



hemisphere
DESIGN & MARKETING

Submittal Instructions

Please review the grant application requirements and make sure all information is included. Submit your proposal to:

**Hemisphere
Design & Marketing**
1120 Pacific Avenue, Suite 302
Tacoma, WA 98402

Questions about this grant can be directed to the Creative Director, Heather Stajgr, at heather@hemispheredm.com or 253.779.5800

253 • 779 • 5800

www.HemisphereDM.com

2012 : Grant Application

Grant Award Criteria

1. Be a 501c3 organization.
2. Submit complete application (*See application requirements*)
3. Submit a complete list of work requested. example:
 - Branding (Logo, Stationary, etc)
 - Marketing (Advertising, Invitations, Signage, etc)
 - Website
4. Agree that Hemisphere Design and Marketing has full creative control within the following work process:
 - Developing a mutual agreement of the scope of work
 - Developing a creative brief
 - Presenting up to 3 concepts from which one will be selected
 - Fully executing the concept per the scope of work
5. Credit Hemisphere Design & Marketing on all appropriate materials with a "Designed by" credit and the Hemisphere Design & Marketing Logo as well as acknowledge both visually and verbally Hemisphere Design & Marketing at any related events.

Please note that this grant is for creative work only, which includes concept development, design, preparing files for production and the corresponding management time for these functions including limited research. This grant does not include printing costs or photography and copy-writing services but both are available upon request at cost.

Grant Application Requirements

- Legal name of organization
- Proof of IRS 501(c)(3) nonprofit status (*Attach copy of designation*)
- Federal ID number
- Address, telephone number, fax number & web address
- Name of Executive Director
- Name of Board President
- Name and title of contact person
- Email and telephone number of contact person
- Organization's mission
- Organization's history
- Organization's target audience
- Summary of requested services
- Summary of goals & timelines for the scope of work requested
- Statement of why we should select your non-profit

If available, please provide any letters of support, recent reviews or articles about your organization and current branding and marketing materials of your organization.