



JEROME
FOUNDATION

Support for **Convenings, Research & Memberships**
APPLICATION OVERVIEW

OVERVIEW OF GRANT PROGRAM

Please read the [program and organizational eligibility requirements](#) 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.

Interested organizations must contact program staff to discuss projects in advance of submitting an application. Applications are considered on a rolling basis—see the [Program Schedule](#).

This program offers support to philanthropic service organizations or arts service organizations for the following activities:

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

The annual budget for this category is extremely small. Only in exceptional cases will grants exceed \$10,000/year.

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.

APPLICATION QUESTIONS

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

Are you based in one of the following locations?

- Minnesota
- New York City
- Other

Do you offer ongoing programs, services, and activities to any of the below constituencies?

Organizations must offer ongoing programs, services, and activities for:

—foundations that serve Jerome-eligible artists

—arts organizations that serve/produce/exhibit/publish Jerome-eligible artists, or

—Jerome-eligible artists, collectives, ensembles.

In the case of arts organizations, offer additional programs, services and activities for Jerome-eligible artists, collectives, ensembles or Jerome-eligible arts organizations beyond the convening for which Jerome support is requested.

- Foundations that serve Jerome-eligible artists
- Arts organizations that serve/produce/exhibit/publish Jerome-eligible artists
- Jerome-eligible artists, collections, and/or ensembles
- None of the above

Do you have a three-year (at a minimum) demonstrated history of serving those constituencies?

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

- Yes
- No

Supported artists, organizations, or foundations eligibility

The artists supported by your proposed program/project (or the artists supported by organizations or foundations that serve Jerome-eligible artists) must meet these eligibility requirements:

- ✓ 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.

Do you affirm that your proposed program/project meets the supported artists/organizations/foundations eligibility as outlined above?

- Yes
- No

Do you promote one or more of the Jerome Foundation's core values in your work?

For our definitions of those terms, visit <https://www.jeromefdn.org/what-we-do>

- Diversity
- Humility
- Innovation/Risk
- None of the above

ABOUT YOUR ORGANIZATION

Type of Program/Funding Request

See full description of each funding type above.

- One-year grant for a convening
- One-time grant for research
- One- or two-year grant for philanthropic services, including memberships

Grantee Status

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

Website Address

Fiscal Year Start and End Dates

E.g., July 1–June 30

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.

Federal ID / EIN**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.

Are you applying through a fiscal sponsor?

- No
- Yes

[If No is selected]

What year did your organization receive IRS tax exemption?

Please attach your IRS Letter of Determination

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. Select up to 6 files to attach.

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.

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 & HISTORY

Mission Statement

Briefly describe your current ongoing programs and services for emerging/early career artists or grantmakers and/or foundations who serve the arts

Provide specific examples and highlights from your recent history of support for emerging/early career artists or grantmakers and/or foundations who serve the arts

Provide examples based on the past two years and current year of programs/productions for emerging/early career artists or for grantmakers and/or foundations who serve the arts 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/what-we-do>

Please provide demographic information on your organization's governance, leadership, programming, and audience and how this reflects your community and connects with your mission.

Board of Directors [if not applying through a fiscal sponsor]

Attach 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.

PROGRAM/PROJECT INFORMATION

Amount of funding requested

Total request amount (total amount over two years for philanthropic services if applicable)

Note: The annual budget for this category is extremely small. Only in exceptional cases will grants exceed \$10,000/year.

If your program/project is targeting a specific discipline(s), please let us know

If your program supports more than one 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)

- Grantmakers who support early career artists and organizations
- None of the above

[Questions specific to “One-year grant for a convening”]

Name of Convening

Description of Convening

Who are the intended participants?

How will this convening engage emerging/early career artists and/or the grantmakers who serve them?

What are the fees to attend? Will this be accessible to artists and/or the grantmakers who serve them?

Duration of Convening / Project

e.g., 3 days, 2 weeks, etc.

Proposed Start and End Dates of Convening

e.g., July 12-15, 2018

Please attach a schedule of activities or outline of program schedule

List dates, times, and locations, proposed speakers, activities, etc.

What are your criteria for success, and how will you know if the convening was a success?

How does the convening fit or support the mission of your organization?

Please provide links to past arts-related convenings, if any

Convening Budget

Provide a preliminary convening budget showing estimated expenses and income.

Foundation funds may be used to support a minimum of 80% direct and indirect program/project costs and a maximum of 20% for organization capacity building.

If you receive less funding than requested, how will you address this?

[Questions specific to “One-time grant for research”]

Description of research project (Word Limit: 500)

Please provide information on the research project for which you are applying, including goals.

Who are the intended research participants?

How will this research engage emerging/early career artists and/or the grantmakers who serve them?

Duration of research

e.g., 6 months, 1 year, 18 months, etc.

Proposed start and end dates of research

How does the research support the mission of your organization?

How and to whom do you plan to distribute the research information?

Please attach a schedule of activities/outline of research schedule

List dates, times, and locations, activities, etc.

Please provide links to past relevant arts-related research initiatives, if any

What are your expected outcomes for this research? What are your criteria for success, and how will you know if the research was a success?

Proposed Research Budget

Please provide a detailed project budget showing estimated expenses and income. Foundation funds may be used to support a minimum of 80% direct and indirect program/project costs and a maximum of 20% for organization capacity building.

If you receive less funding than requested, how will you address this?

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. Provide notes of explanation as needed.

Upload your financial statements

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.

Current Audit, Tax Return, or In-House Financials no more than one year old

Please provide a financial statement for the most recently completed fiscal year. The Jerome Foundation prefers an audit but if an audit is not available, it will accept an Internal Revenue Service Form 990 tax return or in-house financial statements, including statements of income and expense and a balance sheet reporting assets and liabilities.

Cultural Data Project Report (if applicable)

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.