GUIDELINES

The Window of Opportunity (WOO) Grant provides financial assistance of up to $1,000 to Leeway grant and award recipients to help them take advantage of imminent, time-sensitive opportunities to support their art for social change practice.

WHEN ARE THE APPLICATION DEADLINES?
The grant deadline is the 15th of every month from February to November, and decisions are made within four weeks of the deadline.

WHAT DO YOU MEAN BY IMMINENT, TIME-SENSITIVE OPPORTUNITIES?
The opportunity you are applying for must have a deadline or occur within 90 days of when you apply for the grant. The opportunity cannot occur during the grant cycle you apply in (from the 15th to 15th of each month).

- For example, if you are applying for the February 15 deadline, your opportunity must occur between March 15 and May 15.

HOW MUCH FINANCIAL ASSISTANCE SHOULD I ASK FOR?
Do not apply for more than you need for the opportunity. This grant requires documentation of all expenses; any unspent funds must be returned to Leeway Foundation.

WHAT IF I HAVE LANGUAGE/ACCESS NEEDS?
If you have language translation or access needs that make our application process inaccessible to you, please contact staff to talk about alternative ways to submit your application. Contact information is below.

WOO GRANTS SUPPORT?

- Opportunities that have a deadline or occur within 90 days of when you apply
- Training, learning, and development opportunities at workshops, conferences, and residencies
- Travel associated with opportunities to share and distribute your artwork and art practice such as an exhibition, book tour, performance, panel, or screening
- Rental of equipment, purchase of materials, or payment of services to fulfill an already-established (not self-initiated) opportunity that has a plan for outreach or distribution

- As a result of the COVID-19 crisis, this can now include virtual equipment and/or funds to transfer what would have been physical happenings into virtual spaces. Please see examples below:
• A Leeway grantee was initially invited to present a workshop at a University. Due to COVID-19, the workshop was moved to a digital platform. Because of this, the grantee needed a ring-light, laptop stand, and other tech equipment to fulfill this opportunity.

• A Leeway grantee was invited to spin a DJ set for a digital dance-party. In order to be fully prepared for the gig, they needed support in setting up the tech aspects of spinning online - and used the grant to hire someone to assist with that.

**WOO GRANTS DO NOT SUPPORT:**
- Living expenses
- Purchase, construction, or renovation of a property
- Medical, legal, or accounting fees
- Organizations, corporations, or fundraising activities
- Activities that fit the Art and Change Grant guidelines or are a phase of an ongoing project
- Opportunities already completed prior to the application deadline
- Opportunities that will be completed within the current month’s grant cycle (from the 15th to 15th of each month)
- Opportunities that have a deadline or occur after 90 days of when you apply for the grant

**ELIGIBILITY REQUIREMENTS**
**You are eligible to apply if you are both:**
- A former Leeway Foundation grantee; and,
- A current resident of Bucks, Camden, Chester, Delaware, Montgomery, or Philadelphia County.

**You are not eligible to apply if you:**
- Are a full-time student in an arts degree program
- Have an open Art and Change Grant project
- Have an overdue report from previous Leeway grants and awards
- Have received a Transformation Award in 2020
- Have received WOO grants totaling $1,000 in the current calendar year

**HOW TO APPLY**
Applications must be submitted online. We do not accept applications that are dropped off or sent by mail, email, or fax. If you do not immediately receive an email confirmation of your online application, it has not been successfully submitted.

**EXAMPLES OF SUCCESSFULLY-FUNDED WOO APPLICATIONS**
A handful of successful WOO grantees have allowed Leeway to share their applications with potential applicants - in hopes that it will help them better prepare their own applications. You can find those [sample WOO applications (with Leeway staff annotations)](https://example.com) by clicking here.

**EXAMPLES OF PREVIOUS WOO GRANTEES**
Refer to [www.leeway.org/grantees/grant/window_of_opportunity_grant](http://www.leeway.org/grantees/grant/window_of_opportunity_grant) for examples of WOO grantees. If you have trouble accessing the website, contact Leeway to request a list of examples of past grantees.
RESIDENCY DOCUMENTATION
All applicants must verify that they live in Bucks, Camden, Chester, Delaware, Montgomery, or Philadelphia County

Should you be awarded a grant, you will be asked to provide proof of both your age and current residency. This documentation is confidential and will not be shared with anyone other than Leeway staff. You may mask any financial or sensitive information in these documents.

For proof of current residency, you will need to provide one of the following (which should match the address on your application)

- Utility bill, rental agreement, mortgage agreement or payment coupon, house deed, tax return, or other verification of residency (must be cleared by Leeway staff)

If you are unable to provide any of the above documents, call 215.545.4078 to discuss the matter with Leeway staff.

Do not submit any other materials for this application such as work samples or letters of recommendation. They will not be reviewed or returned.

GRANT STATUS NOTIFICATION
Grant notification letters are emailed within four weeks of the monthly deadline.

To keep our process transparent, every applicant receives feedback, based on the panel’s deliberations. This offers a view into the process and gives information applicants can use as they think about their work and future applications to Leeway – or other funders. Applicants may also contact Leeway staff for panel feedback and/or opt-out of receiving feedback.

If you are awarded a grant, you must fill out a W-9 tax form and provide your legal name so that Leeway can send you a 1099 form for tax purposes. Leeway is required by the IRS to issue 1099 forms to grantees and need a legal name for tax purposes. Contact Leeway staff if this presents any difficulties for you.

REPORTING REQUIREMENTS

- A final report is due 30 days after the opportunity is completed.
- Retain all receipts associated with your opportunity request. You will be required to submit copies of receipts associated with your opportunity with your final report.
- Any funds not spent for the purpose specified in the application must be returned with your final report. Please contact program staff with any questions about this.

HOW DO I GET HELP WITH MY APPLICATION?
We’re here to support! You can:

- Stop by an Applicant Support Session where you can meet one-on-one with a Leeway representative to get direct feedback on your application. Check out our website www.leeway.org for more info.
- Contact Leeway staff to set-up a one-on-one appointment at info@leeway.org or 215.728.9276.