



## **NPN Take Notice Fund Guidelines & Application Instructions**

### **Important Dates:**

Application opens in the grant portal on Monday August 5, 2024

Application closes in the grant portal on **September 30, 2024 at 11:59 pm (CST)**

Apply here: <https://npnetwork.smartsimple.com>

## **NATIONAL PERFORMANCE NETWORK / TAKE NOTICE FUND**

Please review the guidelines carefully before beginning the online application. We strongly encourage you to complete your application narrative and gather documents before starting the online application. Applications will only be accepted via [Smart Simple](#). Staff can assist applicants on weekdays between 10:00 a.m. and 5 p.m. (Central Time).

### **VISION + PURPOSE**



The National Performance Network envisions a world in which artists of color living and working in the South have the power, resources, and opportunities to thrive. NPN is committed to building visibility and resources for artists living and working outside large art centers whose bodies of work contribute to this country's discourse about racial equity and cultural preservation.

The Take Notice Fund (TNF) celebrates generative artists and culture bearers of color living and working in Louisiana whose work demonstrates artistic excellence and dedication to their practices. Annually, NPN awards 30 grants of \$5,000 through a competitive process. The grant funds are unrestricted and intended to support artistic projects or activities that advance the artist's creative practice, career, and well-being.

To learn about the previous Take Notice Fund grantees, [click here](#).



**FORD  
FOUNDATION**

The National Performance Network's Take Notice Fund was created with seed funding from The Ford Foundation's [Creativity and Free Expression](#) program.

### **WHO CAN APPLY**

Take Notice Fund is open to generative artists and culture bearers who identify as Black, Indigenous, and People of Color (BIPOC) living and working in Louisiana.

### **ELIGIBILITY**

- Applicants must meet NPN's definition of generative artist or culture-bearer, which is defined as **those currently active in conceiving and creating new original work**. We cannot support artists whose work focuses on the interpretation, performance, development, or production of others' creative work.

- Artists must identify as Black, Indigenous, or People of Color (BIPOC)
- Applicants must be Louisiana residents for at least five consecutive years at the time of the application and throughout the grant period. Artists at any career stage may apply but must be at least 18 years old at the time of application.
- Individual artists, as well as ensembles/collectives/collaboratives, may apply. For groups to apply, a majority of artists within the collective must meet all eligibility criteria independently. The group must have a demonstrated history of creating new work collectively and submit a single application, with funds shared equally. Artists may apply as individuals or as ensemble/collective/collaborative members. Members of a group may not apply for the same project individually.

**Eligible disciplines include:**

- Dance: Choreographers creating new original work in any dance genre (ballet, modern, hip hop, experimental, etc.)
- Music: Composers and sound artists creating original work in any musical genre (chamber, experimental, jazz, etc.)
- Theater/performance art/spoken word: Primary creators of devised work, performance or spoken word artists creating new original work, and playwrights
- Film/media: Filmmakers, video, digital production, and new media artists creating new original work (web-based, computational, virtual, interactive, data and/or technology-driven, etc.)
- Literature: Fiction writers, creative nonfiction writers, poets, and playwrights creating new original work
- Visual arts: Visual artists in any discipline (including public art, social practice art, and graffiti/street art)
- Black Masking Indians: Culture bearers who create beaded, sequined, and feathered suits to honor the masking tradition, currently hold positions in a New Orleans based masking tribe and celebrate on St. Joseph's Day, Super Sunday, and Mardi Gras.
- Other folk/traditional artists and culture bearers: A member of a community who practices their community's artistic or creative expressions by creating new original work. Knowledge of these arts or skills is most often passed from person to person within the cultural group, and the art expresses the community's values or aesthetics.

**WHO IS INELIGIBLE AT THIS TIME**

- Nonprofit organizations
- Recipients of NPN's Creation Fund in the previous three years (2022, 2023 and 2024)
- Recipients of NPN's Southern Artist for Social Change in the year 2024
- Previous recipients of NPN's Take Notice Fund
- Artists under 18 years of age at the time of the application.
- Artists who are high school, college, or graduate students currently enrolled in a degree-granting program at the time of application or during the grant period.

- Artists whose work focuses on the interpretation, performance, development, or production of the creative work of others.
- Current NPN staff, partners and board members
- Curators and researchers
- Foodways, culinary, or botanical practitioners

## HOW TO APPLY

Take Notice Fund applications are only accepted via Smart Simple, an online platform. We encourage you to create an account and start your application well in advance of the deadline. When using the platform, please let us know if you encounter any glitches or if something does not work how it should. We are here to help troubleshoot any problems you might have.

**You will find instructions to create an account in the APPLICATION GUIDE below.**

[Click here](#) to watch a pre-recorded **information session**. This webinar provides details about the Take Notice Fund grant to applicants and goes over the Letter of Intent.

### Helpful Hints and Tips

- Review the **APPLICATION GUIDE** (see below) to prepare for the online application.
- Keep it clear and concise! We don't judge applications on grantsmanship, so use plain language.
- When responding to the questions in the Artistic Information section, you should discuss how your artistic work meets and exemplifies the evaluation criteria.
- If working with collaborators, you should give yourself enough time to write together and invite them to collaborate on the application through NPN's online grantmaking system.
- Do you want to respond to the application in video form? No problem! Just record your responses and paste a link with your audio and video responses (YouTube, Soundcloud, etc.) into the appropriate fields. Make sure to state and answer each question in your video.
- Use a word processing tool to type and edit your responses first and then copy/paste your answers into the online application in the grant portal.

## SELECTION PROCESS

The NPN staff will review all applications for eligibility and comprehensiveness. All applications, determined to meet the eligibility requirements, will be reviewed by a panel of community members and colleagues in the arts and cultural sector.

Applications will be evaluated on the following criteria:

- **Statement of Artistic Excellence and Innovation:** The applicant makes a clear and compelling case of generative and innovative work that consistently pushes boundaries within their discipline.
- **Potential Impact:** The value of this funding opportunity to support and expand the applicant's work and practice is transparent and compelling.

- **Artist Résumé:** The résumé shows consistent advancement of the applicant’s creative practice and dedication to the exploration of new artwork.
- **Quality of Work based on Work Samples:** The work samples submitted show strong artistic merit and quality of work within the applicant’s field of practice.

## NEED ASSISTANCE

NPN staff is available to assist applicants on weekdays between 10:00 a.m. and 5 p.m. the hours 10:00 am until 5 pm (Central Time). Generally, on the deadline day, the staff receives a high volume of calls from applicants needing support, and sometimes we can assist everyone. We encourage you to seek assistance and submit your application early.

**Daniel Pruksarnukul** (he/him/his), Program Assistant  
*Technical difficulties, agreement processing, and payments*  
[daniel@npnweb.org](mailto:daniel@npnweb.org)  
504.595.8008 x703

**Stephanie Atkins** (she/her), Director of Southern Programs  
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[stephanie@npnweb.org](mailto:stephanie@npnweb.org)  
504.595.8008 x702

**National Performance Network (NPN)**  
P.O. Box 56698 | New Orleans, LA 70156-6698  
Phone: 504.595.8008  
<http://www.npnweb.org>



## APPLICATION GUIDE

Online Application Link: [here](#)

Application Deadline: **Monday, September 30, 2024 (11:59 pm CST)**

We use the Smart Simple platform to accept online applications and have created this guide to help you navigate the system and application. If you experience technical difficulties, please contact our Program Assistant, Daniel Pruksarnukul, at [daniel@npnweb.org](mailto:daniel@npnweb.org) or 504.595.8008 x703.

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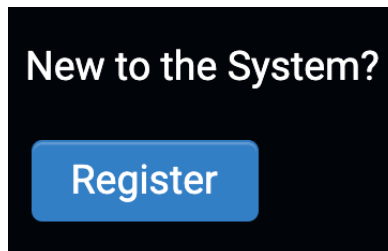
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## **STEP 1: ARTIST ACCOUNT INSTRUCTIONS**

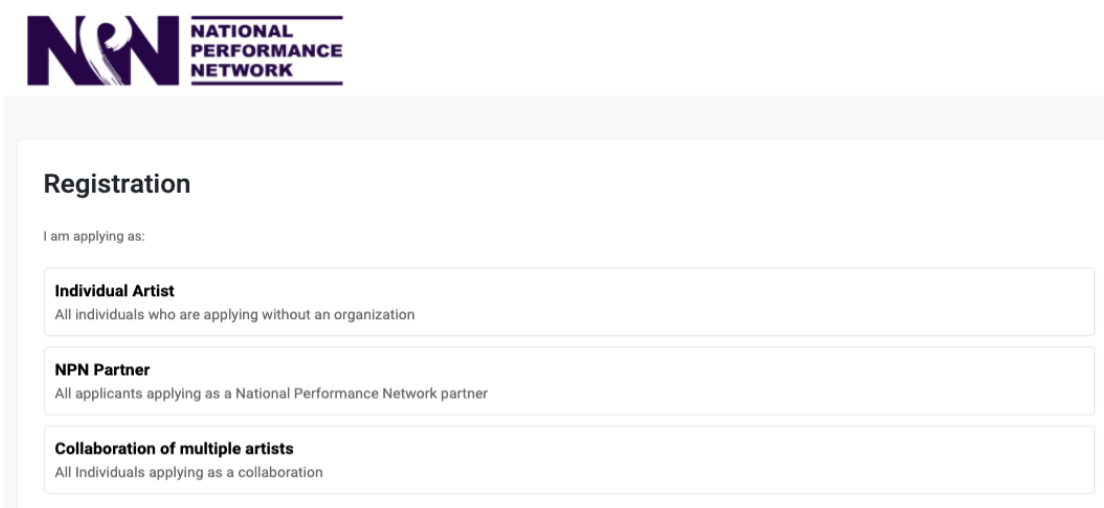
- **1.1 Artist: Setting up an Account**

If you already have an account, login here: <https://npnetwork.smartsimple.com/>.

If you do not already have an account and need to create one in our system, go to this link in your web browser: <https://npnetwork.smartsimple.com/> and click the “Register” button to set up a new account.



Select the option to apply as an “Individual Artist” or a “Collaboration of multiple artists.”



**NPN** NATIONAL PERFORMANCE NETWORK

### Registration

I am applying as:

**Individual Artist**  
All individuals who are applying without an organization

**NPN Partner**  
All applicants applying as a National Performance Network partner

**Collaboration of multiple artists**  
All Individuals applying as a collaboration


Fill out and submit your information. Check your email account to log in using the link provided. You will be prompted to create a password:

### Account Activation

New Password:

Confirm Password:

Policy: Password must have at least 6 characters

I'm not a robot  reCAPTCHA Privacy - Terms

- **1.2 Artist: Starting the Take Notice Fund Application**

Once you have set up your account, click the “Grantee Home” link to return to the dashboard. Under “My Applications,” select the “Funding Opportunities” button.

# 1

## Funding Opportunities

### Opportunity Details

You should select the Take Notice Fund opportunity. If other opportunities are open, please review the eligibility before starting applications.

#### ***The Take Notice Fund***

Eligibility: artists and culture bearers who identify as Black, Indigenous, and People of Color (BIPOC) who live and work in Louisiana. For artists who have not previously received a Creation Fund in 2022, 2023, or 2024, Southern Artist for Social Change in 2024, and Take Notice (2021, 2022, or 2023). Please download and review the guidelines for full eligibility criteria.

**Deadline: 2024-09-30**

# 1

## Draft Applications

*QUICK TIP: Always “Save Draft” before beginning your application. At any point, you can save your work and return to it later by finding it in the dashboard under the “Draft Applications” button.*

### **PART 2: APPLICATION**

*\* Indicates a required field. Your application will not be accepted with empty fields.*

#### **TAB ONE: ELIGIBILITY**

Please complete the following questions to determine if you are eligible to apply for this round of the Take Notice Fund.

**\* Have you received the following grants or subsidies: Take Notice Fund, Southern Artists for Social Change (2024), and/or Creation Fund (2022, 2023 and 2024)?**

- Yes      *You are ineligible, please withdraw your application*
- No        *You are eligible, please save and continue*

**\* Are you 18 years or older?**

- Yes      *You are eligible, please save and continue*
- No        *You are ineligible, please withdraw your application*

**\* Do you identify as BIPOC (Black, Indigenous, or a Person of Color)?**

- Yes            *You are eligible, please save and continue*
- No             *You are ineligible, please withdraw your application*

**\* Are you a resident of Louisiana?**

- Yes            *You are eligible, please save and continue*
- No             *You are ineligible, please withdraw your application.*

**\* Have you lived in Louisiana for at least five (5) years?**

- Yes            *You are eligible, please save and continue.*
- No             *You are ineligible, please withdraw your application.*

**TAB TWO: APPLICANT INFORMATION**

**\* Applicant Information**

- Enter the name of the primary contact for this application.
- Enter the title of the primary contact for this application.
- Enter the email address of the primary contact for this application.

**TAB THREE: ARTIST / COLLECTIVE INFORMATION**

**\* Artist/Collective Information**

- Preferred Full Name
- Preferred Pronouns
- Professional Title
- Artist Website (optional)
- Phone
- Email
- Mailing Address

**\* Artist/Company/Collective Name**

*If awarded, this is how you will be listed/credited publicly. Please share your artist or company name as you would like it to be referred to. If you are applying as an artist who goes by a stage name or as part of a company or collective, input that name.*

Collaborating Artists / Collectives / Ensembles

**\* Are you applying with collaborators, an ensemble, or a collective?**

- Yes
- No

**How many total artists are in this group (collaboration, ensemble, collective, etc.)?**

Please input the number of each artist/company member/collaborator including the primary contact.

- Artist Name
- Preferred Pronouns
- Artist Website (optional)
- Phone
- Email
- Mailing Address

**\*Please list their names and contact information using the suggested format:**

- Artist Name
- Preferred Pronouns
- Artist Website (optional)
- Phone
- Email
- Mailing Address

## **DEMOGRAPHICS**

NPN collects demographic data about artist recipients of NPN funding to understand how our support aligns with [our mission](#) of advancing racial and cultural justice, the redistribution of wealth, and contributes to the diversity of the arts sector. Likewise, as a network and service organization, we are responsible for reporting data to our funders.

The categories and definitions below expand upon [Candid's Philanthropy Classification System](#). As a movement builder that advocates for systems change, we have adapted Candid's Classification system to better reflect NPN's constituents and our own needs.

While we recognize that some of this data may seem personal, we ask that you respond to the best of your ability. We also acknowledge that the terminology we use is imperfect and constantly evolving. We actively strive to update our demographic terminology as new information becomes available. If you have any questions, recommendations, or issues please contact Programs Manager Nick Huster at [nick@npnweb.org](mailto:nick@npnweb.org).available.

## **LEAD ARTIST DEMOGRAPHICS**

### Race and Ethnicity

**\*Do you identify as BIPOC (Black, Indigenous, and/or a Person of Color)?**

- Yes
- No

**\*Please indicate how you identify. You may select multiple options**

- Black, African-American, or African descent
- Asian-American, Pacific Islander, or Asian descent
- European descent
- Indigenous, Native, Native-American, or First Nations peoples
- Latinx/Latine, Latin-American, Central or South-American descent
- Southwest Asian or North African descent
- Multiracial peoples

**If you'd like to share more details about specific race, ethnic, national groups, and tribal/band affiliations with which you identify (for example: Lakota/Dakota, Iranian and Azeri/Persian, Quechua, Mexican, Singaporean, Honduran and Garifuna, etc.), please do:**

### Gender Identity and Sexual Orientation

**\*Gender Identity**

- Woman
- Man
- Intersex
- Gender nonconforming, nonbinary, or two-spirit
- Prefer not to say



- Prefer to self-describe

**\*Do you identify as transgender, nonbinary, or gender nonconforming?**

- Yes
- No
- Prefer not to say
- Prefer to self-describe

**If you would like to self-describe your gender identity, please do:**

### **Sexual Orientation**

**\*Do you identify as LGBTQ+ (Lesbian, Gay, Bisexual, Queer, plus)?**

- Yes
- No
- Prefer not to say

### **Disability and Access**

**\*Do you consider yourself a member of the disability and/or Deaf community?\***

- Yes
- No
- Prefer Not to Say

**If you'd like to share more details, please do:**

**Do you have specific mobility or access requirements, or require assistance such as a signer, aide, cognitive navigator, or personal care-partner?** *This information helps us to plan for more funding towards engagements where additional mobility or access requirements are needed.*

### **Age Demographics**

**\*Please indicate your age range.**

- Under 30
- 30 - 39
- 40 - 49
- 50 - 59
- 60 - 69
- 70 - 79
- 80+

### **Geographic Demographics**

**\*You live in an area that is described as:**

- Urban
- Suburban
- Rural
- Tribal
- Geographically Isolated

**\*In which Louisiana state parish do you live?**

# ARTIST/COMPANY MEMBER/COLLABORATOR DEMOGRAPHICS

Please input the number of each artist/company member/collaborator (including the primary contact) that identifies as the following, if known. We understand projects or collectives in the early stages of development may not have this information.

## **The number of artists/company members/collaborators participating:**

The number of artists working on this project should match the demographics below.

## Race and Ethnicity

### **How many artists/company members/collaborators identify as the following?**

- BIPOC (Black, Indigenous, and/or Person of Color)
- Asian-American, Pacific Islander, or Asian descent
- Black, African-American, or African descent
- European descent
- Indigenous, Native, Native-American, or First Nations peoples
- Latinx/Latine, Latin-American, Central or South-American descent
- Southwest Asian or North African descent
- Multiracial peoples

**If you'd like to share more details about specific race, ethnic, national groups, and tribal/band affiliations (for example: African American, Lakota/Dakota, Iranian and Azeri/Persian, Quechua, Mexican, Singaporean, Honduran and Garifuna, etc.), please do:**

## Gender Identity

### **How many artists/company members/collaborators identify as the following?**

- Women
- Men
- Trans
- Gender non-conforming, non-binary, or two-spirit
- Intersex
- Prefer not to say
- Prefer to self-describe

**If they prefer to self-describe their gender identity, please do so here:**

## Sexual Orientation

### **How many artists/company members/collaborators identify as the following?**

- LGBTQ+(Lesbian, Gay, Bisexual, Queer, plus)
- Heterosexual
- Prefer not to say

## Disability and Access

**How many artist/company member/collaborators consider themselves a member of the disability and/or Deaf community?**

**If you'd like to share more details, please do:**

**Do any artist/company member/collaborators have specific mobility or access requirements, or require assistance such as a signer, aide, cognitive navigator, or personal care-partner? This information helps us to plan for more funding towards engagements where additional mobility or access requirements are needed.**

## Geographic Demographics

**How many artist/company member/collaborators live in an area that is described as?**

- Urban
- Suburban
- Rural
- Tribal
- Geographically Isolated

**Please indicate which Louisiana state parishes your collaborators live in.**

## **TAB FOUR: ARTISTIC INFORMATION**

### **ARTISTIC/CULTURAL PRACTICE NARRATIVE**

Please note decisions are not based on language, grammar, or writing. There are two options for responding to the questions in the narrative sections: 1. You can fill out the fields with written responses, or 2. You can paste a link with your audio or video responses (via YouTube, Vimeo, Soundcloud, etc.).

#### **\*Artist/Collective Biography**

Tell us briefly about yourself and your artistic practice. NPN may include this bio in our announcement. If you are applying with an artist group, a collective, an ensemble, etc., tell us about the individuals in the group and the collective's work.

*200-word limit*

#### **\*What is your Career Stage?**

*If you are applying with a collaborative group, an ensemble, or a collective, the lead artist should indicate their career stage in this field. The other collaborating artists should display their career stages on their individual artist résumés/CVs.*

- Emerging (10 years or less)
- Mid-career (10-25 years)
- Established (25 years or more)

#### **\*Project Disciplines**

Please select the discipline(s) that best represents your artistic practice (and the artistic practices of your collaborators if applying as a group). Your selection of discipline should be apparent in your work samples.

##### **\* Project Disciplines**

Please select the discipline(s) that best represents your artistic practice (and the artistic practices of your collaborators if applying as a group).

- |  |   |  |                                      |  |
|--|---|--|--------------------------------------|--|
| <input type="checkbox"/> Clay/Ceramics     | <input type="checkbox"/> Culture Bearer | <input type="checkbox"/> Dance           | <input type="checkbox"/> Design      | <input type="checkbox"/> Drawing       |
| <input type="checkbox"/> Installation      | <input type="checkbox"/> Literary Arts  | <input type="checkbox"/> Media Arts      | <input type="checkbox"/> Mural       | <input type="checkbox"/> Music         |
| <input type="checkbox"/> Oral Storytelling | <input type="checkbox"/> Painting       | <input type="checkbox"/> Performance Art | <input type="checkbox"/> Photography | <input type="checkbox"/> Printmaking   |
| <input type="checkbox"/> Public Art        | <input type="checkbox"/> Puppetry       | <input type="checkbox"/> Sculpture       | <input type="checkbox"/> Spoken Word | <input type="checkbox"/> Textile/Fiber |
| <input type="checkbox"/> Theater           | <input type="checkbox"/> Visual Art     | <input type="checkbox"/> Other           |                                      |  |

**If you selected Culture Bearer, please specify:**

- Indigenous / Native / First Nations cultural practices and traditions
- Black Masking Indian cultural practices and traditions

**\*Discipline Statement**

Describe your artistic/cultural practice and body of works. It can be as simple as “I am a new music composer” or give a more detailed explanation of your practice. What do you want your audience to understand about your artwork?

150-word limit

**\*Innovation Statement**

Share how you develop your work, experiment with new ideas, take risks, and push boundaries. If your work is community-based or social practice, tell us your connection to the community in which your work is based.

400-word limit

**\*Impact Statement**

Describe how this award will make a difference for you. What will the funding and recognition do for you, your work, and your practice? How will you use the money to expand your practice and access other opportunities? Why is this important for advancing your career at this time? Feel free to keep it simple!

200-word limit

**COLLATERAL AND SUPPLEMENTAL MATERIALS**

**\*Upload a recent photo representing the artist/culture bearer or collective. Use the blue button.**

Please upload an image/photo of good quality. We will use this photo to promote the award if the project is awarded.



**\*Photo credit for the attached photo.**

Please include the artist’s or the collaborative/ensemble/collective’s name. You can include the names of other artists in the photo and give photo credit to the photographer. If you prefer to submit a work of art to represent you, list the work’s title. Example: Onye Ozuzu performing “Project Tool” at Sweet Water Foundation in Chicago (2019). Photo: Erielle Bakkum Photography.

50-word limit

**\*Image description for attached photo**

Please include an image description of the photo, which will be included with the photo credit for people with a vision impairment or low vision. Briefly describe what can be seen in the image, starting with the most prominent or important thing. If there’s no easy place to begin, go left to right. Include text in “quotation marks,” but don’t repeat any info shared in the caption. Describe prominent physical features of yourself or others, including physical disabilities. Do not assume the gender of people in the photo; only use gendered pronouns if you know them. Skin tone should be described so as not to censor visual information—we recommend using emoji terms: light-skinned, medium light skinned, medium skinned, medium dark skinned, and dark skinned. When ethnicity is known, you can include this information (e.g., Asian American, Black, Latino/a/x).

50-word limit

*Example: A medium-skinned man mid-movement dancing. His feet graze the ground, arched in movement, arms over his head touching the ground, almost in a backbend. He is wearing simple pants, a crown, and bracelets on both wrists made of green leaves.*

### **\*Artist Résumé/CV**

This document should provide an overview of your professional art experience, accomplishments, education and/or training, years of activity, and other information about your artistic career with at least five years of demonstrated work in Louisiana. It is much like a job résumé, except its focus is your art career. Your artist résumé must be submitted as a .pdf file (no more than eight pages). *If you apply with a collaborative group, an ensemble, or a collective, each member must submit their artist résumé/CV.*



## **TAB FIVE: UPLOADS**

### **\*Work Samples**

Examples of Artistic/Cultural Practice

This is crucial for your application. Think of this section as your opportunity to demonstrate artistic excellence and innovation by sharing samples of your work. NPN wants to see the artwork that you created. Include examples of your strongest work that best represents your artistic practice. Upload your work samples numbered in the order you'd like the panel to review them. *If you are applying with a collaborative group, the group must have a demonstrated history of creating new work collectively and submit work samples of the group's work. If you want, you can also submit each member's work samples to show their strengths.*



### **\*Work Sample Description List**

A work sample description list should include a one-two sentence description of each work, its titles, and the year of completion (PDF format).



### **\*Tips and Helpful Hints**

- Visual Artists: Submit ten (10) or more images of different works in JPG, GIF, or TIFF format and/or five video links (YouTube, Vimeo, etc.). A work sample description list should include a one-two sentence description of each work, title, and year of completion (PDF format).
- Performing artists: Submit eight (8) or more videos and/or audio links (YouTube, Vimeo, mp3, etc.) of different works. Provide cue instructions (5 minutes is the maximum). A work sample description list should include a one-two sentence description of each work, title, and year of completion (PDF format).
- Writers: Submit five (5) or more work samples of no more than ten (10) pages total (PDF format). A work sample description list should include a one-two sentence description of each work, title, and year of completion (PDF format).

### **Work Sample Guides**

Make sure your work samples are well-documented and cohesive and follow the work sample guidelines.

### **Videos**

- Eight (8) to ten (10) video links
- Maximum of 5 minutes total

- Trim samples to the selection you want panelists to review or include cue times to excerpt longer samples. Avoid long intros, fade-ins/outs, etc.
- Links to YouTube, Vimeo, etc. are okay.
- Acceptable file type(s): .avi, .m4v, .mov, .mpg

### Plays and/or Scripts

- Manuscripts with a maximum of 10 pages, plus one synopsis page
- Multiple poems, stories, pieces, or excerpts should be combined into one file
- If the work sample consists of multiple excerpts, use the synopsis page to give information for each sample. A synopsis page can include publication dates, whether the selections are from a larger series, additional descriptions, or details about where the piece fits within a larger body of work. It can be single- or double-spaced.
- Acceptable file type: .pdf

### Images

- Minimum of ten (10) images
- Recommended 72 PPI/dpi (standard web resolution)
- Submit one piece per file
- Do not collage several angles or multiple pieces within one image
- Acceptable file type(s): .gif, .jpeg, .tiff

### Audio

- Maximum of ten (10) minutes total
- Trim samples to the selection you want panelists to review or include cue times to excerpt longer samples. Avoid long intros, fade-ins/outs, etc.
- Submit an individual file for each song or work
- Submit one artwork (song, performance, etc.) per file; do not collage multiple pieces within one file.
- Don't submit music scores.
- Acceptable file type(s): MP3, MP4, M4A, FLAC, WAV, WMA, and AAC

### \*Verification of Residency and Identity – JPG, GIF, or TIFF

Applicants must be primary residents of Louisiana and hold a current proof of residency. Please upload a photo of your state-issued identification (e.g., driver's license or other government-issued photo ID with a name that matches your application). Please do not upload social security cards, passports, birth certificates, or billing statements. *For collaborative groups, ensembles, and collectives, a majority of artists within the collective must meet all eligibility criteria independently. Please upload a photo of each member's state-issued identification (e.g., driver's license or other government-issued photo ID).*



### Optional Letter of recommendation

This should be written by someone familiar with your recent work and overall career. The letter should state your relationship with the writer, describe your innovative work, and why they think you should receive the award. If you choose to include one, the letter must be a . PDF file and no more than one to two pages.



## **TAB SIX: OTHER INFORMATION**

If available, you can share links to websites, Facebook, Instagram and other social media handles for the artist, project, or organization. The application will not be judged on these links. These may be used to help share the news if your application is awarded. Please input full URLs including "https://". For example: <https://www.facebook.com/ArtistFacebook> or <https://www.instagram.com/ArtistInstagram>.

- **Website:**
- **Facebook:**
- **Instagram:**
- **Twitter:**
- **Other Social Media:**

**Is there anything else you want us to know?**

100-word limit

### **SUBMISSION**

#### **Section 2: Notification Emails**

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Once you have completed the application, you can submit it. You will receive an email confirmation.

Greetings *Artist Applicant's Name*,

Thank you for completing the National Performance Network's *Take Notice Fund* application. Attached is a copy of your application for your records. The staff reviews all applications for eligibility and comprehensiveness. A panel of community members and colleagues in the arts and cultural sector will review all applications determined to meet the eligibility requirements.

You will receive a notification once the review process is complete. Please be patient as we review all applications.

Best regards,  
NPN Staff