

Please contact the [executive director](#) to discuss your proposed project well in advance of the application due date.

Application Submission Instructions:

Before you initiate the online application, please review the lists below and be prepared to provide the information requested.

Application Questions

- You will be asked to answer the following questions:
- • Contact Information
- Organization's IRS Tax Identification Number
- Amount Requested
- What is the organization's mission?
- What is the organization's vision statement?
- Provide a brief history and describe the organization's activities.
- Describe the diversity of the board. What percentage make a personal financial contribution?
- Project Description including activity details, dates, venue, admission fees and attendance goals.
- How will this collaboration advance the artist's work and help the organization reach its goals?
- How will you promote/market the project?
- How will Roberts Foundation support be recognized?
- What is your organization's definition of artistic excellence?
- How does this project align with that definition, and how does it advance your mission?
- How will your audience and the community benefit from this project?
- How will the project be evaluated?

Application Attachments

You will be asked to attach the following documents:

- Cover Letter – on organization letterhead with official address and signed by your Executive Director or Board President
- Board List
- IRS 501(c)3 Determination Letter
- Financial Statement or Audit
- Previous Year Operational Budget

- Current Year Operational Budget
- Balance Sheet
- Project Budget
- Annual Report (if your organization produces one)
- Strategic Plan (if your organization has one)

For Creation of New Works

- Artist CV
- Artist's statement
- Artist's work samples

Only applications submitted using our online application will be considered. Materials delivered, mailed or emailed to the foundation will not be considered.