

SUPPORT MATERIALS GRID for ORGANIZATIONS

	Sus. over \$1.5M	Sus. under \$1.5M	Arts Access	Arts Innovation	Capacity Bldg.	BCDI	International	AIR - sponsors	Arts Partnership
PERSONNEL MATERIALS									
List of board members and their professional affiliations; list of committee members	●	●	●	●	●	●			●
Biographies/resumes of key artistic and administrative staff mentioned in the application, e.g., artistic director, manager, executive director, chief curator, etc.	●	●	●	●	○	○	●		●
One-paragraph biographies of key outside personnel mentioned in the application, e.g. consultants, artists, guest curators, jurors, etc.	●	●	●	●		●	●		●
PLANNING and EVALUATION MATERIALS									
Sample evaluation and/or assessment tool (e.g. audience survey, comment card, rubric, etc.)	●	●	●	●	○	○	●		●
Summary of past evaluation responses or results	●	●	○	●	○	○	●		●
Long-range or strategic plan	●	●	○		○	○			
LETTERS of SUPPORT (no more than five total)									
Letter of commitment from any organization mentioned in the application as a partner (e.g. social service agency, school district, business, etc.)	○	○	○	○	○	○	●		●
Unsolicited letters of support, endorsements or participant responses	○	○	○	○	○	○			
Support letters from individual or community project/program stakeholders (other than partners)									●
At least five -- but no more than eight -- letters from key individuals involved in residency planning and implementation								●	
PRESS and PUBLICITY MATERIALS (no more than five pieces total from this list)									
Annual report	}								
Brochure									
Critical review									
Exhibition catalogue									
Flier									
Invitation									
Newsletter									
Newspaper/magazine article									
Press release									
Program									
Web site printout (up to five pages)									
EDUCATIONAL MATERIALS									
Brochures describing educational offerings	○	○	○	○	○	○			●
Sample curricula and/or education planning documents	○	○	○	○					○
Student study guides	○	○	○	○					●
Teacher preparation packets	○	○	○	○					●
WORK SAMPLES (no more than one item from this list, no more than three years old)									
35 mm slides with labels (no more than 12)	}								
Audio CD									
Audiocassette									
Electronic materials (e.g. PowerPoint presentation, video clip, etc.) submitted on CD-R or DVD-R									
Photographs or digital images with titles (no more than 12)									
Sample literary publication									
VHS or DVD video									
Cover Sheet for Work Samples (PDF) – should be completed if a Work Sample is being submitted	●	●	●	●		○	●		●