



NALAC FUND FOR THE ARTS (NFA)

**Online and Postmark Deadline:
September 24, 2010**

ARTIST APPLICATION INSTRUCTIONS

Carefully review the NFA pages at www.nalac.org and follow instructions to ensure that your application package is complete. An incomplete application will result in disqualification.

1. Download the [Project Grant](#), [Master Artist Grant](#) or [Artist Fellowship](#) Narrative Form as well as the [2010 NFA Budget Form](#) and the [Artist Application Checklist](#) and save the appropriate files to your hard drive.
2. Read the [Frequently Asked Questions](#) (FAQ) page on the NALAC website if you have any questions about the NFA program.
3. Complete and save your Narrative Form (as .rtf or .doc) and Budget Form (.xls) files on your computer.
4. Open and fill out the [Online Artist Application](#) form. Be sure to select whether you are applying for a Project Grant, Master Artist Grant or Artist Fellowship.
5. Use the “browse” buttons at the bottom of the Online Artist Application form to upload your **Project Narrative** and **Budget** forms.
6. Hit the “submit” key to send all three forms.
7. You should receive an email message within a few minutes confirming that NALAC has received your on-line submittal. As an attachment to this confirmation will be a .PDF version of what you submitted on-line. Save a copy for your records.
8. Print and send three (3) copies of the .PDF, along with the additional required documentation, by mail or delivery service to:

**NALAC Fund for the Arts
1208 Buena Vista Street
San Antonio TX 78207
Attn: Artist Applications**

For more information regarding the NFA or the application process itself, submit your question **by email** to victor@nalac.org. Allow 2-3 working days for response. The technical assistance period for this NFA grant cycle ends August 16, 2010.

How to fill out the PROJECT NARRATIVE form

Download the appropriate Project Grant, Master Artist Grant or Artist Fellowship Narrative Form. Your application will be judged in part on the basis of how you answer the questions below.

Be as clear and concise in your responses as possible. Brief narratives are preferred.

Tips for preparing your narrative:

- Draft your answers in a Word document.
- Save the doc in your hard drive until you are ready to submit your application to NALAC.
- Cut and paste your answers in the Project Narrative downloaded form.

1. Personal mission, artistic vision and qualities

What is your artistic vision? How would you define the aesthetics of your work?

(Master Artist Grant Application must include this information for both Master Artist and Mentee.)

2. Project description

What are the purpose and overall goal of your proposed project, and how do these relate to your personal mission and work as an artist?

(Artist Fellowship Application must also include details of the fellowship and expected outcomes.)

3. Details of the project

How do you intend to carry out the project? Address the following items.

- a) Major project activities
- b) Intended outcomes
- c) Project timeline
- d) Collaborating partners

Master Artist Grant must also include:

- e) Details of Mentor/Mentee Component

4. Impact or significance of the project

Why is your project important or significant at this time? Who are the intended beneficiaries? What distinguishes your work from other artistic endeavors around the country, region or community?

5. Evaluation plan

A final evaluation report is due no later than 60 days after the grant period ends.

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How do you plan to measure the progress and impact of your proposed project? What will you have accomplished by the end of the grant period? What kinds of data or information will you collect, analyze and report in your final evaluation report?

6. Budget narrative

Briefly explain each major line item in your project expense budget and indicate how you plan to use the funds requested from the NFA.

7. Other funding

If you receive less than requested from the NFA, how will you complete the project? Since NFA grants must be matched dollar-for-dollar, what other sources of cash and in-kind support have you identified for matching funds? [Up to 60% of the match may be in-kind.]

WORK SAMPLE suggestions

Depending on your discipline, use the following as a guideline for selecting and submitting representative samples of your work. As a general rule, if you have a website make sure it is up-to-date and includes recent photos, clips of your work and reviews.

Please note that DVD work samples are required for Media Arts, Dance, Theatre and Performance Art projects; and are strongly recommended for Music, Hip Hop and Literary Arts proposals.

Arts in Education Submit a curriculum outline and indicate the educational standards met by the content. Also provide letters of support from the school administrator and/or master teacher. If working with a classroom teacher, include their resume or CV.

Dance Provide a relevant sample of your recent work (within 3 years); DVD format preferred. Include instructions on what part of the DVD you would like the panel to view. When submitting a DVD longer than five minutes, please include chapters.

Interdisciplinary Arts Provide a relevant sample of your recent work (within 3 years); DVD and/or CD format preferred. When submitting a selection longer than five minutes, please include chapters. Include instructions on what you would like the panel to view.

Literary Arts Submit three samples of 3-5 pages in length of what you consider to be your strongest or most representative work. Although not required, a DVD or audio recording of a reading is highly recommended.

Media Arts Provide a 2 to 3-paragraph synopsis of your project and, if applicable,

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a written description (i.e., treatment) of how the story is translated to the screen. DVD format preferred. When submitting DVDs longer than five minutes, please include chapters.

Other suggestions: In your Project Narrative, indicate the stage of production you are in currently and what stage you will be in when you use the funds from the NFA.

- Multidisciplinary Arts** Provide a relevant sample of your recent work (within 3 years); DVD and/or CD format preferred. When submitting a selection longer than five minutes, please include chapters. Include instructions on what you would like the panel to view.
- Music** Provide a relevant sample of your recent work (within 3 years); CD format preferred. Include instructions on what tracks you would like the panel to hear.
- Performance Art** Provide a relevant sample of your recent work (within 3 years); DVD format preferred. Include instructions on what part of the DVD you would like the panel to view. When submitting a DVD longer than five minutes, please include chapters.
- Theatre Arts** Provide a relevant sample of your recent work (within 3 years); DVD format preferred. Include instructions on what part of the DVD you would like the panel to view. When submitting a DVD longer than five minutes, please include chapters.
- Visual Arts** Submit up to five (5) work samples; high resolution digital images of 300dpi or 2MB preferred. Photocopies are not acceptable. Include a description of each piece including the title, year, medium and dimensions. Powerpoint presentations are highly recommended.