



General Grant Cycle

General Grant Cycle, Letter of Inquiry

Year of Request*

Enter the year you are requesting consideration for funding.

Character Limit: 4

Before you begin:

*For an instructional document with helpful tips on how to complete your LOI in our online system, **please click here.***

About the Organization

Organization Name

Character Limit: 50

Fiscal Sponsor Name, if applicable

If your organization is not a 501(c)(3), please enter the full legal name of the sponsor organization.

Character Limit: 250

Geographic Focus*

Choose the selection that best describes your organization's geographic reach.

Choices

- International
- National
- New York State
- New York City

Mission Statement*

Character Limit: 1000

Year Founded*

Character Limit: 4

Annual Number Served by Organization*

Provide the total number of individuals directly served by the organization's programs each year.

Character Limit: 10

Number of Board Members*

Character Limit: 4

Number of Staff Members*

Provide the total number of full-time and part-time staff employed by the organization (excluding consultants and independent contractors).

Character Limit: 10

Number of Teaching Artists*

How many Teaching Artists are responsible for directly delivering arts education programs to participants? Note: this number may overlap with number of staff if TAs are on staff.

Character Limit: 10

Primary Art Discipline*

Please select the main art discipline that your organization focuses on

Choices

Dance

Moving Image (Media Arts)

Music

Spoken Word/Poetry

Theatre

Visual Arts

Secondary Art Discipline

Please select one additional art discipline that your organization is focused on (if apply). This question is optional

Choices

Theatre

Dance

Visual Arts

Music

Moving Image (Media Arts)

Spoken Word/Poetry

Other

Overview of Programs*

Provide a brief description of the organization's programs.

Character Limit: 2000

Alignment with Funding Priorities*

How does your organization's mission, core values, and activities align with the funding priorities of The Pierre and Tana Matisse Foundation?

Character Limit: 500

Fiscal Year End Date*

Format: MM/DD

Character Limit: 10

Organizational Budget Amount*

Enter the organization's current annual budget amount.

Character Limit: 20

Organization Budget Upload*

Upload a PDF of the organization's most recent budget including projected revenue and expenses.

File Size Limit: 5 MB

Arts Education Budget*

Enter the annual budget amount spent on arts education programs.

Character Limit: 20

Arts Education Program Budget*

What percentage of the Total Organizational Budget is spent on the delivery of arts education programs? (Depending on your organization's programs, this % may constitute all or part of your arts education program budget.) Format: ##%

Character Limit: 4

Top Five Active Funding Sources*

*If applicable, please list the grantor name and amount of the five largest awards that your organization has received from government, foundation, or corporate sources to support its **arts education** programs in the current fiscal year.*

Character Limit: 750

501(c)(3) Exemption Letter*

Upload the 501(c)(3) Exemption Letter issued by the IRS to your organization (or fiscal sponsor, if applicable).

File Size Limit: 1 MB

IRS Form 990*

Upload the most recent IRS Form 990 for your organization (or fiscal sponsor, if applicable).

File Size Limit: 7 MB

Audited Financial Statements

Upload your organization's most recent Audited Financial Statements.

File Size Limit: 5 MB

About the Program

Program Name*

Character Limit: 100

Number Served - Program*

Provide the projected number of individuals to be served by this program.

Character Limit: 10

Primary Participants*

What demographics, communities, and/or neighborhoods do you anticipate serving?

Character Limit: 350

Request Overview*

Provide a short description of the program for which your organization is seeking funding.

Character Limit: 5000

Art Discipline(s)*

Choices

Theatre

Dance

Visual Arts

Music

Moving Image (Media Arts)

Spoken Word/Poetry

Other

Primary Borough Served*

Choices

Bronx

Brooklyn

New York

Queens

Staten Island

Secondary Borough Served

Choices

Brooklyn

Bronx

Queens

New York

Staten Island

Program Location(s)*

Provide a list of the anticipated locations where the program activities will take place. You may list the addresses in the text box or upload the list as an excel document.

Character Limit: 1000 | File Size Limit: 5 MB

Projected Annual Cost of Program*

What is the annual cost of the program?

Character Limit: 20

Projected Annual Program Budget Upload

Upload a PDF document detailing the projected revenue and expenses for the program. Optional but helpful information to assist in understanding the program.

File Size Limit: 5 MB

Amount Requested - LOI*

Character Limit: 20

Grant Request Type - LOI*

Choices

One-Time

Other

How did you hear about the Matisse Foundation?*

Choices

Foundation Center

GuideStar

Referral from another 501(c)(3)

Website

Other

If you selected 'Other,' please explain.

Character Limit: 250
