

## COMMUNITY OUTREACH PROPOSAL GUIDELINES

### THE FINE ARTS SOCIETY OF SARASOTA

The Society requires that all grant requests be limited to **1-2 pages**, plus supplementary material (see A-D on page 2), and be sent electronically or by mail to chairman Penny Mathews. Requests must be emailed or postmarked by the **February 1 deadline**. We will contact you in mid-March with our decision. Our contact information is at the end of this document.

Our grants usually range from \$500 to \$5,000.

**Our Mission:** The Fine Arts Society of Sarasota is dedicated to supporting and stimulating the Arts in Sarasota County. One of our objectives is to provide grants to local organizations in the County that are congruent with our mission.

#### **Content of the 1-2 page written proposal:**

1. Listed at the top of the proposal: name of project, dollar amount requested, date of application, name of applicant organization, address, email, phone #, and contact person in the agency.
2. Introduction: Describe the applicant's qualifications and establish its credibility by delineating the applicant's purpose and goals.
3. Project summary: Describe in 2 or 3 sentences the specific need in the community to be solved by the project. Pertinent research should be included.
4. Goals and Objectives: state in measureable terms; include population served and the time in which objectives will be met.
5. Methodology: describe the project's activities in sequence and the project's staff.
6. Evaluation: present a plan to determine the degree to which objectives are met and who will be conducting the evaluation.
7. Summary Project Budget; provide detail of requested funds.
8. Other sources of funding for the project: list requested, secured funds, and/or matching grants.
9. Future Funding: describe a plan for continuation of the project, unless this is a non-recurring need.
10. Benefits to The Fine Arts Society: are there sponsorship benefits for our grant?

**Supplemental material to be attached to the 1-2 page proposal:**

- A. Operating Budget for the Organization
- B. IRS Tax-exempt ruling
- C. Annual Report, if available
- D. Letters of endorsement for the project, if available

**Contact Information:**

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