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**2022 BOROUGH CULTURE GRANT PROGRAM COVER SHEET AND PROPOSAL REQUIREMENTS: QUEENS**

Borough: QUEENS Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization and Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Project Manager Name and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Below are the items that are **required** before any request for a grant from the Borough Culture Grant Program will be considered:

\_\_\_\_\_\_ Amount of the grant being requested.

\_\_\_\_\_\_ Detailed description of the project being funded ***including*** its cultural programming objectives.

\_\_\_\_\_\_ Complete line item budget of the project, including a description of the line items to which grant funding would be applied.

\_\_\_\_\_\_ Detailed project or program marketing plan indicating how the project will be promoted to the public, including proposed vendors and outlets.

\_\_\_\_\_\_ Detailed project timeline indicating all significant milestones/phases.

\_\_\_\_\_\_ Detailed description of how project outcomes will be measured.

\_\_\_\_\_\_ Copy of the recipient organization’s 501(c)3 certification.

\_\_\_\_\_\_ Authorized Signature

**SUBMISSION DEADLINE: January 24, 2022**

**Proposals submitted after January 24, 2022 cannot be considered for funding in this grant cycle.**

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