FY27 GRANT GUIDELINES

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OVERVIEW

The mission of the Worcester Arts Council (WAC) is to promote excellence, access, education and diversity in the arts, humanities, and sciences to improve the quality of life for Worcester residents and contribute to the economic vitality of our city.

WAC is a body of nine Worcester residents appointed by the City Manager of Worcester for three-year terms. WAC receives an annual appropriation of state funds from the Massachusetts Cultural Council (MCC) and makes these funds available to the community through its grant program. For nearly 40 years, WAC has awarded grants to individual artists, cultural organizations, neighborhood associations, teachers, and public agencies for projects that take place in the city of Worcester. WAC is also one of the few Local Cultural Councils (LCCs) in the Commonwealth to offer Fellowships.

WAC GRANT OPPORTUNITIES

WAC accepts applications for two types of grants:

- **Project grants** assist in the development of projects and programs in the arts, humanities, and sciences. Applications are available at https://massculturalcouncil.smartsimple.com/s_Login.jsp.
- **Fellowship grants** assist individuals in developing their work outside the structure of a specific project or presentation. Applications are available at: https://airtable.com/shrW4gv8W022rLVwL

Applicants may submit multiple applications, including one Fellowship application and one or more project grant applications. Separate applications must be submitted for each proposed project, and no entity will receive more than one award.

WAC no longer accepts paper applications. All applications must be submitted online. Mailed, faxed, emailed, handwritten, or late applications will not be accepted. Completed applications and all supplemental materials must be received on or before the **submission deadline of Thursday, October 15th, 2026 at 11:59pm**.

In addition to these guidelines established by WAC, applications must also conform to the Local Cultural Council Program Guidelines established by the MCC.

FUNDING PRIORITIES

Because WAC is responsible for distributing public dollars, the Council is required to gather community input on how it distributes those funds. WAC solicits public opinion through an annual Funding Priorities Survey. Like most LCCs, WAC typically receives more grant applications than can be funded. Strong funding priorities based on community input help guide its grant-making decisions.

While all projects in the arts, humanities, and sciences will be considered, based on community input gathered in 2025, WAC will give preference to grant applications that align with the following Funding Priorities for FY27:

1. **Project Categories |** Projects that focus on Arts Education & Instruction, Public Art, Musical Performances and programs for all age groups from children to seniors.
2. **Diversity, Equity, Inclusion, & Access (DEIA) |** Projects that elevate the voices and experiences of historically marginalized groups to highlight the current and historical diversity of Worcester. Projects should create opportunities for artists and community members through a DEIA lens.
3. **Locations |** Projects that take place in or benefit areas of Worcester that are historically underserved.

GRANT WORKSHOP

WAC will hold two grant workshops. First-time applicants and all interested in applying for a grant are encouraged to attend.

- 7-8pm October 1: **https://us06web.zoom.us/j/83355653997**
- 10am-12pm October 5: Worcester Art Museum, 55 Salisbury Street, Worcester MA 01609

QUESTIONS

Please review the Frequently Asked Questions on pages 10-11 for answers to the most common questions. Worcester Cultural Development staff are available to answer additional questions you may have. Please email: ArtsCouncil@WorcesterMA.gov or call: 508-799-1400 x31447.

Questions can also be brought to WAC's monthly Zoom meetings.

APPLICATION REVIEW PROCESS

As incomplete applications will not be considered, all applications are reviewed for completion. Applicants who are missing required supplemental materials or other details will be notified via email and given 7 days from the date of notification to submit all missing information. Complete FY27 grant applications will be evaluated in November and December 2026. Applicants may be contacted to clarify questions raised during the evaluation process. Applicants will be notified of WAC's funding decisions in January 2027.

In an effort to increase transparency about the application review process, WAC is also sharing the rubrics that will be used by the Council to evaluate grants. Find more details on the Project Grant evaluation process page 7. Find more details on the Fellowship grant evaluation process on page 9.

APPLICATION TIMELINE

Application Opens September 1, 2026	Application Review November-December 2026
Grant Workshops TBD	Denial Letters Sent by early January 2027
Application Deadline October 15, 2026	Award Letters Sent by mid-January 2027

RECONSIDERATION

Denied applicants may appeal the decision if they can demonstrate that WAC failed to follow published state or Council guidelines. Reconsideration requests must be made in writing (email or hard copy). The request must be sent to the Mass Cultural Council mailing address or lcc@art.state.ma.us within 15 days of the notification date on the disapproval letter (timestamp on email). Business days, weekends, and holidays count toward the 15-day limit. The applicant should also email a copy of the request to WAC at: ArtsCouncil@worcesterma.gov. Find more details in the Local Cultural Council Program Guidelines established by the MCC.

ACKNOWLEDGMENT

If you receive a grant, you are required to credit WAC and MCC in all print and online materials related to your grant. This includes, but is not limited to, announcements, press releases, flyers, brochures, social media (Facebook, Instagram, etc.), emails, print ads, online ads, TV, and radio promotions.

At the completion of your project, proof of credit/acknowledgement is required. Failure to show evidence of WAC and MCC acknowledgement may jeopardize funding. Detailed credit requirements and logo files are available at: worcesterma.gov/cultural-development/grants.

GRANT PAYMENTS

In FY27 WAC will make direct payments to both Project and Fellowship Grant recipients. This means that all grants issued by WAC for FY27 will be paid up front. Detailed instructions for initiating direct grant payments will be provided to funded grant applicants in January 2027. All grant recipients will have one year from the date of their approval notification to request their funds. It is recommended that grantees submit the paperwork for direct payment within 2 weeks of receiving notification.

Within one month of project completion or one year of award notice (whichever comes first), all grantees who have received payments must also submit a final report using the required form or return their granted funds. Failure to comply will disqualify grantees from future eligibility for WAC funding, and legal action may be taken to recover distributed funds. The required form for FY27 grantee final reports will be sent to all funded grantees and available in January 2027 at: worcesterma.gov/cultural-development/grants.

GRANT AMENDMENTS

If a project cannot be completed as described in the approved application, a request for project modification or extension must be submitted to WAC using the Grant Amendment Form. While reasonable changes may be accommodated, substantial changes which alter the nature of the original project will not be approved. WAC will consider each request and communicate approval or denial to the grantee by email. No changes to a grant-funded project should be implemented prior to receiving WAC approval. The Grant Amendment Form can be found at: worcesterma.gov/cultural-development/grants.

PROJECT GRANTS

Project grants are funded to encourage Worcester County artists or organizations to develop projects and programs in the city of Worcester that are innovative, collaborative in nature, have public benefit, reach underserved populations, and demonstrate artistic excellence. Awards have historically ranged from several hundred dollars up to $5,000.

WHO IS ELIGIBLE TO APPLY

- Individuals, artists, artist groups, arts and cultural organizations, community organizations, nonprofit organizations, associations that can establish a nonprofit objective, public schools, libraries, and other municipal agencies are eligible to apply. Organizations and fiscal agents must have tax exempt status under section 501(c) (3) of the Internal Revenue Code. For detailed eligibility descriptions, please refer to the Local Cultural Council Program Guidelines.
- Project grant applicants must maintain a residential, commercial, or studio address in Worcester County. Post Office boxes do not meet this requirement and are not allowed. Commercial address refers to a business the applicant owns; an address at a place of work does not meet this requirement.

PROJECT GRANT REQUIREMENTS

- Applications must demonstrate a tangible benefit to Worcester citizens.
- All projects must occur within the city of Worcester within the 2026 calendar year.
- Applicants may request funds for field trips for groups of children (grades pre-K through 12) affiliated with schools (public, nonprofit, religious, and home schools), afterschool and out-of-school programs, neighborhood/community centers, or civic organizations located in the city of Worcester. Field trips may be to destinations in or outside of the city of Worcester but must originate in Worcester. Approved expenses include transportation costs and admission for students and chaperones, at a ratio of 1 chaperone per 10 students. Meals will not be covered. The trip must also satisfy MCC guidelines.
- Applicants may request funds to cover costs related to operating support and/or virtual programming.
- For projects that have been funded previously, adding new elements to the project is encouraged.

PROJECT GRANT FUNDING RESTRICTIONS

WAC will NOT fund:

- Projects that replace regular Worcester Public Schools curriculum in the arts
- Salaries/stipends of municipal employees, including police, teachers, board members, or City staff members, even if the grant funding would be used to pay the municipal employee for services outside the scope of their role with the City of Worcester
- Salaries/stipends for duties that are part of any employee's regular position
- Refreshments (e.g. food or beverages)
- Projects for which the primary purpose is to raise funds
- Projects consisting entirely of scholarships (e.g. college scholarships or tuition for program participants)
- WAC reserves the right to restrict funding of any item(s) regardless of cost that do not provide a significant public benefit
- Projects that discriminate against applicants and/or programs on the basis of age, ability, ethnicity, race, religion, sexual orientation, gender identity or expression, nationality, geographic origin; or immigration, military, or socio-economic status in accordance with State law.
- WAC will not fund capital expenditures for schools, libraries, Local Cultural Councils, municipal agencies, and religious organizations. Capital expenditures for eligible organizations or individuals must be for a one-time or special need clearly justified by a longer-term public benefit.
- Projects not accessible to persons with disabilities. Refer to the National Endowment of the Arts' Accessibility Checklist for reference: arts.gov/sites/default/files/BriefChecklist-February2020.pdf

INSTRUCTIONS FOR COMPLETING PROJECT GRANT APPLICATIONS
Project grant applicants must complete an online application via the MCC website. Applicants must include all required supplemental materials.

How to apply:

- Complete the online application and submit directly to WAC through the MCC online system by the submission deadline: **Thursday, October 15th, 2026 at 11:59pm**.
- Instructions for completing the online application can be found on the MCC website at: massculturalcouncil.org/communities/local-cultural-council-program/application-process/.
- While all Local Cultural Councils use the same basic application form, WAC also requires supplemental materials from its applicants. These can be uploaded and attached to your online MCC application.
    - The MCC online application limits the number of materials that can be attached. If you need to submit more pages than the online MCC application allows, you must email any additional supplemental materials to ArtsCouncil@worcesterma.gov before the application deadline.
    - All files should be in .jpg or .pdf format, and no larger than 5MB per file. Files in .html and Apple file formats (.numbers, .pages, etc) cannot be supported. Applicants submitting audio, video, or other large files are asked to send links to these items instead of attempting to upload - privacy settings on such links should be set to "public" so WAC may review.

Required Supplemental Materials for Project Grants:

- **Budget**: All applications must include a detailed budget. For the minimum level of detail suggested, review the Sample Budget on page 12. WAC has provided a budget template, available at the following URL: worcesterma.gov/cultural-development/grants.
- **Location** must be specified - for in-person events, the venue should be specified, and applicants must submit a commitment letter or email from the venue(s) where the program or project is to be held. If you have not yet confirmed a venue, please provide steps you have taken to confirm the venue. For virtual programs, the applicant must include an explanation of the logistics of the plan and how the project will be of specific benefit to the Worcester community.
- Applications may also need the following items:
    - **Letters of Commitment from key contributors**, including artists, instructors, or performers that are essential to your project. "Essential: means that the success of your project depends on these parties, which cannot be replaced if unavailable. Contracts would meet this requirement but are not required. A written intent such as an email or a letter will work, provided it is from an appropriate contact, and states that they will participate in the project during calendar year 2026.
- **Individual grant applicants** must also submit:
    - A **Resume** of work relevant to their project application,
    - A **Letter of Support** for the project, written within the last 12 months
- Applicants which are **non-501(c)(3) organizations** must also submit **proof of a Fiscal Sponsor**. Fiscal sponsors are registered 501(c)(3) organizations which will receive funds on behalf of the unincorporated organization. A letter from the fiscal sponsor stating that the agency has agreed to act as such for the proposed project duration is required.

NOTE: the MCC's online application limits the size and number of documents that may be uploaded. Refer to the details under "How to apply" (above) for instructions on how to submit materials in excess of these limits.

PROJECT GRANT EVALUATION PROCESS

First, each WAC member individually scores every complete and qualified project grant application using the rubric below. WAC then meet to review and discuss each application during a series of public meetings. WAC members may adjust their initial scoring based on the discussions. Following discussion of each application, each WAC member states their final total score for the application. Those individual total scores are then averaged (total score / number of voting members) to arrive at a final score for each application.

The following rubric shows the criteria WAC uses to objectively assess all eligible project grant applications:

PRIORITIES (0-5 points) | How well does this project align with our 2027 funding priorities: Arts Education & Instruction, Public Art, Musical Performances, and programs for all age groups from children to seniors; Diversity, Equity, Access & Inclusion (DEAI); Benefits/takes place in underserved areas of Worcester.

PROJECT CAPACITY (0-5 points) | Explains all facets of their project; Experience/history of previous success; Confidence the project could proceed with partial funding; Confidence marketing plans will reach projected audience to support public benefit; Strength of recommendations (if applicable); Strength of participants' resumes (if applicable);

BUDGET (0-5 points) | Amount asked in line with project scope; Budget is reasonable compared to overall project cost; Salaries are reasonable (if applicable); Other funding sources are being sought; If capital expenses are included, there is significant public benefit to Worcester residents

PUBLIC BENEFIT (0-5 points) | Number of people impacted by the project; Significance of impact on the population; Realistic audience projection;

IMPACT & INNOVATION (0-5 points) | Project is creative, innovative, and/or interdisciplinary; Project has collaborative elements; Project has long-term value; Project fills a gap in the community; Project/work of applicant generates excitement; Applicant has not received a grant from WAC in the past 12 months.

MAXIMUM POSSIBLE SCORE: 25 POINTS

FELLOWSHIP GRANTS

Fellowship grants are a special category of award to assist individuals in developing and exploring their artistic work outside the structure of a specific project. Individuals in any creative discipline may apply for this type of grant to cover time, materials, space, rental, production, and other components of their ongoing work.

Through Fellowship grants, WAC intends to honor innovative individuals who demonstrate excellence in their field and represent the best of Worcester's creative community. Applications for these highly-competitive grants are evaluated on artistic merit, stated goals, and contribution to the cultural community of Worcester.

WAC typically awards a minimum of two Fellowships in the amount of $5,000 each year. Additional Fellowships in varying amounts may be made available at WAC's discretion, subject to total available grant funds and the grant applicant pool.

FELLOWSHIP ELIGIBILITY REQUIREMENTS

- Artists in any creative discipline are eligible
- Applicants must maintain a residential, commercial, or studio address in the city of Worcester. Post office boxes do not meet this requirement and are not allowed. Commercial address refers to a business the applicant owns; an address at a place of work does not meet this requirement.
- Preference is given to applicants who have not previously been awarded a WAC Fellowship.
- FY27 Fellows are not eligible to receive a Fellowship in FY27.
- WAC FY27 Fellows must have a presentation or exhibition during 2027 (the grant year in which they receive an award). In-person presentations/exhibitions must take place in the city of Worcester to meet this requirement. Virtual presentations or exhibitions are also acceptable. Fellows are not obligated to use their Fellowship award to fund this requirement.
- City of Worcester employees are not eligible for a WAC Fellowship. As with Project Grants, even if the grant funding would be used to pay the municipal employee for services outside the scope of their role with the City of Worcester, WAC funds cannot be used to pay salaries/stipends to City of Worcester employees, including police, teachers, board members, temporary or contract employees, and City staff members.

INSTRUCTIONS FOR COMPLETING FELLOWSHIP GRANT APPLICATIONS

Fellowship applicants must complete an online application, including all required materials, via AirTable: https://airtable.com/shrW4gv8W022rLVwL

Required Materials for Fellowship Grants to Be Uploaded in Application:

- **Resume**: All Fellowship applicants must submit a resume relevant to their creative pursuits.
- **Artist Statement**: Provide a full narrative summarizing your previous work. Briefly describe some of your goals for the year. What do you plan to work on? What will this award help you to start/complete? Please detail how Fellowship monies will be used. Be specific!
- **3-5 Work Samples**: Applicants must submit 3-5 supplemental materials showing previous work relevant to the proposed Fellowship (i.e.: photographs, writing samples, or video).
- **2 Letters of Recommendation**: all should be current, relevant to your creative work, and written by people with whom you have worked in your creative experience. Examples include, but are not limited to, a venue manager, a peer, someone with whom you have collaborated, a teacher or student, etc.
- Note: All files should be in .jpg or .pdf format, and no larger than 5MB per file. Files in .html and Apple file formats (.numbers, .pages, etc.) cannot be supported. Applicants submitting audio, video, or other large files are asked to send links to these items instead of attempting to upload - privacy settings on such links should be set to "public" so WAC may review. Files which cannot be uploaded to AirTable can be emailed to ArtsCouncil@WorcesterMA.gov.

FELLOWSHIP GRANT EVALUATION PROCESS

First, each WAC member individually scores every complete and qualified Fellowship application using the rubric below. During a series of public meetings, WAC members review and discuss each application. WAC members may adjust their initial scoring based on the discussions. Following discussion of each application, each WAC member states their final total score for the application. Those individual total scores are then averaged (total score / number of voting members) to arrive at a final score for each application.

The following rubric shows the criteria WAC uses to objectively assess all eligible Fellowship grant applications:

PRIORITIES (0-5 points)| How well does this applicant/their work align with our 2027 funding priorities: Arts Education & Instruction, Public Art, Musical Performances, and programs for all age groups from children to seniors; Diversity, Equity, Access & Inclusion (DEAI); Benefits/takes place in underserved areas of Worcester.

CAPACITY (0-5 points) | Explains all facets of their work; Experience/history of previous success; Strength of resume (related to capacity & professionalism); Strength of recommendations (related to capacity & professionalism); Confidence that the applicant can/will use Fellowship funds as described in application; Fellowship funds would enhance applicant's capacity

ARTISTIC/CREATIVE MERIT (0-5 points) | Strength of portfolio / work samples; Strength of resume (related to creativity & craft); Strength of recommendations (related to creativity & craft); Demonstrates mastery of their craft or area of expertise; Shows potential in their craft or area of expertise; Fellowship funds would enhance applicant's creative growth

PUBLIC BENEFIT (0-5 points) | Track record of engagement in Worcester (length of time & level of participation); Number of people impacted by their work; Significance of impact on the population; Applicant reflects or serves a population that is underserved; Fellowship funds would enhance applicant's public benefit

IMPACT & INNOVATION (0-5 points) | Work is creative/innovative; Work has long-term value; Work fills a gap in the community; Work of this applicant generates excitement; Fellowship funds would enhance this applicant's impact/innovation

MAXIMUM POSSIBLE SCORE: 25 POINTS

FREQUENTLY ASKED QUESTIONS

Are all applicants required to be residents of Worcester? *Project grant applicants must maintain a residential, commercial, or studio address in Worcester County. All projects must take place in the city of Worcester. Fellowship applicants must maintain a residential, commercial, or studio address in the city of Worcester. In both cases, P.O. boxes are not allowed, and commercial address refers to a business an applicant owns; an address at a place of work does not meet this requirement.*

Do you allow deadline extensions? *No, WAC cannot accept applications after the deadline for any reason.*

What types of projects receive higher priority for funding? *Each year, WAC hosts a Funding Priorities Survey to gather community input that helps determine its priorities for the next grant cycle. The Council then votes to determine its official Funding Priorities. Preference is then given to applications that align with those priorities. Find the FY27 WAC Funding Priorities on page 2.*

How does WAC evaluate grant applications? *In an effort to increase transparency around the application review process, WAC is sharing the rubrics that will be used for its initial scoring of Fellowship and project grant applications for FY27. It's also important to know that this scoring is one piece of the process; Council discussions and voting sessions are also critical to the evaluation process. WAC welcomes public attendance at its grant voting meetings, and also encourages applicants to watch the publicly available recordings of these meetings to gain further insight. Find more details on the project grant application evaluation process on page 6. Find more details on the Fellowship grant application evaluation process on page 9.*

My budget is complex. Am I required to provide a breakdown? *Yes. The budget is an important part of your application and is used in our evaluation process. In some cases where we cannot fully fund a project, we look to your budget to specify what we can partially fund. We encourage all applicants whose budgets include salaries, marketing expenses, and projected income to provide a detailed breakdown of those expenses. Please refer to our Sample Budget on page 12. To help with organization and clarity, please use the WAC Budget Template, provided at: worcesterma.gov/cultural-development/grants.*

Do I need a venue commitment in order to apply? *Applicants must submit a commitment letter from the venue(s) where the program or project is to be held. This does not mean applicants have to have paid a venue yet -- they must simply provide a written confirmation from the venue outlining the commitment to host the specific project at that location. Applications without venue commitments or without a confirmed venue commitment, must provide the steps that have been taken to confirm the venue. While a commitment including a specific date would be preferred, the commitment letter also does not have to include that if it is not yet final at the time of application -- a general time frame is also acceptable (e.g. Summer 2027, October 2027, etc.).*

What is a capital expenditure? *A capital expenditure is defined as an item or group of items with a life expectancy of more than three years and a total cost of more than $500. Examples include equipment, such as lighting or sound equipment, new construction, or the renovation of a cultural facility. WAC reserves the right to restrict funding of any items, regardless of cost, that do not provide a significant public benefit.*

What is a fiscal agent, and do I need one to apply for a grant? *A fiscal agent is an organization that agrees to accept and be responsible for grant monies on your behalf. Unincorporated groups/organizations without 501(c)(3) status must have an IRS-determined 501(c)(3) fiscal agent receiving funds on their behalf. A letter from the fiscal agent stating the agency has agreed to act as such for the proposed project duration is required. Those who are applying as individuals do not need to have a fiscal agent.*

I am a fiscal agent for an organization that has applied for a project grant, can I also apply for a grant myself? *Absolutely!*

Is my faith-based organization eligible to apply? *Yes, as long as the project funded is primarily cultural, open to the public, and does not advance religious beliefs.*

Can I apply for a Fellowship Grant and Project Grant, or more than one Project Grant in the same grant cycle? *Yes, however you are only eligible to receive funding for one grant per grant cycle.*

Am I guaranteed funding if I apply? *Due to the competitive nature and typically large applicant pool, WAC cannot guarantee all eligible applicants will receive funding or be fully funded.*

I have been denied a grant in the past, can I apply again? *Yes, unsuccessful applicants are eligible and encouraged to apply again. Because of the nature of the process (e.g. number of applicants, funding priorities, potential updates to LCC/MCC guidelines, etc.) the likelihood of your Project or Fellowship Grant request to be funded may change year-to-year.*

If I am awarded a Fellowship grant, am I required to complete a project? *WAC Fellows must have a presentation or exhibition during the grant year in which they receive an award. To meet this requirement, in-person presentations/exhibitions must take place in the city of Worcester. Virtual presentations or exhibitions are also acceptable. Fellows are not obligated to use their fellowship award to fund this requirement.*

I received a WAC Fellowship grant in the past. Can I apply for a Fellowship again in FY27? *If you were awarded a $5,000 or $3,00 Fellowship in FY26, you are not eligible to receive a WAC Fellowship in FY27. If you received a WAC Fellowship prior to FY26, you are eligible to apply again. Preference is given to Fellowship applicants who have not previously been awarded a WAC Fellowship. Past Fellowship applicants are also eligible and encouraged to apply for project grants.*

Can a member of the Council assist me with my application? *Council members cannot review your application before deliberations. However, Worcester Cultural Development staff are available to review your application and answer any questions you may have. They can be reached by email at ArtsCouncil@WorcesterMA.gov or phone at 508-799-1400 x31447.*

What assistance does WAC provide to applicants? *WAC hosts at least one grant workshop each year. Grant workshops are designed for interested applicants to discuss ideas and ask questions of the Council in an open forum. Workshops are not mandatory, but first-time applicants and all interested in applying are encouraged to attend.*

- 7-8pm October 1: **https://us06web.zoom.us/j/83355653997**
- 10am-12pm October 5: Worcester Art Museum, 55 Salisbury Street, Worcester MA 01609

Applicants can also bring questions to a regularly monthly WAC meeting in advance of the application deadline and/or contact the Cultural Development staff for assistance.

I previously received a grant, but had to cancel my project due to COVID-19. Can I apply for a grant again in the FY26 grant cycle? *Yes!*

I received a project grant in WAC's FY26 grant cycle and/or one of WAC's Project Grants for Individuals (ARPA) in summer 2026. Can I apply for a grant again in the FY27 grant cycle? *Yes!*

Have you uploaded the following for Project Grants?

File Size Limits: All files should be in /jpg or .pdf format, and no larger than 5MB per file. Files in .html and Apple file formats (.numbers, .pages, etc) cannot be supported. Applicants submitting audio, video, or other large files are asked to send links to these items instead of attempting to upload- privacy settings on such links should be set to "public" so that WAC may review.

- Budget
- Letters of Commitment from all key contributors
- Letter or email confirming your venue commitment
- Resume (if applying as an individual)
- Letter of Support (required if applying as an individual, optional if applying as an organization)

Have you uploaded the following for Fellowship Grants?

File Size Limits: All files should be in /jpg or .pdf format, and no larger than 5MB per file. Files in .html and Apple file formats (.numbers, .pages, etc) cannot be supported. Applicants submitting audio, video, or other large files are asked to send links to these items instead of attempting to upload- privacy settings on such links should be set to "public" so that WAC may review.

- Resume
- Artist Statement
- 3-5 Work Samples
- 2 Letters of Recommendation

SAMPLE BUDGET

PROJECT BUDGET: MURAL PROJECT EXAMPLE

EXPENSES				
Salaries / Stipends				
Item	**Description**	**Quantity**	**Rate/Unit Price**	**Total**
M. Taylor	Mural artist	20 hrs	$75/hour	$1,500
H. Ball	Contracted intern / artist assistant	2 weeks (~10 hours/week)	$500 stipend	$500
Total Salaries / Stipends				**$2,000**
Marketing & Promotions				
Item	**Description**	**Quantity**	**Rate/Unit Price**	**Total**
Social Media Advertising	Facebook boosted posts	5-10 posts	$250 total	$250
Flyers	8.5x11 flyers printed at XYZ printer	150 flyers	$1/each	$150
Total Marketing & Promotions				**$400**
Supplies & Tools				
Item	**Description**	**Quantity**	**Rate/Unit Price**	**Total**
Paint	XYZ brand spray paint	100 cans	$5.00/each	$500
Total Supplies & Tools				**$500**
Other Expenses				
Item	**Description**	**Quantity**	**Rate/Unit Price**	**Total**
Lift Rental	XYZ company name lift rental	2 days	$500/day	$1,000
Total Other Expenses				**$1,000**
ADDITIONAL INCOME				
Item	**Description**	**Quantity**	**Rate/Unit Price**	**Total**
Vendor Sponsors	Estimated 5 supporting vendors	5 vendors	$100/each	$500
Ticket Sales	Fundraiser event: artist meet & greet	50 tickets	$20/each	$1,000
Total Additional Income				**$1,500**
PROJECT TOTALS				
TOTAL EXPENSES				**$3,900**
TOTAL ADDITIONAL INCOME				**$1,500**
AMOUNT REMAINING				**$2,400**
GRANT AMOUNT REQUESTED FROM WAC				**$2,400**