

FERNWORK ARTS INCUBATOR

Application for Fiscal Sponsorship

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Please follow these instructions in submitting an application to Fernwork Arts Incubator for your project:

All documents must be typed.

1. Complete the Application Cover Page on page 2 of this packet. This page must be the **first page** of your application.
2. Provide an Artist's Statement of no more than one page.
3. Provide a one-page summary of your project including the amount of funding you are seeking.
4. Answer the questions on page 3 to prepare a description of your project,
5. Follow the instructions on page 4 in preparing a detailed budget for your project
6. Provide a one- to two-page summary of your credentials and the credentials of your partner or collaborators.
7. Provide work samples that represent your project and complete the Work Sample Form on page 5.

Your finished application must include the following documents collated and stapled in the following order:

- Application Cover Page
- Artist's Statement
- Project Summary
- Project Description
- Project Budget
- Artist Credentials, including collaborators or partners
- Work Samples

Mail the completed application to the following address:

Fernwork Arts Incubator
PO Box 2162
Oak Park, Illinois 60303

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Application Cover Page

Name	e-mail:
Address	Web site
City, State, Zip code	
Phone	Fax
SSN or Tax ID	

Project

Total Project Budget: \$____
Timeframe of when funds are needed:
(from month/year to month/year)

Amount Requested: \$_____
Project Stage:
Research/Development Production
Review/Critique Public Release Post Production

ARTISTIC DISCIPLINE (check one)

Visual Arts

Theater

Dance

Music

Literary

Interdisciplinary

Other Discipline (describe)

PROJECT MEDIUM (check one)

Sculpture

Multi-media

Film/video

Playwriting

Directing

Choreography

Composition

Fiction

Poetry

Painting

Photography

Acting

Performing

Performance

Non-fiction

Playwriting

Collaborators:(name, role, and contribution to the project; attach credentials)

Artist Profile (The following information is helpful in targeting grant requests on behalf of targeted groups. Completing this information is optional.)

Ethnicity: _____ Age: _____ Gender: _____

Disability: _____ Gay/Lesbian: _____

Signature

Date

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PROJECT DESCRIPTION

Please **restate and answer** the following questions in the order shown to prepare a description of your project. Maximum length five, single-spaced typed pages.

1. What is the significance or purpose of your project?
2. Who is the audience for your project? Be as specific as possible, identifying audiences by age, gender, ethnic or racial background, or other categories.
3. Where will your project occur or take place?
4. What is the timeframe for your project?
5. Provide a specific timetable for development of your project and particularly for the portion of the project for which you are seeking funding?
6. How will you use funds received from FAI?
7. Name other partners or collaborators for your project and describe their role.
8. Describe any public educational components of your project, such as presentations for schools or students.

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PROJECT BUDGET

Complete the following budget form as it applies to your specific project.

DIRECT COSTS	
Materials used to produce the project. (Describe including amounts for each item.)	\$
Fees: (Describe including amounts for each item) Equipment Rental Space Rental Other (describe)	\$
Publicity or promotion costs: (Describe)	\$
	\$
	\$
TOTAL DIRECT COSTS	\$
Overhead (calculate 10% of Total Direct Costs)	\$
TOTAL PROJECT BUDGET	\$

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WORK SAMPLES

For each work sample, indicate date the work was completed, or the stage of development; the relationship of the work to the project; and any special instructions for viewing the sample (include cue information or real elapsed time, indicating the start of each selection).

Work Samples Format:

- Slides
- VHS
- Books/publications
- Video cassette
- Audio cassette
- CD-ROM
- CD
- DAT
- DVD
- Other _____