



Iowa Arts Council Mini Grant Application

Part A: Applicant Information

Save your application frequently by scrolling to the bottom of this page and clicking the middle "Save Your Work" button.

Applicant Name:

This is the name and information for the organization or individual conducting the grant activities.

Address:

Address, cont:

City:

State: Iowa

Zip:

Contact Person of Applicant:

Title of Contact Person:

Contact's Daytime Phone (xxx-xxx-xxxx):

Alternate Phone:

Fax (xxx-xxx-xxxx):

Contact's Email:

Federal Identification Number:

(Last four digits of Social Security number for individuals OR Federal Employer ID for organizations)

Web Address of Applicant:

EXAMPL
DO NOT SUBMIT TO THE IOWA ARTS COUNCIL. THIS IS NOT A VALID APPLICATION.



Iowa Arts Council Mini Grant Application

Part A: Fiscal Agent Information

ONLY complete this section if you **ARE** using a Fiscal Agent to apply for this grant.

Save your application frequently by scrolling to the bottom of this page and clicking the middle "Save Your Work" button.

Name of Fiscal Agent Organization:

Address:

Address, cont:

City:

State: Iowa

Zip:

Contact Person at Fiscal Agent:

Contact Title:

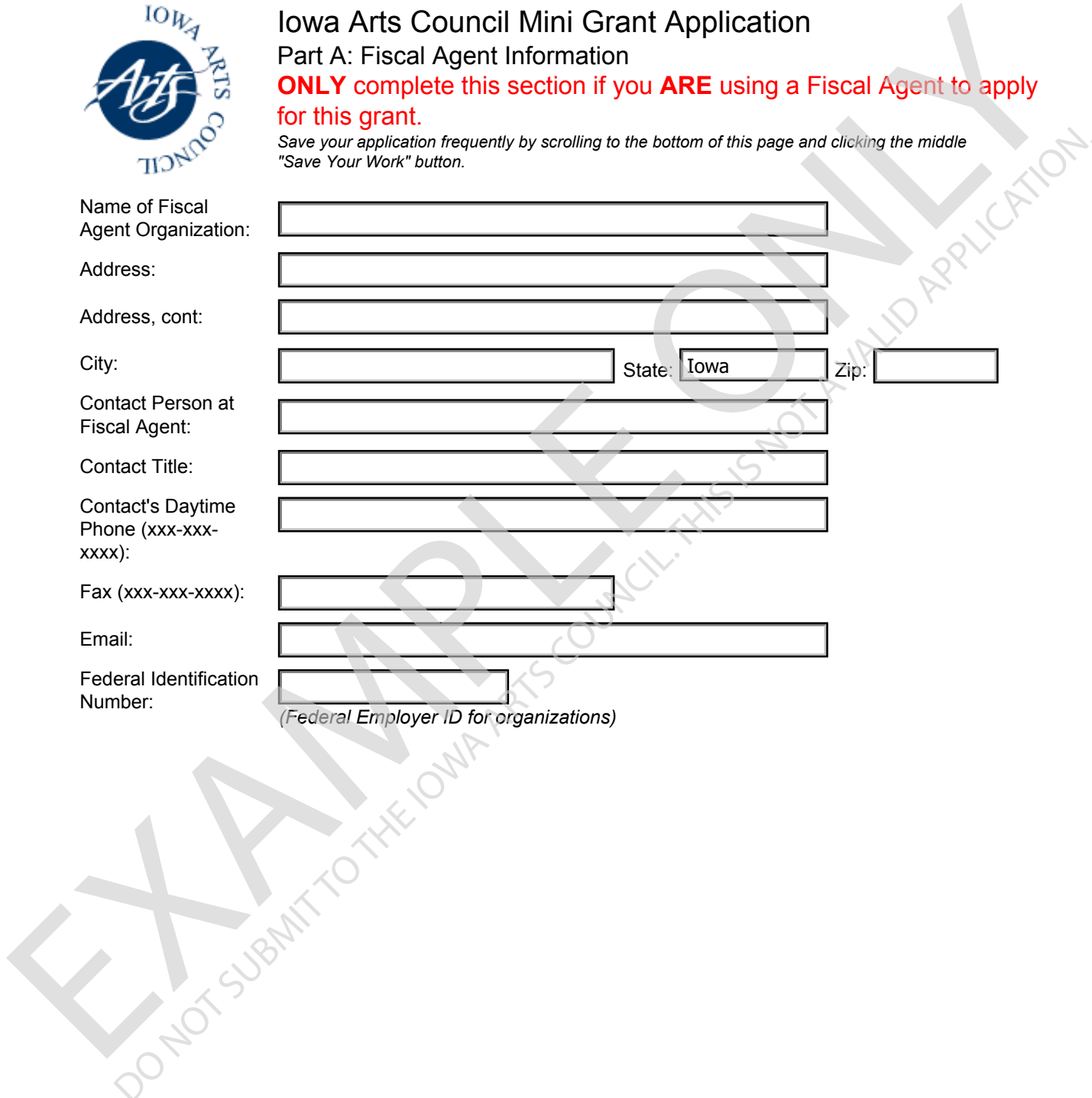
Contact's Daytime Phone (xxx-xxx-xxxx):

Fax (xxx-xxx-xxxx):

Email:

Federal Identification Number:

(Federal Employer ID for organizations)





Iowa Arts Council Mini Grant Application

Part B: Project Information

Save your application frequently by scrolling to the bottom of this page and clicking the middle "Save Your Work" button.

Please select the **Name of the Program** to which you are applying.

Mini Grant Programs:

Check this box if this application is a continuation or an expansion of a similar project or an activity that has occurred in past years.

Grant Deadline for which you are applying:

The start date for Mini Grants must be at least 1 month **AFTER** the grant application deadline.

Note: The end date for all grants is June 30 of the same fiscal year. The Iowa Arts Council fiscal year is July 1 through June 30.

Grant Project Start Date (mm/dd/yyyy):

Grant Project End Date (mm/dd/yyyy):

IAC Grant Request: \$0

Mini Grants: maximum request is \$1,500

Project Title:

Project Summary Description

In 50 words or fewer, summarize your proposal, including names of artists, if applicable, and dates. This is separate from and not to be confused with the application narrative!:



Iowa Arts Council Grant Application

Part C: Application Narrative

Save your application frequently by scrolling to the bottom of this page and clicking the middle "Save Your Work" button.

Profile of the Applicant (up to 200 words)

- 7 Artist Applicants: Describe yourself: bio, primary disciplines and type of work you create and/or perform, etc.
- 7 Organization Applicants: Describe your organization (type of organization, mission and purpose, primary service area and constituents served, number of members, etc.)

Artistic Excellence (up to 400 words)

Describe your project. Be specific, and be sure to address the appropriate Review Criteria (see link below). Within the description, include answers to the following:

- 7 What are your goals for the project and how do they relate to your overall goals and mission?
- 7 What will happen in this project, and when/where/how will it happen?
- 7 Who are the key participants and what are their roles in this project (i.e. artists, curators, directors, producers, teachers, etc.)?
- 7 What qualifies the key participants for this project? (Bios of key participants in the supplemental materials should also address this question.)
- 7 What is the artistic quality of the artwork, arts experiences/services, and/or arts learning of the project? (Work samples and support materials in the supplemental materials should also address this question.)
- 7 If this is a continuation and/or expansion of an existing project, how is it different this time?

Service to Iowans (up to 400 words)

Describe how your project will use the arts to enrich the quality of life and/or learning in Iowa. Be sure to address the appropriate Review Criteria (see link below). Include answers to the following:

- 7 Who is the target audience for your project and how will they benefit?
- 7 Why is it important that this project happen?
- 7 Are you reaching underserved audiences with this project? If so, define how they are underserved and how you will reach them.
- 7 Is this art form itself underserved? Explain.
- 7 How does your project meet specific funding priorities of the IAC?

Note: For some projects (especially individual artist applicants), the primary beneficiary may be the artist him/herself.

Planning and Implementation (up to 200 words):

Describe the planning and process that you will use to achieve the goals you have set. Be sure to address the appropriate Review Criteria (see link below). Include answers to the following:

- 7 What planning steps have you gone through or will you go through?
- 7 How will you involve individual and community partners in planning and implementing the project to ensure it is successful?
- 7 How does your process ensure a successful outcome?
- 7 How will you evaluate your project to determine if it has successfully met your goals?

Note: Your planning and implementation score will be based on this narrative and the budget, timeline, and letters of commitment submitted with Parts F-H: Required Additional Documents.



Iowa Arts Council Mini Grant Application

Part D-Mini: Budget Summary

Save your application frequently by scrolling to the bottom of this page and clicking the middle "Save Your Work" button.

All project expenses listed here – including matching funds – must be incurred and paid during the grant period. IAC grants cannot pay for expenses that occur before the grant begins or after it ends. Matching funds are part of the project; therefore they are subject to the same restrictions.

Budget Summary Description

In 100 words or fewer (800 characters), identify exact expenses that IAC grant funds will support (see [Funding Priorities](#) for additional information) AND identify your source(s) of matching funds:

Budget Summary

[Budget help](#)

	IAC Grant Request (not to exceed \$1500)	Applicant Match (Cash and/or In-Kind)
Applicant's Employees	<input type="text"/>	<input type="text"/>
Artists	<input type="text"/>	<input type="text"/>
Outside Fees & Services	<input type="text"/>	<input type="text"/>
Supplies & Equipment	<input type="text"/>	<input type="text"/>
Space & Equip. Rental	<input type="text"/>	<input type="text"/>
Travel	<input type="text"/>	<input type="text"/>
Marketing/PR	<input type="text"/>	<input type="text"/>
Other Expenses	<input type="text"/>	<input type="text"/>
Totals	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>

Iowa Arts Council Mini Grant Application

Part E: Organization Income

ONLY nonprofit organizations need to complete this section.

Save your application frequently by scrolling to the bottom of this page and clicking the middle "Save Your Work" button.



Indicate your organization's annual income for the previous two years (use the information on your IRS 990 tax form, if you are required to submit one). This information is being collected as documentation for the Iowa Cultural Trust and has NO bearing on your grant request.

If you are not a nonprofit organization, click on the Save and Next button at the bottom of this page.

Year Reported (yyyy)	Dates (mm/dd/yy)	A) Earned Income	B) Other Support
<input type="text"/>	From: <input type="text"/>	<input type="text"/>	<input type="text"/>
	To: <input type="text"/>	<input type="text"/> \$0	<input type="text"/> \$0
<input type="text"/>	From: <input type="text"/>	<input type="text"/>	<input type="text"/>
	To: <input type="text"/>	<input type="text"/>	<input type="text"/>

EXAMPLE
DO NOT SUBMIT TO THE IOWA ARTS COUNCIL. THIS IS NOT A VALID APPLICATION.



Iowa Arts Council Mini Grant Application Required Additional Documents

You have now completed the bulk of your application. However, a number of additional documents are required before your application is complete.

In order to complete your grant application, please download the file below, complete all necessary information, print out all documents, and return the complete package to the IAC by 4:30 p.m. on the grant deadline date (this is NOT a postmark deadline).

 [Download Parts F-I and Supplemental Materials](#)

Download Instructions:

PC users: click right mouse button on the link and choose "Save Target As";

Mac users: Hold down option and click on the link.

The documents included in this download are:

- Part F: Cover Sheet and Application Checklist
- Part G: Service Contract and W-9
- Part H: Timeline Form
- Part I: Work Samples and Support Materials Form

Plan Ahead! These required additional materials must be received (via mail or hand-delivery) by 4:30 p.m. on the grant deadline date (*this is NOT a postmark deadline*):

**Iowa Arts Council
Mini Grants
600 E. Locust
Des Moines, IA 50319-0290**

Your application is not considered complete until **both** the eGRANT application **and** required additional materials have been submitted.

[Download Parts F-I and Supplemental Materials](#). Adobe provides a set of free tools that allow visually disabled users to read documents in PDF format. Go to <http://access.adobe.com> and type the URL of the PDF document into the electronic form.

Mini Grant Application Parts F - I: Supplemental Materials

Part F: Cover Sheet and Application Checklist

This form is designed to be filled in on a computer in Adobe Reader. Please do not print and fill in this form by hand except for the checklist below and required signatures. Further instructions for this form are available in the [Application Instructions](#).

Applicant Name:

eGRANT Application ID #: (This number is located on the eGRANT Main Menu)

Mini Grant Program:

Required Application Components

- Submit only ONE set of all supplemental materials in the order below.
 - DO NOT include a copy of Parts A-E with your supplemental materials. Submit those via eGRANT.
 - Submit all Supplemental Materials in one package. If you include letters of support, they must be pertinent, dated within the last year, and must be part of your application package, not sent separately.
 - Check off items as you complete them and place them in the application package for delivery to the Iowa Arts Council
 - Make your own copy of the application and everything you send to the Iowa Arts Council
 - Do not use staples, report covers, folders, or other binders
-
- Part F: Completed Cover Sheet and Application Checklist
 - Part G: Service Contract and Substitute W-9 Form (Must have an original signature in [blue ink](#))
 - Part H: Timeline (Use attached form or create your own)
 - Part I: Work Samples and Support Materials Form and accompanying materials
 - Artists' bios for non-IAC Rostered artists and copies of IAC artists' web pages for IAC Rostered artists
Required if applicant will be hiring artists for the project, OR if applicant is an artist him/herself. See <http://roster.iowaartscouncil.org> for artists' roster web pages
 - Letters of Commitment/Confirmation from partners
Required if applicant will hire an artist or arts organization for the project.
 - Applicant's Evaluation of most recent program/project
Recommended if the grant request continues or expands an existing program, project, event, residency, etc., whether or not it was previously funded by IAC. Do NOT submit your IAC Final Report form.
 - Copy of letter confirming Fiscal Agent partnership agreement with sponsored organization
Required only if applicant is using a Fiscal Agent

The materials you submit with this cover page must be RECEIVED at the Iowa Arts Council office by 4:30 p.m. on the grant deadline date (or the next business day if the deadline is a Saturday, Sunday, or holiday). Late applications will not be accepted.

Iowa Arts Council
Mini Grant
600 E. Locust
Des Moines, IA 50319-0290
Call with questions: 515-242-6194

Part G: Service Contract

The individual signing this Service Contract must have the authority to legally obligate the Applicant to conditions of this Contract, grant guidelines, and policies and procedures of the Iowa Arts Council.

Iowa Arts Council Service Contract

This agreement (the "Contract") is between the Iowa Arts Council, a division of the Department of Cultural Affairs, State of Iowa, 600 East Locust, Des Moines, Iowa, 50319-0290 (the "Council"), and Name and Address of the Applicant (the "Applicant"):

Applicant Name:

Address:

City, State ZIP

WHEREAS, the Council, through its administrator, is authorized to make and sign any contracts and agreements and perform any acts which may be necessary, desirable, or proper to carry out the purposes of the Council, and

WHEREAS, the Applicant has made application (the "Application") to the Council for the project or program (the "Project") described in the Application of cooperative endeavors as hereinafter set forth, the Council and the Applicant hereby agree as follows:

SECTION 1. EFFECTIVE DATE OF CONTRACT.

- a) This Contract becomes effective upon issuance of a grant award letter (the "Grant Award Letter") by the Council to the Applicant awarding a grant to the Applicant (the "Grant Award") and upon the Council's executive director signing this Agreement.
- b) The Application and Grant Award Letter shall be made a part of this Agreement.
- c) This Contract becomes null and void if the Funding Notification Letter does not award a grant to the Applicant.

SECTION 2. PROJECT TITLE, PROJECT DATES AND FINAL REPORT. The Project title, project beginning and ending dates (the "Beginning Date and Ending Date"), and the final report due date will be specified in the Grant Award Letter.

SECTION 3. GRANTED AMOUNT AND PAYMENT SCHEDULE.

- a) The amount of the Grant Award awarded by the Council to the Applicant shall be specified in the Grant Award Letter.
- b) Under no circumstances shall the total amount paid to the Applicant exceed the Grant Award specified in the Grant Award Letter.
- c) The Council will pay the Applicant the Grant Award on or about the Beginning Date of the Project. Due to unforeseen circumstances and workload of the Council, the Council will not guarantee that the Grant Award check will arrive on or about this date.

SECTION 4. IMPLEMENTATION OF PROJECT. The Applicant shall implement the Project substantially as described in the Application.

SECTION 5. FINAL REPORT. (Does not apply to the Big Yellow School Bus Grants)

- a) The Applicant must complete and return a Final Report and unspent Council funds to the Council on forms provided by the Council by the date specified in the Grant Award Letter.
- b) The Applicant will be placed on an agency-wide funding moratorium if the Final Report and/or unspent Council funds have not been returned to the Council within THIRTY (30) days of the ending date of the Project.
- c) The Council may initiate legal proceedings for the return of grant funds if the Final Report and/or unspent funds have not been returned to the Council within THIRTY (30) days of the ending date of the Project.

SECTION 6. COUNCIL POLICIES, PROCEDURES, GUIDELINES, RULES. The Applicant shall abide by all Council policies, procedures, guidelines and rules as published on the Council's Web site and 222 Iowa Administrative Code and in effect at the Beginning Date of this Contract.

SECTION 7. SPECIAL CONDITIONS. No special conditions shall apply to this Contract unless specified in the Grant Award Letter.

SECTION 8. COMPLIMENTARY ACCESS. The Applicant shall furnish the Council with two complimentary tickets for ticketed events to be used by the Council, or any duly authorized representatives for observation or evaluation purposes. The Council shall confirm use of the complimentary tickets prior to the event.

SECTION 9. ACKNOWLEDGEMENT. The Applicant agrees to acknowledge Council support for the project in all signage, program materials, promotion, publicity and advertising activities, and in other printed and electronic forms of communication pertaining to the Project. The following credit line shall be used: Funded in part with a grant from the Iowa Arts Council, a division of the Iowa Department of Cultural Affairs, and the National Endowment for the Arts.

SECTION 10. PAYMENTS TO ARTISTS AND PROVIDERS OF SERVICE. The Applicant agrees to pay artists and other providers of services specified in the Application when services are rendered, which can be no later than the Ending Date of the Project, regardless of the date the Grant Award check is received from the Council.

SECTION 11. MODIFICATIONS, CANCELATIONS AND EXTENSION REQUESTS.

- a) The Council requires all substantial modifications to the Application, Project or the Contact be submitted in writing by the Applicant and approved in advance by the Council. Modifications shall mean a substantial change in the scale and scope of the Project, change of address, change to the Beginning and Ending Dates of the Project, change of the Applicant's contact person or project director of the Project, participating artists, etc.
- b) Written notification is required if the Applicant cancels the Project or if a partially funded Application cannot be completed by the Applicant as described in the Application. The Applicant must return the Grant Award to the Council for all canceled Projects.
- c) Extensions of the Ending Date may be requested if they occur within the same fiscal year the grant was awarded (July 1 through June 30 of the following year). The IAC does not approve extension requests if the Beginning Date and Ending Date overlap fiscal years.

SECTION 12. RECORDS MANAGEMENT. The Applicant agrees to maintain for inspection by the Council, or its duly authorized representatives, all books, documents, papers and records maintained to account for funds expended under the terms and conditions of this Contract for a minimum of three (3) years following the Ending Date of the Project. Applicants receiving \$500,000 or more in federal funds must submit an audit report for the year in which the Grant Award is received and expended.

SECTION 13. DURATION. This Contract must be completed between the dates specified in the Grant Award Letter.

SECTION 14. TERMINATION. This Contract is subject to termination by either party with ten (10) days prior written notice.

SECTION 15. INDEPENDENT CONTRACTOR. The Applicant agrees to perform the services specified in the Application and this Contract as an independent contractor.

SECTION 16. FULFILLMENT OF AGREEMENT. If the Applicant is unable to fulfill this Contract by virtue of any act or regulation of any public authority, or on the account of any rule or order of any military or civil authority, or on account of any war or other national or state-declared emergency, or because of labor strike, riot, epidemic, act of God, or any similar cause beyond his or her control, the Applicant shall be excused from performance of the terms of this Agreement to the extent such performance is prevented. In such an event the Applicant shall promptly return to the Council any unexpended or unobligated portions of payments specified in the Grant Award Letter.

SECTION 17. INDEMNIFICATION CLAUSE. The Applicant agrees to hold harmless, indemnify and defend the Council and its officers, directors, panelists, and employees from and against any and all damages, actions, causes of action, losses, injuries, liabilities, royalties, claims or other payments relating in any way to the terms and obligations of this Contract.

SECTION 18. ASSIGNMENTS. This Contract may not be assigned or transferred by either party to this agreement without prior written consent of the other party.

SECTION 19. EQUAL OPPORTUNITY AND ACCESSIBILITY. The Applicant agrees not to discriminate against any employee, applicant for employment or any person participating in any aspect of the Project on the basis of race, national origin, color, creed, sex, age, religion, sexual orientation, disability, gender identity or associational preference, physical or mental disability; and that all parties involved in the Project shall comply with Title VI of the Civil Rights Act of 1964; Fair Labor Standards under Section 5(j) of the National Foundation on the Arts and Humanities Act of 1965; Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990.

SECTION 20. INTEGRATION. The Application, Grant Award Letter and this Contract contains the entire agreement between the parties and any representation that may have been made before the signing of this agreement are non binding, void, and of no effect. Neither party has relied on such prior representations in entering into this Contract.

SECTION 21. NON-APPROPRIATION. Notwithstanding any other provisions of this Contract, if funds anticipated for the continued fulfillment of this Contract are at any time not forthcoming or insufficient, either through the failure of the Federal Government, or of the State of Iowa to appropriate funds or discontinue or material alteration of the program under which funds were provided, then the Council shall have the right to terminate this Contract without penalty by giving not less than thirty (30) days written notice documenting the lack of funding.

Signatures

Applicant:

Must be same name and address listed in Parts A & B of the application form.

Authorizing Official of the Applicant:

The individual signing this Service Contract must have the authority to legally obligate the Applicant to conditions of this Contract, grant guidelines, and policies and procedures of the Iowa Arts Council.

Signature of Authorizing Official and Date [\(sign in blue ink\)](#)

Iowa Arts Council: Executive Director

Signature and Date

EXAMPLE ONLY
DO NOT SUBMIT TO THE IOWA ARTS COUNCIL. THIS IS NOT A VALID APPLICATION.

Substitute W-9/Vender Update Form

In the event that you are awarded a grant, in order for the State of Iowa to pay you the amount that is due to you and to comply with the IRS regulations on reporting these payments, IAC requires the following information. **Failure to provide this information will result in withholding of payment.**

BOX A	BOX B
<p>Are You/Your Organization: YES NO</p> <p>Individual [I] <input type="checkbox"/> <input type="checkbox"/></p> <p>OR</p> <p>Sole Proprietor [S] <input type="checkbox"/> <input type="checkbox"/></p> <p><i>If the answer to both above was NO, please complete Box B.</i></p> <p><i>If you answered YES to either item, please complete the rest of Box A. (Sole Proprietors may enter their FEIN, however, the IRS prefers you use your SSN)</i></p> <p>SSN: _____</p> <p>OR</p> <p>FEIN: _____</p> <p>Phone: _____</p> <p>Fax: _____</p> <p>Last Name: _____</p> <p>First Name: _____</p> <p>Doing Business As: _____</p> <p>Address: _____</p> <p>Address: _____</p> <p>City: _____</p> <p>State: _____ Zip: _____</p>	<p>Is Your Organization: YES NO</p> <p>Corporation [C] <input type="checkbox"/> <input type="checkbox"/></p> <p>Partnership [P] <input type="checkbox"/> <input type="checkbox"/></p> <p>Estate or Trust [E] <input type="checkbox"/> <input type="checkbox"/></p> <p>Government [G] <input type="checkbox"/> <input type="checkbox"/></p> <p>Other [O] <input type="checkbox"/> <input type="checkbox"/></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Please explain if you checked Yes for Other:</p> </div> <p>FEIN: _____</p> <p>Phone: _____</p> <p>Fax: _____</p> <p>Firm Name: _____</p> <p>Doing Business As: _____</p> <p>Address: _____</p> <p>Address: _____</p> <p>City: _____</p> <p>State: _____ Zip: _____</p>

Certification Must Be Signed By Vendor

Certification - Under penalties of perjury, I certify that:

- (1) The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- (2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subjected to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Signature: _____

Date: _____

For Office Use Only (Refer to 270.450 for more details)

From Dept. _____	<input type="checkbox"/> Add <input type="checkbox"/> Change (Include vender code and changes only)
Contact Phone #: _____	<input type="checkbox"/> Delete <input type="checkbox"/> Reason _____

Part H: Timeline

You may use this form or create your own format, but you **must** submit a timeline with your supplemental materials.

This form is divided into three sections. The first section "Prior to Funding Period" and the last section "After Funding Period" are **optional**. For certain projects, especially those with multiple phases, information on activities occurring before and after the grant funding period can provide clarity and context.

Use the Add buttons to add an entry to a particular timeline section, rather than using one line for everything. The Time Period and Description boxes below will expand to display everything you have typed in them after you exit the box.

Prior to Funding Period *(optional)*

		Dates/Time Period	Description
Delete	Clear	<input type="text"/>	<input type="text"/>
Add a Prior to Funding Period Timeline Item			

During Funding Period

Funding period begins one month after the application deadline and continues through the following June 30th.

		Dates/Time Period	Description
Delete	Clear	<input type="text"/>	<input type="text"/>
Add a During Funding Period Timeline Item			

After Funding Period *(optional)*

		Dates/Time Period	Description
Delete	Clear	<input type="text"/>	<input type="text"/>
Add an After Funding Period Timeline Item			

EXAMPLE ONLY
DO NOT SUBMIT TO THE IOWA ARTS COUNCIL. THIS IS NOT A VALID APPLICATION.

Part J: Work Samples and Support Materials Form

Use the space below to describe any artistic work samples you are enclosing with this application. Limit the number of support items you include. Submit items that specifically relate to and support key points of the application narrative. The text boxes below will expand to display everything you have typed after you exit the text box.

Work Samples

All applications that involve artists **MUST** include appropriate work samples to help reviewers gauge artistic excellence. **Exception:** For categories other than the Artist category, if artists are on the IAC's Teaching Artists Roster, Performing Artists Roster, or Folk & Traditional Roster, you need only include a print-out of the artist's roster web page. High quality work samples are very important. It is the applicant's responsibility to ensure that electronic formats are readable/viewable by the IAC.

Visual Arts Work Samples. Web site references are acceptable. Electronic files may be submitted on a CD-ROM. Printed images must be submitted on 8.5"x11" sheets of paper and may include several images on one page. **DO NOT** submit slides or original works of art. Generally 5 - 10 images are sufficient. Describe here what the panel is reviewing (e.g., title, media, description/explanation of work).

Performing Arts Work Samples. Web site references are acceptable. If possible, edit portions of work you want the panel to see/hear onto one CD, audio cassette, CD-ROM, VHS video tape, or DVD. Keep total length to less than five minutes. Describe here what the panel is reviewing (e.g., title, description of work).

Literature Work Samples. Provide a copy of a chapter, scene, etc., from the literary or theatrical work you want the panel to review. Generally around 5 pages are sufficient. Describe here what the panel is reviewing (e.g., title, description of work, etc.).

Work Samples Enclosed Include:

Support Materials

Please list all other support materials included with this application below. Describe what the panel is reviewing and highlight specific sections you want them to review (e.g. specific page, paragraphs, articles, etc.) Include only those materials that bear directly on the project for which you are applying. Examples of support material include, but are not limited to:

- Bios of key participants (**Required** for artists involved in project who are not on an IAC Roster);
- Copies of Rostered Artists' IAC Roster Web page (**Required** for artists involved in project who are on an IAC Roster; **Note:** not all artists in IAC directory are on a roster);
- Letters of commitment or contracts with project partners (**Required** if applicant will hire an artist or arts organization for the project);
- Letters of support specifically supporting your project and dated within the last year;
- Evaluation of most recent similar project (**Recommended** if grant project continues or expands an existing project);
- Sample evaluation form/format to be used;
- Exhibit catalogues, event/performance programs;
- Promotional materials;
- Photocopies of magazine or newspaper articles or reviews.

Support Materials Enclosed Include: