**Hewlett 50 Arts Commissions**

**Application**

**Eligibility Form**

Before accessing the online application, applicants must complete a short survey consisting of 13 yes or no questions to ensure they meet all eligibility requirements. Applicants will only be able to mark the Eligibility Form as complete if all eligibility requirements are met.

Once completed, click the "Review & Submit" button and then the "SUBMIT YOUR APPLICATION" button to submit the Eligibility Form. Applicants may then click the "Go to My Applications" button to access and continue working on their full applications.

For any questions regarding eligibility, please refer to the [application guidelines](https://hewlett.org/wp-content/uploads/2019/08/Hewlett-50-Arts-Commissions-2019-Dance-Awards-Guidelines.pdf" \t "_blank).

Please answer the questions below to determine your eligibility.

1. **Is the lead applicant currently a 501(c)(3) public charity?\*** (Individual artists and fiscally sponsored projects may not be lead applicants)
2. **Has the lead applicant had annual income greater than $100,000 a year for the past three fiscal years?\***
3. **Is the lead applicant headquartered in one of the following 11 counties: Alameda, Contra Costa, Marin, Monterey, Napa, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, or Sonoma?\***
4. **Will the lead applicant pay the lead artist at least $50,000 in artist fees from the commission?\***
5. **Has the lead artist presented a minimum of two full-length original works that they created or co-created in the past three years?\***
6. **Is the project primarily a dance or movement-based performance?\***
7. **By June of 2023, will the lead applicant present a full-length world premiere of the work accessible to the public in the county of Alameda, Contra Costa, Marin, Monterey, Napa, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, or Sonoma?\***
8. **Does the project have a lead artist?\*** (Ensembles may apply, but one lead artist must be named.)
9. **Will the project have a lead artist that is currently a student, or feature performers that are predominantly students?\***
10. **Has the project received funding from the Gerbode Foundation Special Awards for the Arts or the Creative Work Fund?\***
11. **Has the lead artist previously been a lead artist on a project awarded a Hewlett 50 Arts Commission?\***
12. **Have the lead applicant, the lead artist or the proposed project previously been awarded a Hewlett 50 Arts Commission?\***
13. **Is the proposed project an entirely new work, or an adaptation or reimagining of existing work with significant creative alterations by the lead artist?\***

**Full Application**

The full proposal consists of nine tasks to be completed by applicants. These tasks may be completed in any order.

To complete a task, click on the task name and enter in the requested information. Once complete, click “Verify” or “Mark as Complete” to finalize the task. If the information entered is incorrect or over the word limit, an error message will appear in red letters either instantaneously, or when the applicant attempts to click “Save & Continue Editing” or “Mark as Complete.”

All questions ending with an asterisk (\*) are required.

To download, preview, edit or reset any part of the online application, click on the three dots on the top right corner and select the action to be completed.

To expand or contract narrative text entry fields, click on the two diagonal lines in the bottom right corner of the narrative field.

If you have any questions about this application or you are unclear on the definition of the lead applicant or the lead artist, please refer to the [application guidelines](https://hewlett.org/wp-content/uploads/2019/08/Hewlett-50-Arts-Commissions-2019-Dance-Awards-Guidelines.pdf).

**EIN Verification**

This opportunity is available only to 501(c)(3) public charities.

**To verify your 501(c)(3) status, please enter your Employer Identification Number (EIN) below.**

Note: Do not use spaces.

**Section A: Applicant Information**

Lead applicant:\*

Lead applicant website:\*

Lead applicant contact person name:\*

Lead applicant contact person title:\*

Lead applicant contact person email:\*

Lead applicant contact person phone number (Phone numbers must be entered with hyphens. For example 123-456-7890, or 123-456-7890-123 for phone numbers with extensions):\*

Lead applicant address 1:\*

Lead applicant address 2:\*

Lead applicant city:\*

Lead applicant state:\*

Lead applicant zip:\*

Lead applicant county (Select the county where the lead applicant is headquartered):\*

Lead applicant budget for most recently completed fiscal year (Enter a numerical amount in dollars with optional cents.) :\*

Is the lead applicant applying on behalf of a fiscally sponsored project?\* (Additional questions required for applicants that respond “yes.”)

Fiscally sponsored project:\*

Fiscally sponsored project website:\*

Fiscally sponsored project contact person name:\*

Fiscally sponsored project contact person title:\*

Fiscally sponsored project contact person email:\*

Fiscally sponsored project contact person phone number (Phone numbers must be entered with hyphens. For example 123-456-7890, or 123-456-7890-123 for phone numbers with extensions):\*

Fiscally sponsored project address 1:\*

Fiscally sponsored project address 2:\*

Fiscally sponsored project city:\*

Fiscally sponsored project state:\*

Fiscally sponsored project zip code:\*

Fiscally sponsored project county (Select the county where the lead applicant is headquartered):\*

Fiscally sponsored project budget for most recently completed fiscal year (Enter a numerical amount in dollars with optional cents.):\*

How did you hear about the Hewlett 50 Arts Commissions?

* Hewlett email newsletter
* Hewlett website
* From a social media ad or post from the Hewlett Foundation (What platform?)
* From a friend or colleague
* From a friend’s or colleague’s social media post (What platform?)
* From an arts organization
* Other, please specify…

**Full Application**

**Section B: Project Information**

**Project Title\*** (10 words maximum)

Use the text box below to provide a title (or working title) of the project in no more than 10 words. Do not describe the full project here.

**Name of Lead Artist:\***

**Primary Genre of Project\*** Select the genre that best fits your project.

* Dance
* Movement-based Performance
* Combined dance and movement-based performance
* Interdisciplinary or hybrid genres
* Other (please explain in no more than 15 words)

**Primary Tradition(s) and/or Form(s)\*** (30 words maximum)

Use the text box below to identify the primary traditions or forms of dance or movement-based performance that inform the work in no more than 30 words.

For example, if the lead applicant chose “dance” above, the work could be described like this: *The primary tradition informing the work is classical Khathak dance from India.*

A hypothetical hybrid genre work might be described like this: *The work draws primarily from endurance art, Butoh, and improvisational jazz.*

**Project Summary\*** (50 words maximum)

Use the text box below to summarize the project including title, lead artist name, presentation date and venue, and key theme(s) or idea(s) in no more than 50 words.

A hypothetical project summary might be described like this: *"Pacific Overtures" by choreographer Jane Doh will use dance and video projections to illuminate the experiences of Korean children adopted by American Families in the aftermath of the Korean War. The world premiere will take place at the Sonoma Art Complex in April of 2023.*

**Full Application**

**Section C: Project Narrative**

*We recommend that applicants write out their narrative responses offline in a separate document, and when finished cut and paste their responses into the appropriate fields of this online application. Please note that each narrative field has a maximum word limit.*

**Project Concept\*** (625 words maximum)

Use the text box below to address the following questions in no more than 625 words:

* What are the subject matter and/or key theme(s) of the work?
* What inspired the artist to develop and perform a work about the subject matter and/or key theme(s)?
* Why does the lead applicant (or fiscally sponsored project) want to work with the lead artist on this project at this time?

**Artistic Excellence\*** (625 words maximum)

Use the text box below to address the following questions in no more than 625 words:

* What skills and knowledge held by the lead artist indicate the artist’s readiness to lead a project of this ambition and scale?
* What are the styles, format, themes, artistic lineages, and process of creation for this work?
* Who are the main artistic collaborators (if any) and how will they contribute to the project?
* For organizations historically focused on presenting the work of the lead artist, how is the proposed project different than what the organization typically presents?

**Lead Artist Biography\*** (500 words maximum)

Use the text bow below to add a biography for the lead artist in no more than 500 words.

Lead artist biography should describe the lead artist’s work, highlighting the key themes of their artistic practice, past leadership roles as a creator, training, key awards or honors, and their history of presenting their own work.

**Project Design & Planning\*** (625 words maximum)

Use the text box below to address the following questions in no more than 625 words:

* What track record of producing and/or presenting dance/movement-based performance does the lead applicant (or fiscally sponsored project) have?
* If the lead applicant (or fiscally sponsored project) is not primarily an arts-presenting organization, please explain what knowledge, resources, facilities, or partnership(s) will make this project possible and successful?
* At what venue(s) will the project be presented? If a venue is not confirmed, what venues are under consideration?
* What were the lead applicant's (or fiscally sponsored project's) key considerations for choosing the venue?
* Who are the artistic and organization leaders responsible for the project? Describe the roles, responsibilities and contributions of the lead applicant (or fiscally sponsored project), the lead artist, and collaborator(s). How will the project team keep the project on track?

**Key Project Leader(s) and Collaborating Artist(s) Biographies\*** (1,000 words maximum)

Use the text box below to list biographies of key project leaders and main collaborating artists. The applicant may include as many or as few biographies as they like as long as the word limit does not exceed 1,000 words.

**Project Timeline\***

Use the fields below to complete the project timeline by briefly listing up to 10 project milestones (in no more than 20 words), and the projected month and year of each milestone’s completion.

|  |  |  |
| --- | --- | --- |
|  | **Projected Month & Year of Completion** | **Description of Milestone (20 words maximum)** |
| **Milestone 1\*** |  |  |
| **Milestone 2** |  |  |
| **Milestone 3** |  |  |
| **Milestone 4** |  |  |
| **Milestone 5** |  |  |
| **Milestone 6** |  |  |
| **Milestone 7** |  |  |
| **Milestone 8** |  |  |
| **Milestone 9** |  |  |
| **Milestone 10** |  |  |

**Intended Audience & Community Impact\*** (625 words maximum)

Use the text box below to address the following questions in no more than 625 words:

* Describe the lead applicant’s (or fiscally sponsored project’s) current constituents. Please include key demographic data.
* Describe the intended audience(s) for the project. Does the lead applicant (or fiscally sponsored project) plan to reach out to established, new, or expanded audiences?
* What impact does the artist or lead applicant (or fiscally sponsored project) hope to make with the intended audience(s)?
* What, if any, audience engagement activities will the project provide beyond marketing?  If there will be community co-creation or collaboration with the artist(s), please describe.
* Describe any efforts to make the project accessible (i.e. affordability, free presentations, language, disability access).
* Presenting the work outside of the Bay Area is NOT required, but if there are plans to do so, please elaborate.

**Intellectual Property\***

Will this piece use existing artistic content such as music, written materials or images that require a release or payment for usage?

* If yes, provide details about the content usage and permissions below. Please note that the presenting organization is responsible for acquiring the necessary permissions for the use of sound, images and text. (625 words maximum)

**Collaborations & Agreements\***

Do the lead applicant (or fiscally sponsored project), the lead artist, or any collaborating entities have specific agreements with other artists, funders or partners that will significantly impact this project? For example, co-commissioning, co-presenting or agreements for additional performances.

* If yes, provide details about the other partner(s), and the specific collaboration(s) and/or agreement(s) that would significantly impact this project. (625 words maximum)

**Lobbying\***

Will the lead applicant allocate any project funding toward lobbying costs? Lobbying costs are defined in a. and b. below.

1. For federal purposes, lobbying means carrying on propaganda, or otherwise attempting to influence legislation as defined by Internal Revenue Code Sections 501(h), 4945(d)(1) and 4945(e) and related regulations. Please note that federally-defined lobbying is permitted to public charities to a limited extent.
2. For California state purposes, lobbying is "influencing legislative or administrative action" as described in California Government Code Sections 86100-118 and related regulations. Other states have different definitions. State lobbying is not prohibited at all, but under some circumstances it must be disclosed in a report to the state.

* If yes, provide details about the other partner(s), and the specific collaboration(s) and/or agreement(s) that would significantly impact this project. (625 words maximum)

**For Finalists**

If your proposed project is selected as a finalist in February 2020, Hewlett will request the following:

1. **Memorandum of Understanding (MOU) between the artist(s) and the lead applicant**

The MOU is a brief document (one or two pages in length) that states that the lead applicant and the lead artist intend to work together, the artist’s fee, the name of the project, and the estimated ­world premiere date. The MOU should also state the intellectual property agreement of the project, telling us who will own rights to the completed work. The document should be signed and dated by both the lead artist and the Executive Director, President, or other senior executive of the lead applicant.

1. **For fiscally sponsored projects: Upload Memorandum of Understanding (MOU) between the fiscally sponsored project and the lead applicant**  
   This MOU is a brief document that states the roles and responsibilities of the lead applicant (fiscal sponsor) in relation to the fiscally sponsored project.

**Supplementary Document 1: Project Budget Income & Expense**  
Provide budget information about the income and expense of your project using the [Hewlett 50 Arts Commissions budget form](https://hewlett.smapply.io/protected/resource/eyJoZnJlIjogMTA0MDI2MTgyLCAidnEiOiAxMTQyNzZ9/). Applications not using this budget form will not be accepted. The budget form is a spreadsheet that should be opened using Microsoft Excel (or Google Sheets). You may input dollar amounts and budget notes into the spreadsheet, but because the spreadsheet is protected, applicants may not change the spreadsheet formulas or the layout.

The downloadable budget form has four tabs. Two tabs are provided for applicants to input their project income and expenses. Two additional tabs show examples of correctly completed budgets. These completed budgets are provided as helpful examples for applicants to use as a reference.

**Page 1: Project Income** includes both earned and contributed income sections for the project budget. Enter all information about the project’s income on this sheet.

* **For Earned Income**, enter the amount of anticipated earned income along with notes about how you calculated this number. For the “Other Earned Income” category, describe the type of income.
* **For Contributed Income**, select the type of income from the dropdown menu (including Foundation, Government, Organizational Partner, Corporate Sponsorship, Individual Donor(s), and Other Contributed Income), and name the income source (for example “Hewlett Foundation”). Enter the amounts in whole dollars (no cents), and indicate whether this income is committed or not by selecting “Yes” or “No” from the dropdown menu. Add brief, clarifying budget notes that will help panelists understand any budget line items that are not self-explanatory.
* Do not include any in-kind income (donated materials, space or services).

**Page 2: Project Expense**includes two categories of expenses:

* **Creation Expenses**must add up to at least $100,000 of the Hewlett funds (including the $50,000 lead artist fee).
* **Presentation Expenses**can be any amount under $50,000.

When listing the project expenses in the budget form, tell us both the total project expenses and the portion of the expenses that will be paid for using the Hewlett 50 Arts Commission funds. Please add brief budget notes in the budget form to explain expenses (if needed). The total expenses paid for by the Hewlett 50 Arts Commission should total up to $150,000.

**Upload Instructions: Once complete, both the Project Income and Project Expense tabs should be saved as separate PDF documents.** Both of these PDF documents should then be uploaded using the "Attach File" button below. To save your Excel speadsheet as a PDF document, go to "File," then select "Save As," and select "PDF" as the file type. Only PDF documents will be accepted for this upload. If you have any questions about this process, please contact [50Chelp@hewlett.org](mailto:50Chelp@hewlett.org).

**Supplementary Document 2: Work Sample(s)**

The lead applicant may submit one or two online video work samples. The first work sample must demonstrate the work of the lead artist. The optional second work sample can demonstrate additional work by the lead artist, or show the presenting capacity of the lead applicant. The total combined length of the work sample(s) must be no more than five minutes.

Work samples must be submitted as hyperlinks to a website or an online video sharing site such as YouTube or Vimeo. Please do not submit CDs, DVDs, or other physical media. If your work sample is password protected, please provide the password.

Panelists prefer to review longer, substantive excerpts of one or two pieces rather than short clips showing many different pieces with lots of quick edits and/or heavy narration. List each video work sample as one work sample on the application. We prefer that your video be edited so that the panelists can begin viewing right from the start, but applicants may also request that the panelists view a segment of a longer piece by providing a viewing start time and end time.

**Online video work samples must:**

* Be no longer than 5 minutes total.
* Preferably show only one or two works.
* Include the identifying information (title, artist, date, explanation of the lead artist’s role, time signatures to start and end viewing (if needed), brief context notes, and the password for a protected video (if needed).

NOTE: Please do NOT submit unsolicited materials such as reviews, programs, or organizational materials. Unsolicited materials will not be reviewed by panelists.

**Lead Artist Work Sample\***

URL:\*

Password (if any):

Total Running Time of Video:\*

Viewing Start and End Time of Video (if applicable):

Title: \*

Year of Video:\*

Lead Artist’s Role in the Work Sample (up to 100 words):\*

Name(s) and Role(s) of Collaborating Artist(s) in the Work Sample Who Will Be Involved in This Project (if any) (up to 100 words):

Descriptive Notes (up to 100 words):

**Will an OPTIONAL second work sample, showing additional work by the lead artist or the presenting capacity of the lead applicant, be included?**

**Additional Work Sample:**

URL:\*

Password (if any):

Total Running Time of Video:\*

Viewing Start and End Time of Video (if applicable):

Title:\*

Year of Video:\*

Lead Artist’s or Lead Applicant’s (or Fiscally Sponsored Project’s) Role in the Work Sample (up to 100 words):\*

Name(s) and Role(s) of Collaborating Artist(s) in the Work Sample Who Will Be Involved in This Project (if any) (up to 100 words):

Descriptive Notes (up to 100 words):

**Supplementary Document 3: Lead Applicant IRS(c)(3) Public Charity Designation Letter**

Upload the IRS 501(c)(3) public charity designation letter from lead applicant.

**Supplementary Document 4: Lead Applicant Articles of Incorporation and Bylaws**

Upload the articles of incorporation and bylaws of the lead applicant. **All documents should be combined into one PDF or Word document for upload.**

IF YOU ARE A SUPPORTING ORGANIZATION: A supporting organization is a certain type of organization that is classified by the IRS for which the Foundation may need additional information in order to make a grant to your organization. If you believe your organization is classified as a supporting organization and you have any related documentation, please include it with your application. If you are unsure, please go ahead and complete the remainder of the application and the Foundation will follow-up with you if necessary.

**Supplementary Document 5: Lead Applicant Financial Information**

**Upload the financial information of the lead applicant. Provide ONE of the following:**

**DataArts Profile:** If the lead applicant has a current DataArts profile (formerly the Cultural Data Project), submit a PDF of a Hewlett Foundation funder report. A current DataArts profile is one that reflects the lead applicants’s most recently completed fiscal year for which it has reconciled its accounts and has already submitted a complete DataArts profile. For audited organizations, a current DataArts profile will include the year for which the lead applicant’s most recent audit is available.

OR

**Balance Sheet and Profit and Loss Statement:** If the lead applicant does not have a current DataArts profile available, please submit both a Balance Sheet and Profit and Loss Statement for the lead applicant’s most recently completed fiscal year. These documents should be combined into one document for upload.

OR

**2018 Audit:** The lead applicant’s 2018 audit.