



PRESENTING NEBRASKA'S STATE POET

Guidelines & Application Form

Please read the following carefully before completing the grant application form.

Eligibility

Eligible applicant organizations are Nebraska nonprofit organizations or accredited public or private schools (pre-K – grade 12). These organizations may apply for NAC funding if they:

- are incorporated as a nonprofit organization, and are physically located in the State of Nebraska, with articles of incorporation on file and current in the Nebraska Secretary of State's office; OR they are a subdivision of government, school or religious organization with appropriate legal status.
- have a Federal Employer Identification Number (FEIN).
- have received federal tax-exempt status. Religious organizations, schools and divisions of government must submit a copy of the sales tax exemption certificate from the State Department of Revenue.

For more information on eligibility requirements, visit [Who Is Eligible?](#) on our website. If you do not meet these requirements, contact nac.grants@nebraska.gov about applying through a fiscal agent.

Restrictions

The presentation or workshop must feature the current Nebraska State Poet. An organization is limited to one application per fiscal year. College and university applications may be funded only when participation by the public is sought in significant numbers.

Cost to Presenter

The presenting organization is responsible for \$50 of the total amount paid to the State Poet.

Grant Request Amount

The base fee is determined according to the miles travelled by the artist. The remaining cost of fees and travel determines the grant request amount.

Deadline

Completed applications must be received by the NAC six weeks prior to the start date of the scheduled presentation or workshop. Applications are reviewed on a first-come, first-served basis. The program will close once all funds are awarded for the current fiscal year.

How to Apply

All applications must be submitted through our [online grant system](#). Complete the Nebraska Touring Grant Program application and upload the Nebraska State Poet budget form, signed by both the presenting organization and the State Poet, to the application.

Payment

Applicant organizations will be notified of their grant award via email from nac.grants@nebraska.gov. The organization will receive payment prior to the event for the grant request amount. It is the responsibility of the organization to pay the State Poet the total artist fee, including both the grant request and presenter cost.

A Final Report will be required within 30 days of the scheduled presentation or workshop, consisting of the following:

1. Completed Final Report
2. 1-3 copies of letters sent to elected officials (To identify legislators for your thank you letters/emails, visit the [State of Nebraska's website](#).)
3. 1-3 additional items documenting the State Poet event (photos, news articles, promotional materials). All promotional materials must credit the Nebraska Arts Council and Nebraska Cultural Endowment with a [logo and/or text description](#).
4. Announce during the event that the appearance of the State Poet is made possible with assistance from the NAC.