

3. **Prepare Required Documents and Work Samples.** Prepare digital versions of the Required Documents and Work Samples to be submitted as part of the Online Application Form. If you have difficulty converting paper documents into digital formats, please contact LMCC staff for assistance.
4. **Complete and submit Online Application Form.** Create an account at [Submittable.com](https://www.submittable.com). Your application will always be connected to your account. The main point of contact for your application should manage and maintain access to your Submittable account. Our staff will contact you with questions, follow-up information, and the official grant notification via emails generated by Submittable.

We strongly recommend that you view the Online Application Form and instructions in advance. Maintain a backup copy of your responses in a separate document off line and make sure to save unfinished applications before you exit the form. Complete and submit all components of your application online. Application forms are not considered final until submitted. Once you have submitted the form, you will not be able to make changes, or resubmit. You will receive a confirmation email when your application has been successfully submitted.

WORK SAMPLE INSTRUCTIONS

Work samples are an important element of your application. Applicants are strongly encouraged to submit samples that demonstrate experience working in an educational context. For example, documentation of classroom activities, workshops, or samples of participants' work that resulted from previous projects under the direction of the applicant. LMCC uses a Mac computer and projector to play work samples. Please test your samples accordingly.

The aim of the work sample is to bring the jury as close as possible to an actual experience of your work, with an emphasis on teaching practices and methodologies. Do not submit edited promotional or interview materials.

You will be asked to provide:

- A. Work Sample Format - select which option you will be submitting
- B. Work Sample Inventory - enter descriptions for each work sample
- C. Work Samples - enter links or upload files

Work Sample Format

Based on the discipline or form of your project, select a format option and provide samples of past or current work by uploading or providing links directly in the Online Application Form.

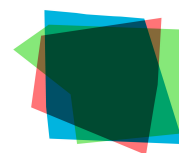
- We encourage you to choose samples from within the last three years that best represent your work as a teaching artist or organization, and are relevant to your proposed project. If education-based work samples are not available, applicants may submit samples of work by the teaching artist(s) who will be involved in the project.

Work Sample Format Options are as follows:

Option 1: 2 Audio/Video Recordings

Option 2: 10 Images (not appropriate for performing arts projects)

Option 3: 10-Page Manuscript (not appropriate for performing arts projects)



Option 4: 1 Audio/Video Recording and 5 Images

Option 5: 1 Audio/Video Recording and 5-Page Manuscript

Option 6: 5 Images and 5-Page Manuscript

Performing Arts, Film, Media And Other Time-Based Projects

Submit recordings: 2 maximum

Submit up to two (2) recordings of past/current works or projects in performing, media, music, film or other time-based art forms. Creative Learning accepts recordings in two formats:

1. **Online**, links to video or audio samples hosted on one of the following external sites: YouTube.com, Vimeo.com, or SoundCloud.com.
 - Provide these links in the Online Application Form with access passwords, if applicable.
 - Samples should remain accessible online through March 2019.
 - Do NOT submit personal website URLs containing embedded samples, or links to other online sites and platforms.
2. **CDs or DVDs**, received by LMCC by the application deadline.
 - Indicate in the Online Application Form that you are submitting CDs or DVDs and include track number.
 - Submit your work samples disks to LMCC before the application deadline to the following address:
Creative Learning
Lower Manhattan Cultural Council
125 Maiden Lane, Second Floor
New York, NY 10038
 - Include a self-addressed stamped envelope (SASE) if you want the samples to be returned. Samples with SASE will be returned by April 2019.
 - Label your CD/DVD as "[applicant name]: Sample #". Use a permanent marker. Do not use stickers on DVDs or CDs as these can jam equipment.

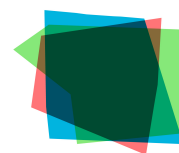
The selection jury will view each recording for up to 2.5 minutes. However, we encourage you to submit full-length work, if possible. Provide a cue point, which indicates the start time to play the sample during review, for any work sample that is longer than three (3) minutes total.

Visual Arts Projects

Upload images: 10 maximum

Submit a maximum of ten (10) digital images.

- Images must be saved as JPEG files. 800 pixels in the longest dimension, at 72dpi is recommended.
- Each image filename must be saved as: "LastName_FirstName-#" (e.g. Smith_John_01.jpg / Smith_John_02.jpg / etc.)
- During the selection process, images will be viewed one at a time as a projection. However, they can also be seen within the online application itself once submitted.
- Work Sample image files should be directly uploaded into the Online Application.



Literary Projects

Upload manuscripts: 10 pages maximum

Submit up to (10) pages of script, poetry or prose. Applicants may provide any number of works totaling ten pages; however, the pages must be compiled into and submitted as one (1) document in PDF format.

The manuscript must be typed, double-spaced with 8 1/2" x 11" page formatting. The applicant's name, title of the work, and a page number should appear on each page of the manuscript.

Support Materials

Submit support materials related to the project or applicant to round out your application. Though optional, support materials are an opportunity to share additional materials and can be an essential component to your application. Consider sharing materials that will help the jury to further understand your work. Sample lesson plans are highly encouraged. Additional examples include completed evaluation forms, participant feedback, letters of recommendation, venue confirmation letters or promotional materials.

REQUIRED DOCUMENT INSTRUCTIONS

Nonprofit Organizations: upload one (1) copy of each of the following items:

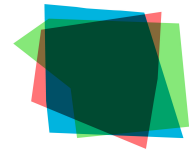
1. **Proof of nonprofit status** with address in Manhattan. Choose ONE (1) of the following options:
 - a. Letter of Determination from the IRS indicating tax-exempt status under section 501(c)(3)
 - b. Documentation of charter by the New York State Board of Regents under section 216 of the New York State Education Law
 - c. Documentation of incorporation under Section 402 of the New York State Not-for-Profit Corporation Law
 - d. Current New York State Bureau of Charities (Office of the Attorney General) filing receipt
 - e. Official authorization as an arm of local government (i.e., a formal letter on official stationery signed by the appropriate county, city, town or village executive)

If the address on the nonprofit documentation is a PO Box or shows an address that does not match the main address in the application, provide additional proof of the organization's physical address in Manhattan.

2. Board of directors and staff list

3. **Financial statement** for the most recently completed fiscal year (IRS Form 990 preferred). If the organization filed a 990N or IRS filing is not available for the most recently completed fiscal year, submit an itemized financial statement signed by the organization's treasurer, bookkeeper, or accountant, or provide an audited statement if available. Please do not submit financials from prior fiscal years.

4. **Projected organizational budget** for the fiscal year in which the proposed project takes place (i.e. FY19 or FY20)



Individual Artist(s) And Collectives: upload one (1) copy of each of the following items:

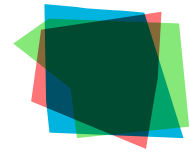
1. Proof of Manhattan residence or permanent workspace of the individual artist or lead artist of a collective. Upload one (1) copy of one (1) of the following.
 - a. Utility bill dated within the last 3 months (e.g. electricity, cable, gas, etc)
 - b. Valid driver's license or IDNYC
 - c. Current lease agreement

If the proof of address shows a PO Box or shows an address that does not match the main point of contact address in the application, provide additional proof of the individual's physical address in Manhattan.

Individual Artists and Collectives applying i) for City Funds with a Fiscal Sponsor, or ii) for State funds with a Partner Organization, must provide the following:

1. **Letter of commitment** on the organization's letterhead, signed by the Executive Director, or equivalent. The letter should confirm the following:
 - For Fiscal Sponsors:
 - The scope of the proposed project, demonstrating an overall understanding of the proposal
 - Roles and responsibilities as fiscal sponsor
 - For Partner Organizations:
 - The scope of the proposed project, demonstrating an overall understanding of the proposal
 - Roles and responsibilities as a collaborator to realize the project
 - Contributions towards the project, monetary or otherwise, if any
2. **Proof of nonprofit status** from the organization. Choose ONE (1) of the following options:
 - Letter of Determination from the IRS indicating tax-exempt status under section 501(c)(3)
 - Documentation of charter by the New York State Board of Regents under section 216 of the New York State Education Law
 - Documentation of incorporation under Section 402 of the New York State Not-for-Profit Corporation Law
 - Current New York State Bureau of Charities (Office of the Attorney General) filing receipt
 - Official authorization as an arm of local government (i.e., a formal letter on official stationary signed by the appropriate county, city, town or village executive)

If the address on the nonprofit documentation is a PO Box or shows an address that does not match the main address in the application, provide additional proof of the organization's physical address in Manhattan.



Applicants for State funds that designate their Partner Organization as a Fiscal Sponsor must also provide the following:

1. **Board of directors and staff list** from the Partner Organization.
2. **Financial statement** from the Partner Organization for the most recently completed fiscal year (IRS Form 990 preferred). If the organization filed a 990N or IRS filing is not available for the most recently completed fiscal year, submit an itemized financial statement signed by the organization's treasurer, bookkeeper, or accountant, or provide an audited statement if available. Please do not submit financials from prior fiscal years.
3. **Projected organizational budget** from the Partner Organization, for the fiscal year in which the proposed project takes place (i.e. FY19 or FY20).

QUESTIONS OR TECHNICAL ISSUES?

Contact: Ana Fiore, Acting Director, Grants & Services
212-219-9401 ext. 113 or CreativeLearning@LMCC.net

Para asistencia en español, por favor contacte a Lina Alfonso, Program Associate, Grants
212-219-9401 ext. 129 o CreativeLearning@LMCC.net

若要用普通话留言, 请致电 212-219-9401 分机 132