

Community Library Friends of the Arts, Inc. Mini-Grant Program

Who may apply?

Not for Profit local organizations with 501 c (3) status, local agencies whose mission is serving the residents of the Mastics, Moriches and Shirley; official civic groups in the Mastics, Moriches and Shirley area.

What will the grant cover?

The initial grant is for up to \$1,000 to hire a live professional musician, band or performing artist to perform at no cost to the public. No DJ services will be covered. The intent of the grant is to use the arts to enhance civic events by allowing the organization to bring in higher quality entertainment or performers than would normally be possible. For example, the Friends has sponsored a live bluegrass band at the community wide event Tri Hamlet Day, where residents can tour local historic sites and see revolutionary war reenactors. *Grantees who have received and successfully completed (2) Friends of the Arts sponsored performances may apply for special projects on an as-needed basis, where funding levels may be increased.*

When do I apply?

Grants are made on a rolling basis. Please apply a minimum of 8 weeks (60 days) prior to your scheduled event, to allow us sufficient time to review your application.

How to I apply?

Send an official letter, on your organization letterhead, to the Friends of the Arts explaining the following:

- What is your organization's mission?
- What is your community event (Description, date, anticipated attendance, location)
- How does it benefit our community?
- What type of performance would you like to have sponsored? Please give us the name of the musician/band/performer, anticipated cost, link to band website or music and contact information.
- The letter must be signed by 2 officers of your organization (Directors, board members, president, vice president, etc.)
- Include a copy of your IRS 501c3 or NYS tax exempt status if applicable

- Your organization must agree to list the Friends of the Arts on all advertising for the event, including signage and digital promotions (Facebook, Internet, etc.) – guidelines will be provided.
- You must provide a completion report within 30 days of the event detailing an overview of the event, attendance, at least 3 photos, and include any press clippings if available. Failure to file a report within 30 days will disqualify your organization from future grants.

Send grant requests to:

Tara D'Amato, Executive Director

Community Library Friends of the Arts, Inc.

407 William Floyd Parkway

Shirley, NY 11967

Or email at: tdamato@communitylibrary.org