



Community Arts Grant 2007-2008

www.bronxarts.org

DEADLINE
Friday, September 21, 2007
5:00 PM

COMMUNITY ARTS GRANTS 2007 – 2008

The Bronx Council on the Arts (BCA) invites all eligible arts and community organizations to apply to the NYSCA/BCA Community Arts Grants program for the 2008 calendar year. Please read the information and guidelines carefully to determine your eligibility. BCA distributes these guidelines throughout the borough. If you know of another organization that might be eligible for financial support, please help us by circulating the information. **PLEASE NOTE: GRANT PROCESS IS COMPETITIVE!** This application will also be available on our web site at: www.bronxarts.org.

ABOUT THE GRANT

Funding for this grant comes from The New York State Council on the Arts' Decentralization Program (DEC). The purpose of the grant is to provide support toward artist fees, other minor expenses related to cultural and arts activities that provide services and enrichment to Bronx residents. Eligible organizations may submit up to three requests through one application for a variety of arts and cultural projects, but the total monetary amount for all three requests combined cannot exceed \$5,000. Last year's average grant was \$1,566.

Organizations who applied directly to NYSCA on March 1, 2007 are not eligible DEC, regardless of their application's status. However, these organizations may eligible for other funding and should contact BCA staff.

FUNDING PRIORITIES

The grant panel will pay special attention to project requests submitted by arts organizations; projects which further the development of professional arts groups; and projects that involve Bronx artists.

SUPPORT FOR INDIVIDUAL ARTISTS BY A SPONSORING ORGANIZATION

The support of individual artists has always been a priority for BCA. A separate notice will be sent to all artists on BCA's list of individual artists informing them of this funding opportunity. BCA will assist any community-based organization and/or individual artists with forming possible linkages. Either the artist or the organization may initiate projects. Organizations that collaborate with individual artists may submit additional requests judged apart from the individual artist requests. Organizations applying on behalf of an individual artist must meet all of the eligibility requirements.

IMPORTANT TO NOTE

An organization may submit up to 3 DEC requests. However, **together the requests combined cannot exceed \$5,000.**

WHO MAY APPLY

Organizations must be recognized as **not-for-profit**. **One** of the following must be submitted with the application, as proof of non-profit status:

- a. A copy of the letter from the U.S. Treasury Department granting federal tax exemption under Section 501(C) (3) of the U.S. Internal Revenue Code.
- b. A copy of the Charter issued by the Board of Regents of the State of New York under Section 216 of the Education Law.
- c. Bureau of Charities Filing receipt.
- d. Certification of Incorporation under Section 402 of the not-for-profit law.

Organizations requesting support must:

- be based in The Bronx and the activities must serve Bronx residents.
- have an active Board of Directors or a comparable group that meets on a regular basis to determine and direct organization policies.
- have submitted required final reports as requested by BCA.

HOW TO APPLY

1. Read the guidelines to determine your organization's eligibility for the Community Arts Grants.
2. Complete the application. Make copies of pages B-D and use them to describe the other projects if you making more than one request. **PLEASE TYPE! Hand written or partially hand written applications will not be accepted.** Be sure that the organization's name is on every page and appropriate project box is checked.
3. Submit completed application with required documentation to the Bronx Council on the Arts' office no later than 5:00 p.m. on *Friday September 21, 2007*. **NO LATE APPLICATIONS WILL BE ACCEPTED!** If you are mailing the application(s), it must be postmarked (not metered) by this date. Mail your applications & support materials to:

The Bronx Council on the Arts (CAG)
1738 Hone Avenue Bronx, New York 10461

WHAT TO SUBMIT (check list)

- _____ 1 Original application with original signature.*
- _____ 10 copies of application.*
- _____ 2 sets of support materials (no loose and unlabeled photos please and no originals)*
- _____ 2 copies of each resume.*
- _____ 1 Copy of proof of Non-Profit Status.
- _____ 1 List of Board of Directors or decision-making body **with** their addresses.
- _____ 1 Copy of the latest annual Financial Statement for your organization.

***IF YOUR ORGANIZATION IS SUBMITTING MORE THAN ONE REQUEST, SUBMIT THE AMOUNT OF ITEMS INDICATED FOR EACH REQUEST.**

Where

BCA has scheduled six (6) "**How To Apply**" seminars to provide help in completing the application forms and to answer any questions. It is to your advantage to attend one of these seminars. All applicants not previously funded by BCA **must** attend one session. Sessions will be held:

Tuesday, July 17, 2007 • 6:00 PM

Bronx Council on the Arts
1738 Hone Avenue
Bronx, NY 10461

Thursday, July 19, 2007 • 6 PM

Bronx Council On the Arts
1738 Hone Avenue
Bronx, NY 10461

Friday, July 27, 2007 • 6 PM

Bronx Museum
1040 Grand Concourse
Bronx, New York 10453

Tuesday, July 31, 2007 • 6 PM

Hostos Community College
450 Grand Concourse
Bronx, NY 10451

Tuesday, August 7, 2007 • 6 PM

Mud/Bone Theater Collective
889 Hunts Point Avenue
Bronx, NY 10474

Tuesday, August 14, 2007 3 PM

To Be Determined

**FOR FURTHER INFORMATION OR ASSISTANCE WITH THIS APPLICATION
PLEASE CONTACT: AMERICO CASIANO, JR. AT BCA: 718-931-9500 EXTENSION 19
Email; Americo@bronxarts.org or go to www.bronxarts.org**

CRITERIA

The Review Panel recommends Community Arts Grants program funds to the extent that they meet the following criteria:

- a. Artistic merit and purpose of the project.
- b. Qualified staff and artists' involvement (include resumes). *Priority given to projects which involve Bronx artists.*
- c. The project's realistic chance of implementation.
- d. The organization's ability to administer all phases of the project.
- e. Audience and community benefit to be derived from the project.
- f. Audience and community interest in and support for the project.
- g. Justification of the need for the requested funds.
- h. Sources of support (in-kind or cash) other than BCA. (BCA should not be the sole source of support for any project).
- i. The lack of similar projects in the same geographical area.
- j. Accessibility for persons with disabilities (or the commitment to achieve same).

RESTRICTIONS

Grants will NOT be recommended for:

- a. Individuals (although individuals may apply through a sponsoring Bronx based organization).
 - b. Projects serving only the organization's members and/or exclude the public's participation; in-school activities occurring during regular school hours; **or projects that begin prior to January 1, 2008 – no exceptions.**
 - c. Deficit budgets, capital improvements, purchases of equipment, fundraising events, expenses for establishment of new organizations, operating expenses, Scholarships/fellowships, organizations or chapters not located in the Bronx, expenses not related to the specific project for which funds are requested, or budget requests greater than organization's project expenses minus total project income,. In addition, requests for *entertainment costs (theater parties, museum opening, receptions, fund-raising benefits, Annual special events, or any similar activities)*.
 - d. Projects that are recreational, rehabilitative or therapeutic.
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REVIEW PROCESS

- BCA staff contacts you to confirm receiving your application.
- Review Panels begin meeting in early November to consider all eligible applications.
- Applicants are notified of final decisions at the end of December.
- Checks will be issued at the DEC Awards Ceremony in January.

A Review Panel, approved by the Executive Committee of the Bronx Council on the Arts, will review all applications and make funding recommendations. Panel members are representative of the artistic, community and business interests in The Bronx.

APPEALS PROCESS

BCA wants to ensure that organizations are given full and fair consideration in this competitive funding review process. The appeals process exists for this reason. **DISSATISFACTION WITH THE LEVEL OF SUPPORT OR A RECOMMENDATION OF NO FUNDING CANNOT BE USED AS THE BASIS FOR AN APPEAL.** The grounds for an appeal are based solely on either (a) the misrepresentation of information: information not properly presented or not presented at all, which otherwise might have affected the Panel's recommendation; or (b) improper procedure (e.g., conflict of interest on the part of a panelist). Should the appeals panel uphold the appeal, then the application will be returned to a regrant panel for review. **An appeal must be made in writing to BCA within ten (10) working days of the post-marked date of formal notification of the funding decision.**

FINAL APPROVAL

Panel recommendations will be submitted to the Executive Committee of the Board of Directors of the Bronx Council on the Arts for final approval. **ALL APPLICANTS WILL BE NOTIFIED, REGARDLESS OF WHETHER OR NOT THEY RECEIVE FUNDING.**

APPLICATION INSTRUCTIONS – Page A

Answer All Questions. Your application will be considered incomplete if any questions are left unanswered.

1. **Applicant Organization Legal Name** – Legal name of non-profit organization or applicant.
2. **Mailing Address** – *must be within Bronx County.*
3. **Street/Activity Address** – complete if the activity occurs at a location different from the mailing address.
4. **Contact Name and Title** – name and title of the individual most familiar with the application(s).
5. **Contact Phone (Day)** – best daytime telephone number for the person most familiar with the application(s) – please include extension if applicable.
6. **Contact Phone (Eve)** – best nighttime telephone number for the person most familiar with the application(s) – please include extension if applicable.
7. **Fax Number, E-mail, Alternative E-mail, and Web Site** – information for person most familiar with the application(s).
9. **Fiscal Year Ends** – last day and month of the organization’s fiscal year.
10. **Incorporation Date or Date Formed** – either the legal date of incorporation OR the date that the organization’s began activity.
- 11-14. **NYS Assembly, US Cong. District, NYS Senate, & City Council.** – Contact the Board of Elections at 718-299-9017, to obtain current information. **Please enter the district number only!**
15. **Community Board** – Contact the Bronx Borough President’s office at 718-590-6000, to obtain the current information. Please enter the district number only!
18. **Fiscal Agent Information** – conduit organization’s information and the person there who is most familiar with this application and proposed project.
19. **Applicant Organization’s Expense:** Summary of organization’s expenses and income for the last fiscal year; total amount of funds spent on full and/or part time artistic personnel; number of individuals reflected in the above expenditures.
20. **Audience/Participants:** Answer as it applies to your project.
 - 1) Audience refers to the amount of spectators.
 - 2) Participants refer to the amount of students or workshop attendees (if applicable). Or
 - 3) Participants refer to the amount of artists, designers, instructors, lecturers, etc.

APPLICATION INSTRUCTIONS – Page B and C

Your application will be considered incomplete if any questions are left unanswered. Please make sure your organization's name is on the top of the page and the appropriate project request box is checked. If submitting more than 1 request, copy pages B-D and use for other request.

1. **Organizational Description** – Use the space provided to describe your organization's purpose and give a brief history.
2. **Briefly describe the project** – using only the space provided, describe the project. *Be very specific about which portion(s) you are requesting funding for.*
3. **Expected audience and participants** – please indicate how many people you anticipate that your project will serve.
4. **Community Benefit** – please describe how the project will benefit the audience/community as well as what support currently exists for the project.
5. **The Project Coordinator** – is the individual who will be responsible for the project. Please describe their role in the project and **attach 2 copies of his/her resume.**
6. **Artists** – list the artist and/or potential artists involved with the project and **attach 2 copies of their resume.**
7. **Previous Experience** – indicate any previous experience your organization may have with similar projects, include programs, flyers, press clippings, etc in your support material.
8. **Additional Funding** – as stated in the criteria, BCA is not to be the only source of funding for this project, please identify the other sources of funding for this project.
9. **Contingency Plans** – describe your plans to raise additional funding in the event that you do not receive the full amount of your request from BCA.
10. **Publicity** - describe how you plan to publicize the project, i.e.: flyers, press, TV, internet, etc. please include past examples
11. **Accessibility** – Please describe how you plan to make your project accessible to those individuals not only physically handicapped, but hearing and/or visually impaired. **Remember, it is against federal and state laws to deny access to the handicapped.**

BUDGET – Page D

INCOME AND EXPENSES PERTAINING TO EACH SPECIFIC PROJECT.

EXPENSES

1. **Administrative Personnel** – value of time spent by **administrative staff** on this project.
2. **Artistic Personnel** – value of time spent by **artistic staff** on this project.
3. **Technical Personnel** – value of time spent by **technical staff** on this project.
4. **Outside Artistic Fees & Services – Non-staff** or consultant fees paid to individuals brought in to work **on this project** or the portion of their fees spent on this project.
5. **Outside Technical Fees & Services – Non-staff** or consultant fees paid to individuals brought in to work **on this project** or the portion of their fees spent on this project.
6. **Space Rental** – funds required for rehearsal, performance, or storage space, etc.
7. **Travel** – costs of travel related to project.
8. **Advertising/Promotion** – costs related to publicizing this project, especially paid advertisements or paid promotional events or items.
9. **Supplies** – costs of **disposable** materials or supplies needed for this project.
10. **Printing** – costs of printing books, mailing cards, programs, flyers, etc., related to this project.
11. **Equipment Rental** – costs of renting any equipment (lights, sound equipment, musical instruments, etc.) used to carry out this project.
12. **Postage** – costs of mailing(s) related to this project.
13. **Other** – anything not covered above that is a cost of carrying out this project (please specify in the space provided).
14. **Total Expenses** – the total cost of this project.

INCOME

- 15. **Admissions** – fees or donations gained from audience attendance.
- 16. **Contracted Services** – fees paid to organizations for performances of the organization’s activity (e.g. tours).
- 17. **Tuition/Sales/Membership**
Tuition – fees charged for attendance at workshops
Sales – concessions; outright sale of (literary or visual) works;
- 18. **Corporate and Business Support** – funds or grants received from corporations or businesses (including advertisements in programs or journals).
- 19. **Foundation Support** – direct grants made by private corporations.
- 20. **Private and Individual Support** – contributions or donations from individuals.
- 24. **Other** – any funds that will go toward carrying out this project that did not come from a source listed above (please specify in the space provided).
- 25. **Total Cash Income** – the total amount of money generated for or by this project.
- 28. **Total Requested** – this is the **difference** between the total expenses for this project and the total cash income for this project.
Remember that this amount cannot exceed \$5,000.

In-Kind Contributions – those services, goods, or space for which actual funds do not have to be expended. (These should be beyond the normal operation of the organization).

Services – volunteers who contribute time to this project for which they are not paid.

Goods/Materials – donated supplies or equipment.

Space – rehearsal, performance or administrative space for which rent is not charged.

THIS APPLICATION IS ALSO AVAILABLE
ON OUR WEB SITE AT:
www.bronxarts.org

ABOUT THE BRONX COUNCIL ON THE ARTS

The Bronx Council on the Arts (BCA) is the officially designated cultural agency of Bronx County, providing cultural services and arts programs to a multi-cultural constituency.

The mission of BCA is to encourage and increase the public's awareness and participation in the arts, and to nurture the development of artists and arts and cultural organizations.

BCA's basic initiatives include direct financial support for individual Artists and non-profit organizations, information services, technical assistance, education and community programming and advocacy. The key to the success of our programs has been the formation of mutually beneficial partnerships with the private sector, educational institutions, social service agencies and community organizations.

In addition to the administrative offices, BCA maintains three additional sites. The Bronx Writers' Center is located at 2521 Glebe Avenue in the Westchester Square Branch of the New York Public Library. The Longwood Arts Project @ Hostos Gallery is located at Hostos Community College, 450 Grand Concourse, 718-518-6728. The BCA Development Corp. is located at 571 Walton Avenue, 718- 401-9558.

BCA Bronx Recognizes Its Own (BRIO) Fellowship Award BCA recognizes its mandate to support artistic development as well as the contributions of Bronx artists. Since 1989, the BRIO Award has served as a demonstration of BCA's outreach and support to the community of Bronx artists creating work in the literary, media, performing, and visual arts. 20 grants of \$2,500 each are awarded to individual artists in a variety of disciplines. BRIO winners must complete a one-time public service activity in the year following their award. Selection is based on artistic excellence and is decided by a panel of professional artists representing the various disciplines. Only artists residing in the Bronx are eligible.

The Bronx Writers' Center is devoted to the professional and artistic development of Bronx Writers, and to expanding audiences for literature in The Bronx. The Center serves as a quiet space for writers in all genres to work, research, attend workshops and readings, and stay connected to the literary community while developing their craft. In addition, both established and emerging writers are able to participate in and create new programs, which benefit the development of not only the audiences for spoken word performances, but their own careers as well. For additional information about the Bronx Writers' Center, call (718) 409-1265

Longwood Arts Project is the contemporary art center of the Bronx Council on the Arts with the mission to support artists and their work, especially emerging artists from underrepresented groups such as people of color and women, through Longwood Art Gallery @ Hostos, Digital Matrix Commissions Program, and public programs that provide opportunities for free and open dialogue. Longwood Arts Project presents solo and group exhibitions of works of art produced in various media or through interdisciplinary practices that connect artists, communities, and ideas within and beyond the Bronx. For Additional Information call (718) 518-6728.

Additional information about BCA can be found on our web site
www.bronxarts.org



PANELIST NOMINATION FORM

Nomination Deadline: September 7, 2007

The Bronx Council on the Arts (BCA) is seeking nominations of individuals to serve on the various panels conducted throughout the year. These panels represent a wide range of experience in arts management and arts disciplines. If you would like to nominate an individual to serve as a panelist, please complete the following information and attach a current resume of the nominee.

Nominee Information:

NAME: _____

ADDRESS: _____

CONTACT: _____

(Phone)

(Fax)

(E-mail)

AFFILIATION: _____

EXPERIENCE: (please provide a short description of why you think this nominee would make a good panelist and their primary areas of expertise.)

NOMINATED BY: _____

ADDRESS: _____

CONTACT: _____

(phone)

(fax)

(e-mail)

In an effort to maintain a high level of integrity and impartiality in its decision-making process, BCA needs to consider many factors, including cultural diversity and geographic representation, when creating its panels. In view of these requirements, BCA may not be able to utilize the services of all of the qualified individuals who are nominated. However, nominee information will be held for at least two years. Thank you for your suggestions.

Please return this information to

**The Bronx Council on the Arts
Community Arts Grant
1738 Hone Avenue
Bronx, New York 10461**

