



NALAC FUND FOR THE ARTS (NFA)

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

ORGANIZATION APPLICATION INSTRUCTIONS

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

1. Download the [Project Narrative](#); [Budget](#); [Board of Directors](#) forms, [Fiscal Sponsor](#) form (if applicable) and [Organization Application Checklist](#) and save them to your hard drive.
2. Read the [Frequently Asked Questions](#) (FAQ) page on the NALAC website if you have any about the NFA program.
3. **Fill out these forms and your work on your computer.**
4. Open and fill out the [Online Organization Application](#) form.
5. Use the “browse” buttons at the bottom of the “Online Organization Application” form to upload your Project Narrative, Board of Directors and Budget documents.
6. Hit the “submit” key to send all four forms.
7. You should receive an email message within 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: Organization 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

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 NFA form provided on-line.

1. Mission, history and artistic programming

What are your organization's mission, history and range of program activities?

2. Project description

What are the purpose and overall goal of your proposed project, and how do these relate to your organizational mission?

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
- e) Key staff

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 project from other comparable efforts in your country, region or community?

5. Evaluation plan

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

How do you plan to measure the progress and impact of your 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

Describe each line item in your project expense budget and explain 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.]

8. Board support

What percentage of the members of your board of directors contribute financially to the organization, and what is the total dollar amount of their contributions?

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, 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.