

Eligibility Assessment

Is your organization a 501(c)3 and in good standing with the IRS or a public school, college/university, governmental unit, or religious entity?

Or

Do you have a pending application with the IRS for 501(c)3 status?

-Select One-

Next

SAMPLE

Eligibility Assessment

The deadline for the online Letter of Intent is October 8, 2018 at 12:00 pm (noon).

I agree to the submission deadline.

SAMPLE

Eligibility Assessment

Letters of Intent Eligibility Criteria

Letters of Intent must:

- Be driven by communities and describe how a cross-section of community-members will be engaged in, and central to, the public art project, both during the creation of the project and after it is installed.
- Describe express/demonstrate/depict one or more of the following...
 - The contributions or achievements of a North Carolina person or group, especially women and people of color, whose story in a particular part of the state has not been or is not often told;
 - The ways in which the racial and ethnic diversity of our communities makes our communities better;
 - The ways in which cultural differences strengthen our communities.
- Be submitted by a 501(c)(3) organization, college/university, religious entity or governmental unit.
- Be for projects from communities within the state of North Carolina.
- Be for permanent public art (performance-based work and temporary installation will not be considered). Permanent public art is considered to be original visual art including, but not limited to, sculptures, murals, monuments, photographic renderings, mosaics, lighting and electronic art installations installed on a permanent basis. The location* for the art installations can be in spaces owned publicly or privately but are visible from public streets and pedestrian walkways, free of any admission fee.

*Locations for the art installations do not have to be known at the time of the LOI submission. Semi-finalists will be asked to identify locations as part of their applications.

Additional Considerations

- While we are open to LOIs that are initiated by individual artists, it is essential that these proposals are rooted in community story / history, demonstrate authentic community involvement and are partnered with an eligible organization (funding will not be granted to individuals or through fiscal sponsors outside of the community).
- Community matching funds to increase project budgets are welcomed, but not required.

ZSR staff will preview all LOIs and may reject those with incomplete submission requirements and/or non-responsive applicants.

I agree to the above criteria.

-Select One-

Next

Eligibility Assessment

IMPORTANT INFORMATION BEFORE SUBMITTING YOUR LETTER OF INTENT

- Once you have submitted your letter of intent, you will receive an email confirmation from gloriap@zsr.org or mail@grantapplication.com indicating your letter of intent form was submitted.
 - a. When your online account is created for your organization, make sure that the email address is a valid email address without spam blockers or bulk mail or clutter filter. **All letter of intent communications will be emailed to the email address that was used when the online account was created.**
 - b. If your organization has an existing ZSR account and the original email address has changed or if you are unsure about the email address used, contact the Foundation at the number provided below.
 - c. If you do not receive an email confirmation of submission, check your clutter folder, spam mail or junk mail. If the email is not there, you may not have selected the Submit button. Log back into your account and look in the pending applications. If the letter of intent form has not been submitted, open and resubmit it.
 - d. Add gloriap@zsr.org or mail@grantapplication.com to your email contacts.
- **The online system is not compatible with the following Browsers: Google Chrome or Microsoft Edge.** If used, problems may arise with submission.
- Save your work frequently by clicking the Save and Finish Later button found at the bottom of each page. Please note that saving your letter of intent form will also trigger an automated email reminder that will include the steps to access the saved form. You may need to close your internet browser completely before logging back into your account. If you don't close, you may be directed to begin a new form.
- Please do not use the back button on your browser; click the tabs at the top of the page of the form to return to a particular section.
- Upon reviewing your letter of intent form, if red errors display, please correct the information, then click on the Update button at the bottom of the page. When all errors are resolved, and the Update button has been selected; you can submit your letter of Intent form. All questions and required information must be completed and uploaded. ***If you would like to provide any additional information other than what is required in the form, contact the Foundation.***
- **Please do not use bullet points, tabs, or other symbols or special characters (e.g., #, O, ", >, <, *).** Our online system does not recognize them. Also, bold and underlined text formatting options will not be displayed within your answers.
- Anywhere the blue info-bubble is displayed; there is a help text. Please take time to read the information that pertains to that question or selection.
- **Do not submit any information to documents@zsr.org (unless directed by Foundation staff).**
- **IMPORTANT:** For uploading documents as attachments within the letter of intent form – The recommended format for documents is pdfs. However, we will accept Excel and Word documents.

For informational purposes, print these instructions for reference. If other questions arise while working on this form, visit our website at www.zsr.org. If you cannot find the answer to your questions, call us at (800) 443-8319 or (336) 725-7541.

I have read and understand the above information.

-Select One-

Next

1 General Information

2 Attachments

3 Review My Application

General Information

Printer Friendly Version | E-mail Draft


 Required before final submission

1. General - Organizational Information

IMPORTANT: If your organization does not have its own Tax Exempt Certificate (Determination Letter) and another organization is applying on your behalf as the Fiscal Sponsor, you must contact the Foundation for prior approval to apply.

If another organization is applying on your behalf as a fiscal sponsor:

- You must provide that organization's Tax Exempt Certificate.
- If a grant is awarded, that organization is responsible for the administration of the grant and for any reporting requirements needed.

 Name of Organization

Exactly as it appears on your federal tax-exemption certification under Section 501(c)(3) of the IRS Code.

 Federal Tax ID Number

Format: 99-9999999

 State Listed on IRS Letter


- Select One -

 Organization's Office Mailing Address

 City

 State

- Select One -

 Zip Code

 County in which your organization's primary headquarters is located. (If your primary headquarters is not located in North Carolina, select "Outside North Carolina").

- Select One -

Website

 Telephone

Format: 999-999-9999

Fax

Format: 999-999-9999

1. General Organizational Information - ORGANIZATION'S PRIMARY CONTACT

Provide information for the chief executive of the organization (aka executive director).

****If you are applying on behalf of a college or university, please provide the following as the Organization Primary Contact: "Leader or Head" of the Center/Department/Institute requesting funds. (DO NOT LIST THE CFO, PRESIDENT, OR CHANCELLOR OF THE SCHOOL.)**

 Prefix

 First Name

Middle Name

 Last Name

Suffix


 Title 


 Street Address

 City

 State

- Select One -

 Zip Code

 Office Phone

Format: 999-999-9999

Extension

 Cell Phone

Format: 999-999-9999

Office Fax

Format: 999-999-9999

 E-mail

✦ Ethnicity
- Select One -

✦ Gender
- Select One -

2. General - LOI Contact Information

PRIMARY CONTACT FOR THIS REQUEST: Please provide the following information for the person to whom all communication regarding this letter of intent should be directed.

****If you are submitting on behalf of a college or university, please provide the person that is most knowledgeable about the project as the request's primary contact. (DO NOT LIST THE DEVELOPMENT OFFICER.)**

✦ Prefix ✦ First Name Middle Name ✦ Last Name

Suffix

✦ Title

✦ Primary Contact's Office Mailing Address

✦ City

✦ State
- Select One -

✦ Zip Code

✦ Office Phone
Format: 999-999-9999

✦ Cell Phone
Format: 999-999-9999

Office Fax
Format: 999-999-9999

✦ E-mail

**The Z. Smith Reynolds Foundation's online Inclusive Public Art Letter of Intent submission deadline is October 8, 2018 at 12:00 pm (noon).*

I acknowledge when the Letter of Intent is due.

Save & Finish Later

Next

1 General Information

2 Attachments

3 Review My Application

Attachments

Printer Friendly Version | E-mail Draft

The following items need to be attached to the LOI. For each item to be uploaded, select the title of the document and upload. For each additional item please go back to the upload box and add each item.

Letter of Intent

Please provide a 5-7 page narrative that addresses the following questions:

- a. How does your letter of intent express/demonstrate/depict **one or more** of the following? Please elaborate.
 - The contributions or achievements of a North Carolina person or group, especially women and people of color, whose story in a particular part of the state is not often told;
 - The ways in which the racial and ethnic diversity of our communities makes our communities better;
 - The ways in which cultural differences strengthen our communities
- b. How has this story already been told in your community, if at all? Why is it not well-known or acknowledged in the community?
- c. Who are the collaborators and why have these people/organizations come together around this project?
- d. How will community engagement be welcomed and implemented at each stage of the process (e.g., identifying the story/focus of the art, drafting the LOI, selecting an artist(s), selecting a rendering, using the art to engage in community dialogue once it is installed, etc.)? And what experience does the applicant have with community engagement processes?
- e. What, if any, additional financial or in-kind resources will be contributed to this project?

Letter(s) of Support

In addition to the above narrative, please attach letters of support from collaborating community organizations and/or government agencies that demonstrate community investment in the project. In the event that a location has already been identified, please include a letter from the entity that owns the site of the proposed public art installation.

Tax-Exempt Status Documentation

(If you have submitted a name change to the IRS and have not received documentation, submit your most current Tax Exempt Certification Letter.) The Foundation must receive a copy of the petitioning organization's federal tax-exempt certification under Section 501(c)(3) of the Internal Revenue Code that includes a determination as to the organization's status as a publicly-supported organization. Please be aware that if a grant were to be awarded, payment of the grant could not be made until ZSR has receipt of the Tax Exempt Certification Letter (IRS Letter).

Optional Materials (Encouraged but not required) – Site Location In the event that a location has been identified, please submit up to 5 images that clearly show the proposed installation location and its accessibility to the public, along with an annotated description of each.

Upload

The maximum size for all attachments combined is 25 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Title:

File Name: No file selected.