



Fill this out to have your \$35 application fee paid.

**CAPACITYBuilders**  
transforming communities one grant at a time

## APPLICATION FOR ASSISTANCE to pay registration fee(s)

Registration fees for the best festivals, fairs, and arts/crafts shows can be very expensive. Through a grant from the Administration for Native Americans for the National Endowment for the Arts – ArtWork (NEA3), Capacity Builders, Inc. (CBI) is able to offer financial assistance to help pay application for qualifying artists and artisans. Please complete and return the enclosed form to make a formal request for fee assistance.

### INSTRUCTIONS & ELIGIBILITY REQUIREMENTS

- Complete the below form after first saving the form to your local computer. Submit the completed form with all necessary attachments by hand, mail, fax, or email to:

~~Michael Billie, ArtWorks (NEA3).~~

mail to:

Authentic Native Arts Association, Inc. (ANAA)  
51 Jemez Canyon Dam Road  
Suite 102-B  
Bernalillo, NM 87004

~~418 West Broadway Suite C.~~

~~Farmington, NM 87401.~~

or email to:

bernalilloindianfestival@gmail.com

~~Tel: (505) 326-7245 Fax: (505) 326-1698~~

~~Email: m.billie@grantwriters.net~~

~~Website: http://capacitybuilders.info.~~

- Assistance is provided to pay registration fees for festivals, fairs, or art shows whether juried/non-juried.
- Applicant must be an enrolled Navajo or other Native American living and working in the Arizona, New Mexico, Utah, and/or southern Colorado region.
- Assistance may be full or partial, depending on need and availability of funds. Please consider the following requirements before submitting the enclosed application request:
  - You must submit a formal request for fee assistance within no less than 30 days (preferably more) in advance of the event registration deadline. Note that the event must take place prior to December 1, 2019. The staff must approve the venue and event prior to consideration. **The 35.00 application fee for Bernalillo Indian Market is approved and limited to 50 artists.** All other events may or may not be approved and are not guaranteed for approval.
- If awarded assistance, CBI will send you a check that is made out to the event sponsor. It is your responsibility to give the check and any other necessary registration information to the event sponsor according to the sponsor's requirements.
- You are to immediately inform CBI if you do not attend an event for which CBI has provided financial assistance.
- Please attach a photo of at least 3 pieces of your art/crafts that you will present for sale at the event; or you may give us a link to a website that has pictures of your work. Please also attach a copy of your CIB. If applying for a juried show, also attach any email or letter from the event sponsor (not required, but helpful). (just send one, do not duplicate)

### APPLICATION & AGREEMENT

My name is \_\_\_\_\_, My DOB is \_\_\_\_/\_\_\_\_/\_\_\_\_

I am enrolled in \_\_\_\_\_ tribe; my CIB # is \_\_\_\_\_

My cell phone is (\_\_\_\_) \_\_\_\_\_ My email is \_\_\_\_\_

My mailing address is \_\_\_\_\_



**CAPACITYBuilders**  
transforming communities one grant at a time

For the event in which I am requesting fee assistance, I will present for sale the following type of art/crafts: \_\_\_\_\_  
(please remember to attach pictures or link to a website)

Last year, I presented my work for sale at the following events: \_\_\_\_\_  
\_\_\_\_\_

I need assistance to pay the registration/exhibit fee for the following event (use extra sheets of paper if needed):

Name of Event (name check will be made out to): \_\_\_\_\_

Address of Event: \_\_\_\_\_

Date of Event: \_\_\_\_/\_\_\_\_/20\_\_\_\_

The event is: \_\_\_\_ juried \_\_\_\_ non-juried

*If the event is juried, please attach an acceptance or promise of acceptance, if available*

Have you participated in this event in the past? \_\_\_\_ yes \_\_\_\_ no If so, when? \_\_\_\_/\_\_\_\_/\_\_\_\_

The contact person at the event is \_\_\_\_\_

Phone and email for the contact person: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Amount of Resigration Fee: \$** \_\_\_\_\_

Last year, I estimate my income from the sale of arts and crafts was \$ \_\_\_\_\_. I spent \$ \_\_\_\_\_ on materials and travel.

I agree that I must properly represent my work. I agree never to pass off imitations as authentic, and that I must participate in the event(s) for which CBI has provided assistance.

By submitting this application, I agree to give CBI permission to take pictures or videos of me and my work for purposes of promoting me, the Artworks (NEA3) and related grant projects. Furthermore, I agree to assist CBI in tracking my sales income for purposes of seeing whether the assistance CBI has provided is effective. I understand that all income information I provide will be confidential.

I need CBI's assistance for the following reasons (use more sheets of paper if needed): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All the information I have set forth in this application is truthful. I understand that any untruthfulness may mean rejection from CBI assistance and/or termination of any pending assurance of assistance.

Applicant Signature \_\_\_\_\_

Date Submitted \_\_\_\_/\_\_\_\_/\_\_\_\_

**PLEASE ATTACH COPY OF CIB & PICTURES OF YOUR ARTWORK/CRAFTS. IF YOUR WORK CAN BE FOUND ONLINE, PLEASE PROVIDE A LINK:** \_\_\_\_\_

**RECOMMENDATION – THIS SECTION MUST BE COMPLETED BY A PARTY NOT RELATED TO THE APPLICANT**

NAME OF RECOMMENDER: \_\_\_\_\_ Occupation: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

I have known the applicant for \_\_\_\_\_ years. He/she makes quality, authentic arts and/or crafts and does not represent imitations as real. He/she is also genuinely in need of financial assistance.

I recommend that the applicant receive ArtWorks (NEA3). fee assistance because:

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



**CAPACITY***Builders*  
transforming communities one grant at a time

## APPLICATION FOR BOOTH FEE ASSISTANCE CHECKLIST

Required documents for **ALL** fee assistance applications include:

- Photos of your Artwork (preferably 3 photos)
- Copy of CIB or Tribal Enrollment
- Complete Financial Assistance Application
- Completed Recommendation Form by Non-Family Member

All applications and required documents must be completed and turned in before payment can be mailed. Don't forget that the application request must be received 30 days prior to the event registration deadline and the applicant must have completed. If you have any questions, please call us at 505-326-4245 or email Michael Billie, at [m.billie@grantwriters.net](mailto:m.billie@grantwriters.net). Thank you. You can also reach us on Facebook at [www.facebook.com/nativeproject/](http://www.facebook.com/nativeproject/).