

**Overview**

This application is for emergency grant funds from LHF. Grants run $500-1200. Regular grant funds require a different application. **The use of “I and we” below refers to LHF.** **The use of “you” refers to the applicant or applicant organization.**

**Grant Application**

Name of Recipient or Group:

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Address:

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Phone Number:

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Email:

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Electronic Signature:

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|       |

Date:

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**A. Qualification Section:** Select the LHF guidelines below that apply to you; then, in a few words, explain, related to those, how you qualify.

1. Indicate below for the areas in which you qualify:

[ ]  I am/we are an arts or media professional/s.

Title of art or media field/s:

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[ ]  I /we significantly have created/presented/helped create (e.g., curated/produced) works by or about African-Americans or women of note within my professional career.

[ ]  I have professional, documented experience in the project area in which I am applying.

**If you have answered No to any of these questions, you do not qualify for our grant or fiscal sponsorship programs.**

1. **Explanation:** Explain in one paragraph how your professional arts/media work matches the qualifications under 1 above. Wait until section B below to give details related to your grant request. Do not focus on audience benefit or your educational goals. Show the relevance of teaching or coaching to the items above.

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**B. Proposed Project/Activity (Request) – Explain the project/activity for which you want funds – To help make your project clear to our readers, who do not know you, please explain the following:**

1. **Project Description:** Name and brief description of the project in sentences or one or two paragraphs: Include relevant information, such as purpose, needs/scope, development steps/sections with their timeline, date to be presented/finished, venue/s, presentation sponsorship, expected/committed participants (up to 150 words).

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1. This project must be one that advances your career. Please address that at the end of this section. You may mention, but do not focus on its value to others. Confine yourself to the impact it can have on your arts-and/or-media-career.

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1. **Your Project Qualifications:**  Briefly explain your/your organization’s specific career qualifications for doing this project. Please give examples, such as similar work completed so readers can know that you can do this project.

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**C. PROJECT BUDGET:** A full budget is required. Use labels appropriate to your project. Please research/use real costs. Place an asterisk (\*) by the item/s that are to be included in this grant. Usually between $400-$1200. We give startup and travel funds most often and sometimes help with matching.

FULL BUDGET TOTAL:

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| $      |

GRANT AMOUNT REQUESTED:

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| $      |

BUDGET DETAIL FOR THIS GRANT (Give one level, two-column of labels for the project, such as travel (air, ground, lodging, perdiem), Fees (legal, professional, other), Rentals, Promotion, Supplies, etc.)

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| --- | --- | --- | --- |
|  | Item | Cost | Explanation |
| 1. |       | $      |       |
| 2. |       | $      |       |
| 3. |       | $      |       |
| 4. |       | $      |       |
| 5. |       | $      |       |
| 6. |       | $      |       |
| 7. |       | $      |       |
| 8. |       | $      |       |

Total Budget:

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| --- |
| $      |

**D. Brief BIO & TWO WORK SAMPLES** -- Attach photos or give a URL or URLs for these items.

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| URL Attachments |
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Download your completed Word (.docx) application and email it to bibbslhf@gmail.com