**400 Year African American Commemoration**

January 3, 2019

Grantors Name & Title

Grantors Organization Name

1234 West Brown Street

City, State, Zip

Dear Name:

Your Non-Profit Organization (NNPO) would like to thank the Grantors Organization Name for its commitment to the performing arts Project Name. On January 8th, 2018, Congress passed into law House Resolution 1242 to commemorate 400 years of African American history and contributions to the United States of America. The Commemoration is scheduled to begin in 2019. The National Parks Commission was organized to lead the national initiative.

NNPO is requesting $10,000 to kick off the festivities on Date at Location in your City, your State. The vision for the 400 Year Commemoration consists of a day-long event that includes storytelling, reenactments, and musical productions.

This day long production will cover past and present day African American culture, history, and contributions. The program’s theme will cover Egypt to Jerusalem, the Slave Coast of Africa to America:

Main Stage performances will commemorate 400 years of African American history here in the United States. While, Main Street performances will consist of street reenactments of prior time and history before the United States. The events of the day will consist of on-stage performances commemorating over 400 years of African American history that transpired before and after our arrival here to the United States.

|  |  |  |
| --- | --- | --- |
| **Program** | **Show Times** | **Main Stage** |
| 10:00 am to 10:00 pm | 1:00 pm | 400 Years |
|  | 4:00 pm | 400 Years |
|  | 7:00 pm | 400 Years |
|  |  |  |
|  | **Hourly** | **Main Street** |
|  | Set 1, Scene1 | 400 Years |
|  | Set 2, Scene2 | Egypt |
|  | Set 3, Scene3 | Jerusalem |
|  | Set 4, Scene4 | Slave Coast |
|  | Set 5, Scene5 | United States |

My name is Mary Jane. Include BIO with a few paragraphs of credentials. Sample: My good fortune is to have had a career in Community Economic and Development. Community service is a laborious but worthy cause. My career focus was employment and training i.e. job skills and self-employment training. As an Executive Director and Business Manager of several organizations for more than 20 years, I have managed city, state, and federal contract awards upwards to $5 million.

Developing employment and training curriculum was instrumental in the success of these programs. For over a decade, this curriculum had national acclaim with the banking industry and was accredited by the Community College District for in-person and online course work. This skill is what has led to my capacity to create story boards, for storytelling and reenactments. In July of 2018, one of my more recent works, I created a seven minute video to announce H.R. 1242. The video currently has 38K views with minimal promotion, a lostnowfound.us production.

In my personal life, I am surrounded by artist, dancers, and musicians. My faith and upbringing has kept me very active as a lead singer, choir member, performing live concerts and other productions. Some of the highlights of my concert experience include live performances with … Plays and productions include …

|  |  |  |  |
| --- | --- | --- | --- |
| **BUDGET** | **Arts Grant** | **Grant Request** | **$10,000** |
| Outreach and Printing | Surrounding Zip Codes | Mailers and promotions | $ 2,000 |
| Artist | Story Telling and Music | Actors, Singers, Musicians, Dancers | $ 7,000 |
| Staging | Props and Equipment | Streets Sets and Scenes | $ 1,000 |
|  |  | **Total Arts Grant** | **$10,000** |
|  |  |  |  |
| **INKIND Contributions** | Green Tree Park (TBD) | Event Location | $ 3,500 |
|  | Vendors | Food and Retail | $10,000 |
|  | Volunteers | Guides and Security | $15,000 |
|  | Administration | Labor | $20,000 |
|  |  | **Total Inkind** | **$48,500** |
|  |  |  |  |
|  |  | **Total Budget** | **$58,500** |

As an educator, artist, and historian, my team and I have compiled the necessary research and artifacts to deliver a positively empowering day of arts, culture, education, and entertainment. I look forward to continuing this conversation. To schedule an appointment contact us at abc@gmail or 123.456.7890. Or, give on-line at www.lostnowfound.us. All contributions are tax deductible.

Sincerely,

Attachments: Public Arts Program Application and Budget, Statement of Purpose, Professional Resume, Artists TBD, House Resolution 1242 and Interior Department