Artistic Innovations Grant Program
Request for Letters of Intent (Issued September 2016)
Deadline: Friday, October 28, 2016

HOW TO APPLY
If you wish to apply, please use the following checklist to prepare for the Artistic Innovations Letter of Intent online application form. Data typed in the online form can be saved for editing later by clicking “Save Draft” at the bottom of the application webpage. Limit one Letter of Intent per applicant per fiscal year.

M-AAA will only review Letters of Intent submitted by 11:59 p.m. CST on Friday, October 28, 2016, through the following website:  
https://maaa.submittable.com/submit

ARTISTIC INNOVATIONS: LETTER OF INTENT CHECKLIST

APPLICANT INFORMATION
1. Cover Letter: Optional (upload document, one page limit)
2. Choose the category that best describes the Applicant’s legal status (dropdown menu)
3. Applicant Organization Legal Name
   This is the organization name as it appears on its Federal Employer Identification document.
   Individual applicants should type “Not applicable.”
4. Mission or Artist’s Statement of Applicant (limit 125 words)
5. Applicant Address and Contact Information (address, phone, fax, email, website address)
6. Applicant Contact Person Name, Title, and Information (address, phone, email, website address)
   Person to whom questions should be addressed regarding this Letter of Intent.
7. Applicant Federal Employer Identification Number (FEIN)
   Individual applicants should type “Not applicable.”
8. Applicant Data Universal Numbering System (DUNS)
   Individual applicants should type “IND.”
9. U.S. Congressional District Number
10. State House Legislative District Number
11. State Senate Legislative District Number

PROJECT INFORMATION
12. Project Title
13. Project Primary Discipline (dropdown menu)
14. Project Start and End Dates
15. Project Description (limit 1,000 words)
16. Major Project Activities (limit 1,000 words)
   Be as specific as possible about the activities that will take place between the start and end dates noted in #14. Include information about educational components or outreach activities and the premiere feature presentation. Do not describe unrelated programming.
17. Selection of Key Individuals (125 word limit)
   Briefly describe the process and criteria for the selection of key individuals that will be involved in this project. Where relevant, describe their involvement in the development of the project to date.
18. **Bios of Key Individuals** (Upload document)
   Include brief, current biographies of the key individuals. Be sure to note whether each is proposed or committed to the project. You may include up to ten (125 word limit for each bio).

19. **Selection of Organizational Partners** (250 word limit)
   An organizational partner is an outside entity that will provide resources (other than money) to support the project. Funders are not excluded from being partners, but they must also provide human resources or information capital, or actively participate in some other way. Where relevant describe their involvement in the development of the project to date.

20. **Description of Organizational Partners** (Upload document, if applicable)
   Include brief, current descriptions of the key organizational partners. Be sure to note whether each is proposed or committed to the project. You may include up to ten. (125 word limit for the description of each organizational partner.)

21. **Total Project Budget**
22. **Grant Amount Requested** ($15,000 maximum)

If you have any questions or would like to discuss your project with M-AAA staff prior to submitting a letter of intent, please contact:

Christine Dotterweich Bial, Program Specialist  
(816) 421-1388, ext. #227 or email innovations@maaa.org