



DC Commission on the Arts and Humanities

FY2013

Sister Cities International Arts Grant (SCIAG)

Pre-Application Questions and Letter of Intent (LOI) Instructions/Template

Letter of Intent Deadline: Thursday, January 3, 2013 by 6:00PM

Full Application Deadline: Tuesday, February 19, 2013 by 6:00PM

PLEASE FIND ALL SCIAG QUESTIONS AS THEY APPEAR WITHIN IN THE SCIAG APPLICATION.

If your LOI is selected for further consideration, you will be invited to complete the full SCIAG application.

Sister Cities International Arts Grant Pre-Application Questions

1. The applicant's project works with which District of Columbia Sister City: (check all that apply)

Bangkok, Thailand	Athens, Greece
Dakar, Senegal	Seoul Metropolitan Government, Republic of Korea
Beijing Municipality, People's Republic of China	Accra, Ghana
Brussels Capital Region, Belgium	Sunderland, United Kingdom – George Washington's Ancestral Home
Tshwane (Pretoria), South Africa	Rome, Italy
Paris, France	Ankara, Turkey

2. Contact in Sister City:
Contact Name, Organization name, address, phone, email
3. Provide the context for your relationship with the artist(s) or organization(s) in the Sister City.
4. Legal Status of applicant
5. Institution Type
6. Applicant Discipline
7. Project Discipline
8. Artist Type
9. Type of Activity

**DC Commission on the Arts and Humanities
FY13 Sister Cities International Arts Grant
Letter of Intent**

SCIAG INSTRUCTIONS FOR Letter of Intent

- *Letters of Intent may not exceed two pages so responses must be concise.*
- All LOI must be uploaded in PDF form via Zoom Grants.
- LOI must be on organization letterhead, if applicable.
- LOI file names should indicate the name of the applicant or recognizable acronym for the applicant followed by "LOI.pdf".
- If applying as an organization, the LOI must be signed by Executive Director.
- If applying as an individual, the LOI must be signed by the applicant.

USE THE FORMAT ON THE NEXT PAGE FOR LOI RESPONSES – Applicants must use the headings in bold

Contact Information

If you need assistance regarding application questions for the Sister Cities International Arts Grant, please contact Regan Spurlock at regan.spurlock@dc.gov or 202-724-5613.

[INSERT APPLICANT'S LETTERHEAD/LOGO]
or
[INSTERT APPLICANT'S CONTACT INFORMATION]

**DC Commission on the Arts and Humanities
FY13 Sister Cities International Arts Grant
Letter of Intent**

Date:

Executive Summary:

[Applicants response must include the following sections: Applicant's History, Mission, Recent Accomplishments, Target Population and Number of Individuals Served.]

Project Summary:

[Describe proposed international arts project and activities. Provide specific information about artistic discipline(s) delivered; communities served in DC and/or in the Sister City; venue(s) used; and major partnerships or community resources, both in DC and in the Sister City.]

Project Goals/Creative Economy:

[How will the project foster cultural exchange and be mutually beneficial, artistically and economically?]

Timeline:

[Provide a projected timeline and/or schedule of planned activities related to the grant request. Include main project activities, key dates and location of activities.]

Budget:

[Provide estimated costs and budget items related to the grant request. Do not include in-kind support. Only Organizations are required to match.]

Signature:

Signatory Name:

Signatory's Title: