

MATERIALS FOR THE ARTS RECIPIENT GUIDELINES

NYC DOE Public Schools

Use the [online application form](#)

All NYC DOE employees must apply with their DOE email address and school's physical address. Personal home and personal email address cannot be used to process DOE applications.

Principals:

The following format must be entered under the company organization – Name Field

- NYC DOE [insert school DBN here] – Name of school
 - Ex: *PS 110 in Manhattan should apply as: NYC DOE M110 – PS 110*

Teachers and School Staff: Most schools are already MFTA recipients. Please speak to your principal about being added to your school's list of authorized representatives.

For questions regarding a public school's application, account management or registration, please email education@mfta.nyc.gov.

New York City, State, and Federal Agencies (including Public Libraries, CUNY, SUNY)

Use the [online application form](#) and submit the following documentation listed below:

- A formal request letter on letterhead from an official representative addressed to Ms. Harriet Taub, Executive Director and must include the following:
 - A. Representative's job title and full contact information
 - B. Date and signature; unsigned letters will be returned.
 - C. Outline of your program and your need for materials

Please scan all submission materials and send via e-mail to applications@mfta.nyc.gov.

Nonprofit Organizations & Sponsored Artist's Projects

Use the [online application form](#) and submit the documentation requested below via e-mail to applications@mfta.nyc.gov. *Applications must be completed within 90 days.*

All requested documents must be submitted as MS Word documents, PDF documents or as JPEGs. Information or documentation that is submitted in the body of the email or any links to websites or Google Docs will not be accepted.

1. A formal request letter on official letterhead addressed to Ms. Harriet Taub, Executive Director and must include the following:
 - A. Your job title and contact information.
 - B. Date and signature; unsigned letters will be returned.
 - C. Description of your organization's arts programming
 - D. Mission Statement
 - E. List of Board of Directors and their titles if applicable
 - F. Fiscally sponsored artists must submit a resume, CV or bio of key personnel in lieu of the Board of Directors list.
 - G. Total annual operating budget
 - H. List and name your organization's funding sources (do not include the names of private donors)

2. Proof of nonprofit status or fiscal sponsorship (*only one is required*):
 - A. A copy of the IRS 501(c)(3) approval letter
 - B. New York State Charities Registration
 - C. A letter from sponsoring organization outlining the scope and timeframe of sponsorship.

3. Proof of recent Arts Programming (at least two years of established history, anything from the current year does not apply. All proof must be from prior years of programming) – **3 different forms must be provided from the following categories:**
 - A. Flyers
 - B. Programs
 - C. Images of artwork/arts programming in progress
 - D. Calendars/Schedule of events
 - E. Exhibition Catalogs
 - F. Playbills
 - G. Newsletters/Press Release