

Grantseeking Basics for Individuals in the Arts

Statement of Purpose Worksheet

What are you trying to accomplish?

In what stage of the project are you presently involved?

How are you going to accomplish it?

How long will it take you?

Who will benefit from it other than the general arts public?

How much will you need and in what categories?

What types of support do you need, i.e., residency, access to equipment, etc.?

What conditions of support are you comfortable with?

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Your Funding Profile

Answer the following questions before you begin your research.

Your answers will help focus your grants search by giving you “key words” or index terms to use.

<p>Media or Genre (What media do you specialize in? – e.g., photography; bronze sculpture; paper; plaster casting? If you are a musician, what instrument do you play or perform? If you are a writer, what historical period do you cover? Is there anything else that is unique about you?)</p>	
<p>Audience (Is your work directed toward a specific population which might interest a funder? For instance, are children, the elderly, or the disabled among your audiences? Is there historical or cultural significance to the venue or community you serve?)</p>	
<p>Credentials (Outline relevant training and experience. List previous exhibitions, performances, writings, or affiliations that pertain to the grant you seek. Include articles, letters, etc. in support of your work.)</p>	
<p>Professional or Trade Association Affiliation (Do you belong to any professional or trade associations? Do you have any arts-related memberships?)</p>	
<p>Geographic Location (Where do you live now— city/town, state, country? Where is your project going to take place? What locale will benefit from your project?)</p>	
<p>Nationality, Ethnicity, Race, or Gender (Are you a woman, a minority, single parent, etc. Does race and/or ethnicity play a role in your artistic collaborators, audience, or other participants?)</p>	
<p>Sample Arts (What sample of your work can you show, e.g., photographs, slides, or tapes?)</p>	
<p>Other Unique Characteristics</p>	



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Prospect Worksheet

Date:		
Basic Information		
Name		
Address / E-Mail / Web Site		
Official Contact Person		
Personal Connections (Officers, Donors, Trustees, Staff)		
Financial Data		
Grant Ranges		
Period of Funding/Project		
Is Funder a Good Match?	Funder	You
Field(s) of Interest (list in order of importance)	1.	1.
	2.	2.
	3.	3.
Geographic Focus		
Type(s) of Support		
Population(s) Served		
Application Information		
Does the funder have printed guidelines/application forms?		
Initial Approach (letter of inquiry, formal proposal)		
Deadline(s)		
Board Meeting Date(s)		
Sources of Above Information		
<input type="checkbox"/> Directories/Grant Indexes/Online Databases		
<input type="checkbox"/> Grantmaker/Other Web site		
<input type="checkbox"/> Annual Report – Year:	<input type="checkbox"/> Requested	<input type="checkbox"/> Received
Notes:		
Follow-up:		