

# Appendix H: SUPPORT MATERIALS GRID for ORGANIZATIONS

For the benefit of panel review and to eliminate waste, loose support materials grouped or tabbed by category are best. Binder clips, two-pocket folders and binder rings are acceptable. **Please do not use plastic sleeves or 3-ring binders.**

Items listed in orange may be submitted online using the [Online Support Material Submission Form](#).

★ **Materials are required:** Without these materials, your organization's application will be deemed ineligible and not reviewed. In some cases, materials are required for all applicants to a given program. In other cases, only certain applicants are required to submit these materials. Please see the chart below and contact your program coordinator with any questions about your organization's support material requirements.

● **Materials are strongly encouraged for all applicants:** While not required for program eligibility, these materials are strongly encouraged for all applicants to submit. Failing to submit these materials will result in a weaker application and may result in a lower score and/or lessen your organization's chances of receiving funding.

○ **Materials are encouraged if applicable to your organization/project:** Depending on the details of your programs/activities, including these materials may strengthen your application and increase your organization's chances of receiving funding.

	Sustainability OVER \$1.5 million	Sustainability UNDER \$1.5 million	Arts Access	Project Support	Building Cultural Diversity	Artist in Residence - Sponsors	Arts Partnership
<b>REQUIRED MATERIALS - required of all applicants</b>							
One completed hard copy of your application in PDF format with original (ink) signatures on the "Signature/Assurances Page"	★	★	★	★	★	★	★
Support materials (in hard copy or via online submission, if applicable) made up of the items from the list below as appropriate.	★	★	★	★	★	★	★
Hard copy certified independent audit <u>or</u> IRS Form 990 <u>or</u> certified financial review		★					
Hard copy certified independent audit	★						
<b>REQUIRED MATERIALS - required of certain applicants, not required of others</b>							
<a href="#">Fiscal agent</a> letter of agreement (applies <u>only</u> to applicants acting as or requesting funds through a fiscal agent)	★	★	★	★	★	★	
<a href="#">ADA transition plan</a> (applies <u>only</u> to applicants not currently in compliance with applicable ADA regulations)	★	★	★	★	★	★	★
Credentials/resume of any proposed consultants if not from the <a href="#">OAC Capacity Building Consultant Database</a> (applies only to applicants proposing to work with a consultant NOT in the OAC database)				★	★		★
Contract, letter of intent or other materials from selected consultant(s) outlining scope, timing and cost of work (applies <u>only</u> to applicants proposing work with a consultant)				★	★		
Materials describing conference or workshop to be attended (applies <u>only</u> to applicants proposing to attend a conference/workshop)				★	★		
Multiple application spreadsheet of project/operating expenses and income (applies <u>only</u> to applicants to multiple programs)				★			
<b>FINANCIAL MATERIALS</b>							
Budget breakout of expenses and income			●	●	●		●
<a href="#">Deficit reduction plan</a> (applies only to organizations currently reporting an operating deficit -- new or accumulated -- in their most recently completed fiscal year)	○	○	○	○			
Statement from development office/research foundation for <a href="#">college and university applicants</a> in which the applying entity (e.g., department, school, center, etc.) is prohibited to do outside fundraising specifically for the entity	○	○	○	○	○	○	

# SUPPORT MATERIALS GRID for ORGANIZATIONS

	Sus. over \$1.5M	Sus. under \$1.5M	Arts Access	Project Support	BCD	AIR - sponsors	Arts Partnership
<b>PERSONNEL MATERIALS</b>							
List of board members and their professional affiliations; list of committee members	●	●	●	●	●		●
Biographies/resumes of key artistic and administrative staff mentioned in the application, e.g., artistic director, manager, executive director, chief curator, etc.	●	●	●	●	○		●
One-paragraph biographies of key outside personnel mentioned in the application, e.g., consultants, artists, guest curators, jurors, etc.	●	●	●	●	●		●
<b>PLANNING and EVALUATION MATERIALS</b>							
Sample evaluation and/or assessment tool (e.g., audience survey, comment card, rubric, etc.)	●	●	●	●	○		●
Summary of research or past evaluation responses/results	●	●	○	●	○		●
Long-range or <a href="#">strategic plan</a>	●	●	○	○	○		
<b>LETTERS of SUPPORT (no more than five total)</b>							
Letter of commitment from any organization mentioned in the application as a partner (e.g., social service agency, school district, business, etc.)	○	○	○	○	○		●
Unsolicited letters of support, endorsements or participant responses	○	○	○	○	○		
Support letters from individual or community project/program stakeholders (other than partners)							●
At least five -- but no more than eight -- letters from key individuals involved in residency planning and implementation						●	
<b>PRESS and PUBLICITY MATERIALS (no more than five pieces total from this list)</b>							
Annual report							
Brochure							
Critical review							
Exhibition catalog							
Flier							
Invitation	●	●	●	●	●		
Newsletter							
Newspaper/magazine article							
Press release							
Program							
<b>EDUCATIONAL MATERIALS</b>							
Brochures describing educational offerings	○	○	○	○	○		●
Sample curricula and/or education planning documents	○	○	○	○			○
Student study guides	○	○	○	○			●
Teacher preparation packets	○	○	○	○			●
<b>WORK SAMPLES (no more than one item from this list, no more than three years old)</b>							
Audio CD							
Audiocassette							
Electronic materials (e.g., PowerPoint presentation, video clip, etc.) submitted on CD-R or DVD-R	●	●	●	●	○		●
Photographs or digital images with titles (no more than 12)							
Sample literary publication							
VHS or DVD video							
<a href="#">Cover Sheet for Work Samples (PDF)</a> – should be completed if a Work Sample is being submitted	●	●	●	●	○		●

Items listed in orange may be submitted online using the [Online Support Material Submission Form](#).