

2011 - 2012



**Community Arts Grant**

**DEADLINE**

**Friday, September 30, 2011, 5:00 PM**

**Application and Support Materials**

**Must Be Submitted Online**

**No Exceptions**

## 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 Bronx based 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.

BCA maintains two additional sites. The Bronx Writers Center is located at 2521 Glebe Avenue in the Westchester Square Branch of the New York Public Library and the **Longwood Arts Gallery @ Hostos** located at Hostos Community College, 450 Grand Concourse, 718-518-6728. BCA's main office is located at 1738 Hone Avenue in the Morris Park section of the Bronx, 718-931-9500.

**BRIO/Bronx Recognizes Its Own** is in its 22nd year. BRIO (Bronx Recognizes Its Own) continues to provide support for artistic development of individuals creating works of literary, media, performing, and visual arts in the Bronx. A minimum of 25 BRIO grants of \$3,000 each are awarded annually to individual artists residing in the Bronx.

**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, BCA offer public program providing 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.

BCA maintains the **Bronx Writers Center**. The center is devoted to the professional and artistic development of Bronx writers and to expanding audiences for literature in the Bronx. The Center's literary artists can receive skill-building instruction and attend first-rate workshops that address various levels of writing abilities. Writers with a desire to improve their skills are welcome to take one of the Center's free creative workshops which run the gamut of literary genres. The Center also offers professional development seminars on the more practical aspects of the literary field such as editing and marketing a self publishing book and finding outlets for publishing in literary journals and magazines. Additionally, the Bronx Writers Center offers its Literary Fellowship and Residencies award. **The Bronx WritersCorps, a program to improve literacy levels and to provide avenues of expression for residents of the most underserved & challenged neighborhoods, is part of the Writers Center. For Additional Information call (718) 409-1265.** For additional information regarding the Writers Center and its programs, call Ms. Maria Romano, 718-931-9500 x21.

More detailed information about BCA and its programs can be found on our web site.

[bronxarts.org](http://bronxarts.org).

## Community Arts Grant

The Bronx Council on the Arts invites all eligible arts and community organizations to apply to the NYSCA/BCA Community Arts Grants program for the 2011 - 2012 year. Please read the information and guidelines carefully to determine your eligibility. This information is being circulated **online** throughout the borough. If you know of another organization that uses the arts as a vehicle to promote their mission and interested in additional financial support, please help us by circulating the information. **PLEASE NOTE: GRANT PROCESS IS COMPETITIVE!** The application and procedure is an online process available on our web site at [www.bronxarts.org/Grants](http://www.bronxarts.org/Grants).

### 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 and artists expenses related to specific cultural or arts projects that provide services and activities for 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 **\$1,627**.

Organizations who applied directly to NYSCA in January/February 2010 are not eligible for DEC, *regardless of their application's status*. However, these organizations may be 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 which 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 partner with individual artists may submit additional requests that will be 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** — either incorporated as a not-for-profit corporation or registered as a charities unincorporated group through the New York State Office of the Attorney General. **One of the following must be submitted with the application as proof of non-profit status:**

- 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;
- A copy of the Charter issued by the Board of Regents of the State of New York under Section 216 of the Education Law;
- Bureau of Charities Filing receipt;
- 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

Go to [www.bronxarts.org/grants](http://www.bronxarts.org/grants). Click on the Community Arts Grant. Click the guidelines link and read carefully to determine your organization's eligibility for the Community Arts Grants. Once you are sure of your organization's eligibility click on the application link. This will bring you to the new online application. Complete the application. Answer all questions. All text boxes marked with asterisk (\*) must be filled. If a question is not applicable, type in "n/a". The software will not allow you to go forward unless all questions are answered. Once all questions are answered and the certification page appears, review your application by using the "back" button to return to previous sections. Print copies of your application or applications (if submitting multi-requests) for your own records.

Press the "submit" button once completed application is reviewed.

**Email** all required documents (proof of nonprofit, list of Board of Directors, financial statement, resumes) and all support materials to [cag@bronxarts.org](mailto:cag@bronxarts.org) **no later than 11:59pm, Friday, September 30, 2011.**

**NO LATE APPLICATIONS WILL BE ACCEPTED!**

### WHAT TO SUBMIT (check list)

- \_\_\_\_\_ 1 online application;\*
- \_\_\_\_\_ 1 sets of support materials emailed to [cag@bronxarts.org](mailto:cag@bronxarts.org) .
- \_\_\_\_\_ 1 copy of each resume for Executive/Program Director or Coordinator, all artists emailed to [cag@bronxarts.org](mailto:cag@bronxarts.org) .
- \_\_\_\_\_ 1 copy of proof of Non-Profit Status emailed to [cag@bronxarts.org](mailto:cag@bronxarts.org) .
- \_\_\_\_\_ 1 list of Board of Directors or decision-making body with their addresses emailed to [cag@bronxarts.org](mailto:cag@bronxarts.org) .
- \_\_\_\_\_ 1 copy of the latest annual Financial Statement for your organization emailed to [cag@bronxarts.org](mailto:cag@bronxarts.org) .

**\*IF YOUR ORGANIZATION IS SUBMITTING MORE THAN ONE REQUEST, SUBMIT ONE APPLICATION FOR UP TO 3 REQUEST, ONE SET OF SUPPORT MATERIALS ( UNLESS EACH REQUEST IS DIFFERENT), AND ONE COPY OF THE PROOF OF NON-PROFIT STATUS, THE LIST OF BOARD OF DIRECTORS, AND THE ANNUAL FINANCIAL STATEMENT OR EXCEL SPREADSHEET OF THE LAST COMPLETE FISCAL YEAR.**

**“HOW TO APPLY” SEMINARS: MANDATORY**

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

<b>Tuesday, July 26 , 2011 • 4:00 PM</b> Longwood Art Gallery @ Hostos Community College 450 Grand Concourse, Bronx, NY 10451 718-931-9500 ext. 19 or Gallery: 718-518-6728	<b>Wednesday, July 27 , 2011 • 4:00 PM</b> Longwood Art Gallery @ Hostos Community College 450 Grand Concourse, Lobby, Bronx, NY 10451 718-931-9500 ext. 19 or Gallery: 718-518-6728
<b>Thursday, July 26 , 2011 • 6:00 PM</b> Bronx Library Center 310 East Kingsbridge Road (at Briggs Avenue) Bronx, NY 10458. RSVP Limited Seating. 718-931-9500 ext. 19	<b>Monday, August 22 , 2011 • 6:00 PM</b> Owen Dolen Community Center (Computer Lab) 2551 Westchester Square @ East Tremont Avenue Bronx, NY 10461. RSVP Limited Seating. 718-931-9500 ext. 19 <b>Bring your wireless laptops, etc.</b>
<b>Thursday, August 25, 2011 • 6:00 PM</b> Bronx Council on the Arts 1738 Hone Avenue (corner of Morris Park Avenue) Bronx, NY 10461 718-931-9500 ext. 19	<b>Tuesday, August 30, 2011 • 6:00 PM</b> Bronx Council on the Arts 1738 Hone Avenue (corner of Morris Park Avenue) Bronx, NY 10461 718-931-9500 ext. 19

**CRITERIA**

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

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

## RESTRICTIONS

Grants will NOT be recommended for:

- Individuals (although individuals may apply through a sponsoring Bronx based organization);
- Projects serving only the organization's members and/or exclude the public's participation;
- In-school activities occurring during regular school hours;
- **Projects that begin prior to January 1, 2012 – NO EXCEPTIONS;**
- Deficit budgets, capital improvements, purchases of major equipment, fundraising events, and administrative expenses not related to the specific project for which funds are requested;
- **Projects that are recreational, rehabilitative or therapeutic. Activity Must be ART FOR ART'S SAKE. Activities can not have a social service aspect to its GOAL, OBJECTIVE, OUTCOMES.**

## REVIEW PROCESS

- BCA staff contacts you to confirm receiving your application;
- Review Panels begin meeting in early December 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 early February.

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 regrants panel for review.

**An appeal must be made in writing to BCA within ten (5) working days of the postmarked 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.

## ONLINE APPLICATION INSTRUCTIONS - Page A

Answer All Questions. You will not be allowed to continue to the next section unless all questions marked with asterisk (\*) are answered. If any questions are left unanswered your application will be considered incomplete and you will not be allowed to submit the application electronically.

- **Applicant Organization Legal Name** - legal name of non-profit organization or applicant group.
- **Mailing Address** - must be within Bronx County.
- **Street/Activity Address** - complete if the activity occurs at a local location different from the mailing address.
- **Contact Name and Title** - name and title of the individual most familiar with the application(s).
- **Contact Phone (Day)** - best daytime telephone number for the person most familiar with the application(s) - please include extension if applicable.
- **Contact Phone (Eve)** - best nighttime telephone number for the person most familiar with the application(s) - please include extension if applicable.
- **Fax Number, E-mail, Alternative E-mail, and Web Site** - information for person most familiar with the application(s).
- **Fiscal Year Ends** - last day and month of the organization's fiscal year.
- **Incorporation Date or Date Formed** - either the legal date of incorporation OR the date that the organization began activity.
- **NYS Assembly, US Cong. District, NYS Senate, & City Council.** Contact the League of Women Voters at [www.lwvnyc.org/](http://www.lwvnyc.org/) to obtain current information. Please enter the district numbers only!
- **Community Board** - go to [www.nyc.gov/html/cau/html/cb/cb\\_bronx.shtml](http://www.nyc.gov/html/cau/html/cb/cb_bronx.shtml) to obtain the current information. Please enter the district numbers only!
- **Fiscal Agent Information** - conduit organization's information and the person there who is most familiar with this application and proposed project.
- **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.
- **Audience** (Refers to the amount spectators)/**Participants** (Refers to the amount of students, amount of artists, designers, instructors, lecturers, etc. Answer as it applies to your project.

## 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 through D and use for other request.

- **Organizational Description** - Use the space provided to describe your organization's purpose and give a brief history.
- **Briefly describe the project** - using only the space provided, describe the project. Be very specific about which portion (s) you are requesting funding for.
- **Expected audience and participants** - please indicate how many people you anticipate that your project will serve.
- **Community Benefit** - please describe how the project will benefit the audience/community as well as what support currently exists for the project.
- **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.
- **Artists** - list the artist and/or potential artists involved with the project and attach 2 copies of their resume.

- **Previous Experience** - indicate any previous experience your organization may have with similar projects. Include programs, flyers, press clippings, etc. in your support material.
- **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.
- **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.
- **Publicity** - describe how you plan to publicize the project, e.g., flyers, press, TV, Internet, etc. please include past examples.
- **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**

- **Administrative Personnel** – value of time spent by **administrative staff** on this project.
- **Artistic Personnel** – value of time spent by **artistic staff** on this project.
- **Technical Personnel** – value of time spent by **technical staff** on this project.
- **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.
- **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.
- **Space Rental** – funds required for rehearsal, performance, or storage space, etc.
- **Travel** – costs of travel related to project.
- **Advertising/Promotion** –costs related to publicizing this project, especially paid advertisements or paid promotional events or items.
- **Supplies** – costs of disposable materials or supplies needed for this project.
- **Printing** – costs of printing books, mailing cards, programs, flyers, etc., related to this project.
- **Equipment Rental** – costs of renting any equipment (lights, sound equipment, musical instruments, etc.) used to carry out this project.
- **Postage** – costs of mailing (s) related to this project.
- **Other** – anything not covered above that is a cost of carrying out this project (please specify in the space provided).
- **Total Expenses** – the total cost of this project

## INCOME

- Admissions – fees or donations gained from audience attendance.
- Contracted Services – fees paid to organizations for performances of the organization's activity (e.g., tours).
- Tuition/Sales/Membership.
  - Tuition – fees charged for attendance at workshops.
  - Sales – concessions; outright sale of (literary or visual) works.
  - Membership – Dues, fees that individuals pay organization.
- Corporate and Business Support - funds or grants received from corporations or businesses (including advertisements in programs or journals) and/or potential artists involved with the project and attach 2 copies of their resume.
- Foundation Support – direct grants made by private corporations.
- Private and Individual Support – contributions or donations from individuals.
- Federal – income from federal sources.
- State – income from state sources.
- Municipal – income from local municipal sources
- 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).
- Total Cash Income – the total amount of money generated for or by this project.
- Total Expenses (from line 14)
- Total Income (from line 25)
- 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.

## CERTIFICATION & RELEASE

Signature of principal officer or authority of applicant organization.

**PANELIST NOMINATION FORM**

**Nomination Deadline: Friday, September 10, 2010**

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: \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_  
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



**The Bronx Council on the Arts** (BCA) has been serving the Bronx Community for almost 50 years. BCA serves as a clearinghouse of information for artists, arts organizations, and community groups. The Council makes available a wide range of resources and services available to our constituents. BCA continues to be the place where people in the Bronx and beyond come to for answers to questions and solutions to problems.

### **Bronxarts.org**

Our website has become a prime destination for those searching the web for information on the state of the arts. The Bronx Arts Group section is a special online place for the Bronx Arts community for posting opportunities and events, networking and discussion. The site also has an updated list of resources for artists. The site allows everyone access to the archive of all our award winning artists.

### **E-Blasts**

To insure that our community of artists and organizations as well as the general public don't miss out on any available opportunities, Through these blasts BCA sends announcements regarding events and resource availability. If you have information or opportunities that would be useful to the Bronx arts community, please send them to [contact@bronxarts.org](mailto:contact@bronxarts.org).

### **Opportunities for Artists and Arts Organizations**

BCA posts opportunities and health resources for the arts community on an ongoing basis and updates them regularly. They can be found on our website at [www.bronxarts.org/Opportunities.asp](http://www.bronxarts.org/Opportunities.asp).

### **Calendar of Bronx Events**

BCA additionally maintains a Calendar of Bronx Events on our website which includes free or low-cost Bronx activities for the convenience of our community. It can be found on our website at [www.bronxarts.org/calendar.asp](http://www.bronxarts.org/calendar.asp)



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