Organizations in this category must demonstrate consistent excellent artistic, educational and cultural value; responsiveness to their community; credible planning and evaluation strategies; and a high level of financial and managerial accountability, including a history of successful NAC grantsmanship.

ASE Grants support single arts events or a series of arts events that are open to the general public in the state of Nebraska. A series may have multiple components, disciplines and/or performances. Examples include exhibitions, performances, poetry readings, commissions and/or support of new work development, arts festivals, community murals, and ethnic heritage projects.

Eligibility

To be pre-approved to apply in the ASE category, organizations must first meet, and continue to meet, the following criteria. The organization must:

- be incorporated in Nebraska for a minimum of three years prior to application.
- have Federal tax-exempt status
- produce and/or present the same event or series of events on a recurring basis.
- demonstrate a successful history of grant writing and grant management in the Project Grant category for three consecutive years.

Important: *All projects primarily targeting youth must apply in the Arts Learning Project or Artists in Schools/Communities grant categories.*

Process

Organizations interested in this category must contact the NAC staff no later than three months prior to the grant period deadline.

Deadlines

Spring deadline: March 1 (for projects taking place July 1-June 30)

Fall deadline: October 1 (for projects taking place January 1-June 30—summer series/events)

Note: *Projects that span the summer may have a start date as early as June 1 and an end date as late as August 31.*

Grant Amounts

- Determined on a year-to-year basis and based upon a fixed percentage of the series/event budget, available funding, and Arts Council approval.
- The maximum grant award in the ASE category is \$7,500.

Restrictions of the Category:

- ASE organizations may also apply for a one Project Grants during the fiscal year, but may not during the same grant period as the ASE application.
- ASE organizations may seek Mini Grants, NTP Grants and AiS/C Grants.

ANNUAL SERIES & EVENT GRANTS (ASE)

Review Criteria

NAC Staff and panelists review Annual Series & Event Grants based on the following criteria.

- Artistic Excellence**
- Organizational Capacity**
- Community Outreach & Impact**

For the downloadable review criteria rubric click [HERE](#).

Narrative Questions

Artistic Excellence

- Provide an overview of your series/event. Discuss your goals and how the selection of programming and artists relate to them. Include any special themes or activities you are planning this year.
- Since last year, describe any major changes to this series/event including a change in artistic or administrative leadership, changes in the size or scope of the project and budget increases or decreases of more than 20%.

Organizational Capacity

- Describe your marketing, development and fundraising strategies as they pertain to this project.
- Explain how you are evaluating your program. What are you measuring and how will you use the information to improve your program for the future?

Community Outreach & Impact

- Identify community collaborators and explain how you work with them to plan and/or implement cooperative projects.
- Explain methods you are using to attract and engage new and underserved audiences, defined by the NEA as lacking access due to geographic isolation, and/or have limited access to arts programs due to economics, ethnic background, disability, or age.

Budget

- The budget should include only those expenses directly relating to the series/event.
- Only [arts organizations](#) may include administrative (operational) expenses.
- Round all amounts to the nearest dollar.

Expenses	Cash Total
Artistic Fees & Services	\$
Space & Equipment Rental	\$
Travel	\$
Marketing	\$
Remaining Project Expenses	\$
Administrative* (up to 25% of total)	\$
Total Expenses	\$

*Arts organizations only.

Income	Cash Total
Admissions	\$
Tuition, workshop fees, etc.	\$
Private Support	\$
Public Support	\$
Applicant Cash	\$
Total Applicant Income	\$
NAC Request (provided by NAC staff. See below for formula)	\$ -----
Total Income (should equal Total Expenses)	\$

ANNUAL SERIES & EVENT GRANTS (ASE)

Required Materials

These materials will be uploaded in the online grant system.

- Project Timeline:** Upload your project timeline that includes an itemized list of important planning events and activities.
- Start and end dates
 - Pre-planning meetings with organizers, participants, and collaborators
 - Major deadlines for completion of major project components
 - Follow-up evaluations of the project
- Artist bios** Biographical information/company description for principle artists or arts organizations involved in the project. If artists have not been selected, describe the process and criteria for selecting them.
- Admin bios** Brief biographical information for persons who will administer project finances and provide primary project coordination.
- Letters of Support:** Current letters from partners or collaborators that demonstrate the partnerships discussed in the narrative regarding outreach to underserved communities, educational programs and service to the community.
- Work Samples:** Include representative materials that illustrate, provide context for and lend affirmation to the artistry of the series/event, efforts to promote it and its impact on the community. Examples include brochures, programs or exhibition catalogues, outreach materials, newsletters, newspaper reviews or articles, or photos.



Artist Residency Grants

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

Program Description

The Artists in Schools/Communities (AiS/C) residency program supports artist residencies for a minimum of twenty hours of activities with the artist. For example, a twenty-hour residency typically involves an artist leading four hours of activities per day for five or more days, but schedules may be designed to suit individual preferences. Sponsors select artists in a variety of art disciplines from those listed in the NAC Artist Roster. These artists have undergone a review and selection process, demonstrating expertise in their artistic field, professionalism and educational work experience. During residencies, artists involve participants in hands-on arts activities, demonstrations and performances. AiS/C residencies have a strong educational component, in which artists may conduct a teacher in-service session, and serve as a resource for enhancing curriculum through the arts.

Residency Requirements

- **THE APPLICANT ORGANIZATION MUST INCLUDE A SIGNED ARTIST & SPONSOR AGREEMENT FORM SIGNED BY BOTH PARTIES, UPLOADED IN THE GRANT APPLICATION (rev. 2016).** This [downloadable form](#) replaces the detailed schedule formerly required with AiS/C grant applications. It also replaces the agreement form formerly generated by NAC following grant approval.
- **SCHEDULING REQUIREMENTS (rev. 2016):** Artist schedules must be limited to no more than five contact hours per day, with no more than six classes per day. The artist and sponsor organization are responsible for developing a detailed schedule before the residency begins. The schedule does not need to be submitted to NAC, but should be available for review upon request.
- Sponsors contact artists directly before applying for a grant, and should involve them in all aspects of residency planning, including design of activities, setting learning objectives, and scheduling.
NOTE: Refer to the AiS/C Artist Background Check Policy at the end of this document.
- One or more Core Groups must be established to ensure an in-depth experience for selected participants. A Core Group is a single classroom or small group of participants that meets with the artist *for at least three sessions (usually at least 3 hours of the artist's total schedule)* during the course of the residency. Specific learning outcomes for what the core group is to accomplish by the residency's end must be described in the grant proposal.
- Residencies must include at least twenty hours of direct artist contact time with participants. This may include in-service sessions with teachers or staff, and special activities with families or community members.

Eligibility

Any Nebraska public or private school or nonprofit community organization is eligible to apply.

Note: College and university-based projects may be funded only when significant public participation is planned.

Deadlines

- Floating Deadline: Applications must be submitted at least six weeks prior to the start date of the residency for grant requests up to \$2,500.
- March 1 Deadline: For residencies taking place July 1 – June 30* with grant requests over \$2,500
- Oct. 1 Deadline: For residencies taking place January 1 – June 30* with grant requests over \$2,500

***Note:** Projects that span the summer may have a start date as early as June 1 and an end date as late as August 31.

Review Criteria

Floating deadline grants are reviewed by NAC staff. Set deadline AiS/C grants are reviewed by a panel.

All grants are reviewed based on the following weighted criteria on a 100 point scale.

Arts Learning (up to 40 points)

Planning & Evaluation (up to 30 points)

Outreach & Engagement (up to 30 points)

Note: Colleges and universities must show substantial evidence of impact on and service to the general public beyond the campus.

For the downloadable review criteria: artscouncil.nebraska.gov → GRANTS → Grant Information → Review Criteria

(continued)

Narrative Questions

Arts Learning & Artistic Merit

Specific to this residency, describe arts activities, including learning objectives and connections to your organization's curriculum or existing program. Also include plans to extend the residency's impact, such as providing teacher or staff training, follow-up activities, etc.

Planning & Evaluation

Describe who will make up Core Group(s) participants during this artist's residency. A Core Group is a classroom or small group of participants selected to meet with the artist for at least three sessions. There may be more than one Core Group.

Discuss the planning for this residency, as well as how it will be evaluated. Include information about the individuals involved in planning.

Outreach & Engagement

Tell us about your school or organization – describe the student population or other participants who will be involved, with community characteristics and demographics. Also include any additional outreach activities associated with this residency. *College or University-based projects must include significant participation by the general public.*

Budget

AiS/C eGrant budget proposals apply only to contractual artist fees (including travel per diem, if applicable).

- The Artist Fee is calculated on a per-hour fee of \$45 and must include at least two hours of pre-planning plus twenty or more hours of contact time, as well as travel per diem, when applicable.
- The travel per diem is \$70 per day (applicable only if the artist lives 30 or more miles from the residency site).
- If overnight lodging is required for the artist, the sponsor organization is responsible for the cost of it.
- Additional expenses for materials, supplies, etc. are the responsibility of the sponsor organization and should not be included in the eGrant budget.
- Most organizations may request 50% of the artist fees and travel per diem in grant applications.
- Schools in which over 50% of the students are eligible for free or reduced price lunches are also eligible for an increased grant match. Contact NAC for details.

Required Materials

- **Grant requests up to \$2,500** for residencies with AiS/C Roster artists require **one item**:
[Sponsor & Artist Agreement Form](#) Click on hyperlink to download the Agreement Form Template.
- **Grant requests over \$2,500** require these additional items:
Work Sample: Detailed plan of activities/lessons
Optional: one or two additional work samples such as photos or video links.
- **Non-Roster Artist requests** - If requesting an artist who is not on NAC's Roster additional items are also required:
Work Samples: Representative materials showing artistic merit of selected artist.
Artist(s) Bios: For selected residency artists.
Letter of Support: Letter from applicant explaining why particular non-roster artist is chosen.
- **Audit requirement for applicable organizations** - If the organization requests \$50,000 or more from the NAC for the current year in one application or any combination of applications, include the organization's most recently completed financial and compliance audit.

See AiS/C Artist Background Check Policy Next Page

AiS/C Artist Background Check Policy

- Individuals who are approved for the Artist Roster have been vetted regarding their artistic expertise and suitability as teaching artists. **The Nebraska Arts Council does not conduct criminal background checks as part of this process. When contracting with artists, each school or community group should apply its own policy.**
- Prior to being added to the Artist Roster, the NAC conducts an extensive review process for individuals who apply for it. Applicants are required to submit credentials, references and letters of recommendation for review. In addition, applicants are interviewed by a panel of arts and education professionals who assess the individual's suitability for working with groups, in particular children. The Nebraska Arts Council also monitors Sponsor Evaluations of AiS/C residencies in order to ensure that high standards continue to be met by Roster Artists.

Narrative Questions

ARTISTIC QUALITY

- Summarize the project, including arts learning activities, and plans to extend the educational impact (teacher or staff in-service, study guides, follow-up, etc.).
- Provide a summary of key partners and their roles in this project: Include participating arts organizations, artists, and arts educators, as well as the applicant organization. Discuss their qualifications.
- Discuss arts-related learning objectives that this project will address. *NOTE: School-based projects must include local, state or national educational learning standards pertaining to the project.*

PLANNING AND EVALUATION

- Describe the planning process for this project, including the individuals and organizations who are involved.
- Discuss how this project will be evaluated. Include information about how student learning will be assessed.
NOTE: If this project has been funded by the NAC before, explain how past evaluation is being used to positively impact this project.

OUTREACH & ENGAGEMENT

- Describe the population being impacted (students, youth, teachers, families, adult populations, etc.). Discuss local community characteristics, such as specific schools involved and local demographics that will help reviewers understand your community and/or region.

UNDERSERVED COMMUNITY OUTREACH

- Describe the extent of outreach to underserved populations. The NEA defines underserved communities as lacking access due to geographic isolation, and/or having limited access to arts programs due to economics, ethnic background, disability, or age.

Budget

- In the budget, provide a detailed itemization for the following expense and revenue categories.
- Your budget must be balanced (*Total Income must equal Total Expenses*).
- You must also demonstrate enough cash match. Donated contributions may not be used to match the NAC request.
- Total Applicant Income must be equal to or greater than the NAC request.
- Round all figures to the nearest dollar.
- You may use up to 25% of the grant budget for administrative costs specific to the project, such as personnel and overhead expenses, in the total project budget.
- Funds may be used for a variety of project related expenses such as artistic fees, related travel expenses, production and exhibition costs, marketing, evaluation, or teacher release time.
- Requests exceeding \$7,500 must be school-based and include more than one school, or must involve significant outreach in multiple communities.

Expenses	Cash Total
Artistic Fees & Services	\$
Space & Equipment Rental	\$
Travel	\$
Marketing	\$
Remaining Project Expenses	\$
Administrative	\$
Total Expenses	\$

Income	Cash Total
Admissions	\$
Tuition, workshop fees, etc.	\$
Private Support	\$
Public Support	\$
Applicant Cash	\$
Total Applicant Income	\$
NAC Request up to \$7,500 or \$15,000 (Total Expenses minus Total Applicant Income)	\$
Total Income (should equal Total Expenses)	\$

Required Materials

These materials will be uploaded in the online grant system.

- Timeline:** Itemized list of start and end dates, major dates for all project activities, etc.
- Artist bios:** Company description for arts organization and bios for key artists involved in the project. If artists have not been selected, describe the process and criteria for selecting them.
- Administrator Bios:** Brief biographical information for persons who will administer project finances and provide primary project coordination.
- Letters of Support:** Letters or contract from the partner organization(s); i.e., the participating schools, school districts, or arts organization.
- Work Samples:** No more than three representative materials to assist the panel in understanding educational and artistic merit of this project. Examples include brochures, curriculum guides, newsletters or articles.
- Audit:** If the organization requests \$50,000 or more from the NAC for the current year in one application or any combination of applications, include the organization's most recently completed financial and compliance audit.
(if applicable)



ARTS PROJECT GRANTS (APG)

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

Program Description

Arts Project Grants support arts programming, productions or events open to the general public. Support is limited to an arts project taking place within a defined period of time. The program or event may have multiple components and/or performances. Examples of project types include exhibitions, performances, poetry readings, commissions and/or support of new work development, arts festivals, community murals, and ethnic heritage projects.

This category may include projects supporting artists and cultural activities that broaden opportunities for underserved communities. The National Endowment for the Arts defines an underserved community as one whose residents often lack access to arts programs due to geographic isolation and/or have limited access to arts resources and programs due to economics, ethnic background, disability, or age.

Eligibility

Nonprofit organizations incorporated in Nebraska that are federally tax-exempt, public agencies and sub-divisions of governmental agencies. PreK-12 accredited schools are required to apply for Arts Learning Project or Artists in Schools/Communities Grants.

Notes:

- Organizations and college/university departments may apply for either one Arts Project Grant or one Arts Learning Project Grant per deadline, not both.
- All projects primarily targeting youth must apply in the Arts Learning Project or Artists in Schools/Communities grant categories.
- Organizations receiving Basic Support Grant funding may not apply for an Arts Project Grant. They may, however, be a collaborating partner in an Arts Project Grant application made by another organization.

Deadline

Spring deadline: March 1 (for projects taking place July 1-June 30)

Fall deadline: October 1 (for projects taking place January 1-June 30)

Note: Projects that span the summer may have a start date as early as June 1 and an end date as late as August 31.

Grant Amounts

\$2,000 - \$7,500

Note: The applicant must have enough cash to match all of the dollars requested.

Review Criteria

Panelists review Arts Project Grants based on the following weighted criteria on a 100 point scale.

Artistic Quality	(Up to 40 points)
Planning & Evaluation	(Up to 30 points)
Outreach & Engagement	(Up to 20 points)
Underserved Community Outreach	(Up to 10 points)



Narrative Questions

Artistic Quality

- Describe the project: What will happen, who will participate, where will it take place, and when?
- Discuss the goals of the project and how those goals serve the purpose of your organization.
- Discuss the artistic merit of the project, including the principal artists involved.

Planning and Evaluation

- Identify key people and collaborating organizations and explain the role of each in the planning of the project. Discuss plans for promoting the project. Include any educational and outreach activities.
- Explain how will you evaluate the project? What methods will be used? How will the information be used? (Click here for possible evaluation methods and the benefits of each: [Planning & Evaluation](#))

Outreach and Engagement

- Describe the target audience, and explain why they are the focus of this project. Provide current demographics of your city and/or region in order that the reviewer might better understand your community.
- Explain how you plan to actively engage new and underserved audiences such as people with disabilities, students, the elderly, the geographically isolated, and/or people from diverse cultures. Clearly identify any collaborating partners.

***Colleges and universities only:** Describe the extent of involvement by organizations outside of your institution, and how you are marketing this project to the community at large.

Budget

In the budget, you will be required to provide a detailed itemization for the following:

- Your budget must be balanced (Total Income must equal Total Expenses).
- You must also demonstrate enough cash match. Donated contributions may not be used as a match to NAC request (Total Applicant Income must be equal to or greater than the NAC request).
- Round all figures to the nearest dollar.
- You may use up to 25% of the grant budget for administrative costs specific to the project, such as personnel and overhead expenses, in the total project budget.

Expenses	Cash Total
Artistic Fees & Services	\$
Space & Equipment Rental	\$
Travel	\$
Marketing	\$
Remaining Project Expenses	\$
Administrative (up to 25% of total)	\$
Total Expenses	\$

Income	Cash Total
Admissions	\$
Tuition, workshop fees, etc.	\$
Private Support	\$
Public Support	\$
Applicant Cash	\$
Total Applicant Income	\$
NAC Request up to \$7,500 (Total Expenses minus Total Applicant Income)	\$
Total Income (should equal Total Expenses)	\$

(Continued)



Required Materials

These materials will be uploaded in the online grant system.

- Project Timeline:**
1. Itemized list of start and end dates, major deadlines for project component completion, etc.
 2. Also include a schedule of specific information for each event. For example:
Date • Artist(s) • Venue • Program Title
- Artist(s) Bios:** Biographical information/company description for principal artists or arts organizations involved in the project. If artists have not been selected, describe the process and criteria for selecting them.
- Administrator(s) Bios:** Brief biographical information for persons who will administer project finances and provide primary project coordination.
- Contract:**
(if applicable) If request is for a commissioning project, a copy of contract or letter of agreement with the artist.
- Letters of Support:** Letters from participating artists and/or collaborating organizations indicating their role in the project.
- Work Samples:** No more than three representative materials to assist the panel in understanding your organization and this project. Examples include photos, articles, newsletters, brochures, or catalogues.
- Audit:**
(if applicable) If the organization requests \$50,000 or more from the NAC for the current year in one application or any combination of applications, include the organization's most recently completed financial and compliance audit.



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

Program Description

Mini Grants are designed to provide quick access to funds supporting a variety of arts projects that use artists or arts activities as a key component. Examples of project types include exhibitions, performances, poetry readings, commissions and/or support of new work development, arts festivals, community murals, and cultural heritage projects.

Eligibility

Nonprofit organizations incorporated in Nebraska that are federally tax-exempt, public agencies and sub-divisions of governmental agencies. Organizations may submit up to two Mini Grant applications per fiscal year. Basic Support Grantees with budgets below \$750,000 may apply but only for unforeseen opportunities that are not part of annual operating programs. Basic Support Grantees with budgets above \$750,000 may not apply for Mini Grants.

Grant amounts

\$2,000 maximum. The applicant must have enough cash to match all of the dollars requested.

Deadline

At least six weeks and no more than twelve weeks prior to the project start date.

Note: Projects that span the summer may have a start date as early as June 1 and an end date as late as August 31.

Review Criteria

Panelists review Arts Project Grants based on the following weighted criteria on a 100 point scale.

Artistic Quality	(up to 40 points)
Planning & Evaluation	(up to 30 points)
Outreach & Engagement	(up to 20 points)
Underserved	(up to 10 points)

For the downloadable review criteria rubric click [HERE](#).

Narrative Questions

Artistic Quality

- Describe the project: What will happen, who will participate, where will it take place, and when?
- Discuss the artistic merit of the project and its value to the community, including the principal artists involved.

Planning and Evaluation

- Discuss the goals of the project. Describe the planning process and how the project will be evaluated.
- Discuss plans for promoting the project to the target audience. Include any educational and outreach activities related to the project.

Outreach and Engagement

- Show how you will provide substantial education and/or outreach which is designed to increase community participation.

Underserved

- Explain methods you are using to attract and engage underserved audiences, defined by the NEA as lacking access due to geographic isolation, and/or have limited access to arts programs due to economics, ethnic background, disability, or age.

Colleges and universities only:

Describe the extent of involvement by organizations outside of your institution, and how you are marketing this project to the community at large.

BSG organizations only:

Explain why this project was not included in your current BSG grant and what added value it brings to your programming and to your community to justify the additional funds.

(continued)

Budget

In the budget, you will be required to provide a detailed itemization for the following expense and revenue categories.

- Your budget must be balanced (Total Income must equal Total Expenses).
- You must also demonstrate enough cash match. Donated contributions may not be used as a match to NAC request (Total Applicant Income must be equal to or greater than the NAC request).
- Round all figures to the nearest dollar.
- Arts organizations may use up to 25% of the grant budget for administrative costs specific to the project, such as personnel and overhead expenses, in the total project budget. For non-arts organizations, the rate is 10%.
See [NAC Grant Program Guidelines](#) for definition of arts vs. non-arts organizations.

Expenses	Cash Total
Artistic Fees & Services	\$
Space & Equipment Rental	\$
Travel	\$
Marketing	\$
Remaining Project Expenses	\$
Administration	\$
Total Expenses	\$

Income	Cash Total
Admissions	\$
Tuition, workshop fees, etc.	\$
Private Support	\$
Public Support	\$
Applicant Cash	\$
Total Applicant Income	\$
NAC Request up to \$2000 (Total Expenses minus Total Applicant Income)	\$
Total Income (should equal Total Expenses)	\$

Required Materials

These materials will be uploaded in the online grant system.

- Timeline:** Itemized list of start and end dates, major deadlines for project component completion, etc...
- Artist(s) Bios:** Biographical information/company description for principal artists or arts organizations involved in the project. If artists have not been selected, describe the process and criteria for selecting them.
- Administrator(s) Bios:** Brief biographical information for persons who will administer project finances and provide primary project coordination.
- Letters of Support:** Letters from participating artists and/or collaborating organizations indicating their role in your project.
- Work Samples:** No more than three representative materials to assist the reviewer in understanding your organization and this project. Examples include articles, newsletters, brochures, or curriculum guides.
IMPORTANT: If the project involves art education, be sure to include, with your required materials, documentation that illustrates the activities of the students: e.g. brochure, curriculum, etc.
- Audit:** (if applicable) If the organization requests \$50,000 or more from the NAC for the current year in one application or any combination of applications, include the organization’s most recently completed financial and compliance audit.
- Contract:** (if applicable) If request is for a commissioning project, a copy of contract or letter of agreement with the artist.



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

Program Description

NTP Sponsor Grants help sponsor organizations fund performances or exhibits selected from the *NAC Artist Directory* (available on the NAC website).

Note: *Because this is a touring program, sponsors may not select artists or events based in the sponsor’s city or within a thirty mile radius.*

Eligibility

Nebraska public and private schools, nonprofit organizations incorporated in Nebraska that are federally tax-exempt, and state agencies.

Grant Amounts

NAC can fund up to 45% of the contracted artist fee with a maximum NAC award of \$2,000 per contract, per application.

Deadline

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

Review Criteria

- The amount listed in the NTP Budget form must agree with the cash amount found in the submitted artist contract, including artist fee and any housing or travel expenses.
- The artist or ensemble must be selected from the [NAC Artist Directory](#) (available on the NAC website).

Narrative Questions

- Explain the impact that this event will have on your community.
- How you will measure the success of the event?

Budget

In the budget, you will be able to enter multiple artists/exhibits in one application.

Note: *Total cost for each artist/exhibit should equal amount on the Artist’s contract.*

Artist(s)	NAC Request (45% of Total Cost)	Sponsor Cost	Total Cost (Max. \$2,000 per artist)
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Totals	\$	\$	\$

Required Materials

These materials will be uploaded in the eGrant application.

Artist(s) Contract(s): Upload the artist’s signed contract to eGrant. Make sure each contract is signed by both you and the artist BEFORE you upload. Every contract needs both your signature and the artist’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 eGrant along with a copy of the contract signed by your organization.

Audit: (if applicable) If the organization requests \$50,000 or more from the NAC for the current year in one application or any combination of applications, include the organization’s most recently completed financial and compliance audit.

Application

The following information will be need to complete the online grant application.

Program Description

The purpose of this category is to provide support to Kindergarten to PreK-12 schools to underwrite the cost of field trips and admission fees to attend arts events such as live music, dance, or theatre performances and cultural exhibits at museums or other venues.

Notes:

- *In order to qualify for the grant, there must be an arts component to the field trip.*
- *Priority will be given to schools and communities that have a lack of access to arts or cultural programs due to geography, economic conditions, ethnic background or disability. The percentage of students utilizing free/reduced lunch will be one indicator of the level of need.*

Eligibility

Eligible applicants are Nebraska accredited public or private schools, pre-K through grade 12 or nonprofit organizations that serve K-12 students.

Maximum request:

- Schools or organizations serving FEWER than 300 students may submit ONE application per school year requesting a maximum of \$500.
- Schools or organizations serving 300 students or MORE may submit ONE application per school year with a maximum request of \$1000 -or- TWO applications with a maximum request of \$500 each.

Deadline

Applications due at least four weeks prior to the field trip.

- Applications are reviewed on a first-received, first-funded basis until all available funds are awarded.
- Please call the NAC in advance of applying to determine funding status.
- On average, you will be notified regarding your award within two weeks.

Note: *Interested organizations are encouraged to contact the NAC grants manager, nac.grants@nebraska.gov*

Application

The following information will be need to complete the online grant application.

Program Description

The Nebraska Arts Council's ASL Inrepreters for the Arts (ASLI) grant program provides non-matching grants of up to \$250 to Nebraska organizations to hire licensed American Sign Language interpreters for arts events. The grant helps underwrite the cost of licensed interpreters for arts events such as live music, dance or theatre performances, cultural events and exhibits at museums or other venues.

Eligibility

1. Applicants must be either:
 - a. incorporated as a nonprofit organization, and be physically located in the State of Nebraska, with articles of incorporation on file and current in the Nebraska Secretary of State's office, or
 - b. a subdivision of government, school, or religious organization with appropriate legal status
2. The project must take place at an arts or cultural performance, exhibit, or related activity AND be done by licensed ASL Interpreter.
3. Priority will be given to organizations and communities that lack access to arts or cultural programs due to geography, economic conditions, ethnic background or disability.
4. Applications must be received by the Nebraska Arts Council at least four weeks prior to the event. The application as submitted must be complete. Incomplete applications may not be considered.

Application Process

- Applications are reviewed in the order in which they are received.
- To determine availability of funds in advance, email nac.grants@nebraska.gov and enter "ASLI for the Arts" in the subject line. The program will close once all funds are awarded.
- Once the grant is awarded, grantees will receive an award email from the Nebraska Arts Council. After the event is completed, awardees must send the following documents either by US mail or as attachments by email to nac.grants@nebraska.gov.

The Nebraska Arts Council Development Corporation will **reimburse the organization for actual costs of ASL Interpreters up to \$250 within 60 days of receipt of the following documents:**

1. A copy of the organization's **W-9 form**.
2. A copy of the invoice from the ASL Interpreter.
3. Copies of letters or emails sent to legislators informing them that the organization is the recipient of a Nebraska Arts Council grant with funding from the Nebraska Cultural Endowment. To identify legislators, visit the State of Nebraska's website at http://nebraskalegislature.gov/senators/senator_find.php.

Note: Interested organizations are encouraged to contact NAC Grants Manager at nac.grants@nebraska.gov

The Individual Artist Fellowship program recognizes exemplary work by Nebraska artists and provides support through public recognition and monetary awards of \$1,000-\$5,000. Applicants are adjudicated by a professional, out-of-state panel according to the merit of their work. The program rotates annually, highlighting different artistic disciplines each year.

Upcoming Award Cycles

2019 -- Visual Arts, *Deadline November 15, 2018*

2020 -- Performing Arts/Filmmaking, *Deadline November 15, 2019*

Eligibility

- Applicant must be 19 years old or older and a resident of Nebraska for two years prior to the application date and remain a resident of Nebraska during the fellowship award period of one year. To receive an award, the recipient must submit proof of residency via a notarized affidavit of residency, which will be kept on file at the NAC office.
- Applicant must not be enrolled in an undergraduate, graduate or certificate-granting program in the artistic field in which the application is being made.
- Applicant must be the originator of the work, not an interpreter of the work of others.
- All previous fellowship winners are eligible to reapply. Previous winners must have completed their grant award requirement to be eligible, submit work not previously part of an award-winning application and can only apply every three years.

Review Criteria

- This is a competitive program based on a professional peer review process. Applicants are adjudicated according to the merit of their work by out-of-state jurors selected for their expertise as established career professionals in the artistic discipline under consideration.
- Evaluation criteria are based on the quality of work, which includes innovation demonstrated by significant critical and aesthetic considerations explored through the art form.

Application Process & Requirements

- The IAF application process is conducted [online via SlideRoom](#).
- Applicants must provide an artist statement and a resume/CV.
- Applicants must provide detailed information and upload media as specified for particular artistic discipline. This may include video, audio and/or PDF files.
- The Nebraska Arts Council's SlideRoom portal offers complete instructions and technical support for submitting work.

Contact: Meagan Dion // 402.595.3935