

MATERIALS FOR THE ARTS RECIPIENT GUIDELINES

Public Schools (New York City Department of Education)

Principals or School Staff: Use the [online application form](#) and under the Company or Organization - Name Field, enter your school number and name as "NYC DOE [insert school DBN here]." *For example PS 110 in Manhattan should apply as: NYC DOE M110. Please make sure you include your DOE e-mail, e.g. (example@schools.nyc.gov).*

Teachers and School Staff: Most schools are already Materials for the Arts recipients. Speak to your principal about using his or her password at MFTA.org to add you to your school's list of authorized representatives. Principal's passwords can be [requested here](#).

For questions regarding a public school's status with MFTA, please email education@mfta.nyc.gov or call 718-729-2165.

City, State, and Federal Agencies (including public libraries, CUNY, SUNY)

1. Please use the [online application form](#).
2. Submit a letter from an official representative outlining your program and your need for materials. The letter, addressed to Executive Director Harriet Taub, should be on official letterhead and must include: representative's title, full contact information, and signature.
3. A contract will be mailed. This contract must be signed by the official representative and returned to MFTA by mail (33-00 Northern Blvd., Floor 3, Long Island City, NY 11101)

Nonprofit Organizations & Sponsored Artist's Projects

Please use the [online application form](#) and gather the following items to support your application. Only complete applications will be considered. Please complete your application within 90 days of submitting the online application form.

Submit all materials at one time by e-mail to info@mfta.nyc.gov or by mail to 33-00 Northern Blvd, Floor 3, Long Island City, NY 11101.

1. Letter from an official representative outlining your program and your need for materials. The letter, addressed to Executive Director Harriet Taub, should be on official letterhead and must include: representative's title, full contact information, and signature.
2. Your organization's mission statement
3. Proof of nonprofit status, which can be either an IRS 501(c)(3) tax determination letter or a New York State Charities Bureau Registration. *(Artist's projects should request that their sponsoring organization submit its IRS 501(c)(3) tax determination letter to MFTA along with an official letter outlining the scope and timeframe of sponsorship)*
4. A list of your organization's board of directors *(Artist's projects should submit CVs or resumes of key personnel in lieu of the board of directors list.)*
5. A list of your organization's funding sources
6. Documentation of at least one year of your organization's ongoing arts and cultural activities (flyers, photographs, calendars, exhibition catalogs)

New York Foundation for the Arts, The Field, Fractured Atlas, and New York Live Arts have IRS 501(c)(3) tax determination letters on file with MFTA. Artist's projects sponsored by these organizations should only request a letter outlining the scope and timeframe of sponsorship.

Please Note: MFTA does not support start-up organizations. You must have proof of ongoing art activity, not plans for future art activity.