

## **Wings to the Spirit Foundation, Inc. Guidelines for 2010 Grant Proposals**

### **Purpose:**

The Wings to the Spirit Foundation, Inc. (WTTSF) seeks to encourage the arts in service to humanity, realizing that the arts can be of service in many ways - functional, educational, entertaining, uplifting, inspiring and more. To this end WTTSF proposes to begin offering two levels of grants to encourage artists in all genre and mediums to think of their work in terms of service to the greater good.

### 2010-2011 Grant options and parameters

To begin with, WTTSF will offer two grant options:

1. A smaller, short-term turn around grant of \$200 - \$500 designed for projects to be completed within nine months of receipt of the grant. These are ideal for, but not limited to, workshop fees, travel expenses to conferences, and materials
2. A larger, more competitive grant of \$500 - \$2000 to assist with longer term projects on a larger scale

The number of grants awarded in the 2010 – 2011 cycle will depend upon the number and quality applicants.

Proposals must agree with the mission and vision of Wings to the Spirit Foundation and the general principles and teachings of the Baha'i Faith (such as: Unity, diversity, elimination of prejudices, equality of men and women; fundamental agreement of science and religion, one God, one humanity, the importance of education, the spiritual potential of the arts and others ).

All grants must have a service component such as: outreach to an underrepresented community; a public or educational presentation or performance; a mentoring component or; a donation of work. This is only a list of suggestions and is not meant to be a comprehensive list of ways in which a service can be rendered. It should not limit the imagination. If the grant is for personal development, how will the benefit be shared with the community?

The service component proposed should be completed within two months of the work itself. Planning and preparation for the service component should take place concurrently with the project itself and be explained in the narrative.

WTTSF grants are not intended for the continuing support of any particular artist or project and will not be granted to any artist or group of artists in two successive years, for the same project.

## Criteria:

Proposals must have artistic merit as determined by a panel of reviewing artists (selected by the Wings to the Spirit Foundation) familiar with the discipline or format being proposed. Awarding of grants will be based on the judgment of a committee of 3-5 participants, the majority of whom are artists in the discipline of the applicant and at least two of which are members of the board of directors of WTTSF.

Proposals must be received by the deadlines below. Applications arriving after the stated deadlines will not be considered, but may be re-submitted for future grants.

All proposals must include the artist's contact information and the following, in English:

1. A project narrative of no greater than 5 double-spaced pages including: the artist's vision; number of people affected; proposed criteria for measuring success of the project; an accurate description of the service component.
2. A timeline for the project and the service component. Please note that the artist will be responsible for obtaining space/venue, time, etc. for their proposed project, if applicable (example: public space for an installation of public art). These must be documented before grant monies are disbursed.
3. A project budget including: total expenses; all matching funds; in-kind donations and; an accurate representation of the contributions of any or all partners. This should include the artist's personal contribution and grants from other sources.

Though most projects must be completed within 18 months, in the event of personal emergency the occasional extension may be made, provided WTTSF is notified well prior to the project's end.

WTTSF expects grants to operate reliably on an honor system; however, WTTSF seeks to be scrupulously responsible for all funds raised and entrusted to it as an entity. Accurate budget and other documentation will, therefore, be required from all to whom grants are made available. The intent is not to be burdensome but, rather, to encourage professional accountability. **WTTSF will require reimbursement of any misdirected grant monies.**

4. One to three letters of support or partnership; CD or DVD of previous work if applicable; diagrams or sketches where appropriate. Proposals must have documented support from the community of benefit. For example: If a sculpture is being donated to a public park, the city must agree to receive and install it.

Though it is one of the expressed purposes of WTTSF to make assistance, in the form of grants, available to artists seeking to be of service to humanity through their work, WTTSF asserts the right to withhold granting of funds in any given cycle if there are no applicants who satisfactorily meet the established criteria, including but not limited to: timeliness; accuracy; thoroughness; accountability; compatibility with Baha'i principles and teachings; quality of work; and honesty.

WTTSF asserts the right to alter or establish new guidelines from time to time. Any changes will apply to future grant cycles and will be posted on the WTTSF website.

**Timelines and deadlines:**

**Short term grants** will be made three times per year for project to be initiated within three months of receipt of the grant and completed within nine months of funds disbursement:

Deadline: Received by September 15, 2010  
Notified, posted and disbursed by November 1, 2010

Deadline: Received by January 15, 2011  
Notified, posted and disbursed by March 1, 2011

Deadline: Received by May 15, 2011  
Notified, posted and disbursed by July 1, 2011

**Long term grants** will be made annually. Proposals for the first year should be received prior to November 1, 2010.

Awards will be announced by January 15, 2011 and disbursed by February 1, 2011.

When grantees are notified in writing of the acceptance of their proposals a letter of agreement/contract will be attached outlining all requirements of acceptance including, but not limited to: post project reporting and a release to use documenting photos, audio, video, etc .on the WTTSF website and any literature promoting WTTSF and WTTSF grants in the future. All rights to created materials belong to the artist(s). Recipients will also agree to reimburse WTTSF if expended funds are found to have been misappropriated or misrepresented.

**Post Grant Project Reports:**

Within 90 days of the completion of the project, WTTSF should receive a report – to be posted to the WTTSF website - containing the following:

An actual budget accounting of funds spent

A one page description of the project's service component with documenting photos, video, audio, etc.

Questions concerning proposals should be addressed to: [grants@wingstothe spirit.org](mailto:grants@wingstothe spirit.org)

All proposals and reports should be mailed to:

Wings to the Spirit Foundation, Inc.  
Grant Proposals  
113 Baybridge Drive  
Gulf Breeze, FL 32561