



2019

Community Arts Guidelines

Deadline: Monday, October 15, 2018 at 11:59 PM

For Bronx-based
**Individual Artists, Artist Collectives,
& Non-profit Arts and Community Organizations**



This program is made possible with funds from the New York State Council on the Arts Decentralization Program, with the support of Governor Andrew M. Cuomo and the New York State Legislature.

Bronx Council on the Arts Community Engagement Grants

Arts Fund | New Work | Community Arts

Bronx Council on the Arts Community Engagement Grants aim to contribute to the cultural life of the borough through their support of community based, high-quality arts projects in all disciplines, genres, and styles.

Disciplines include: dance; film/video/media; folk arts; interdisciplinary arts; literary arts; multi-disciplinary projects; music; opera; theater; visual arts/crafts.

- Funded projects must take place in the Bronx between January 1, 2019 and December 31, 2019, and be open and accessible to the public.

BASIC ELIGIBILITY FOR BCA GRANTS:

- Individual applicants must:
 - be residents of Bronx County. Proof of residency is required.
- Organizational applicants must:
 - be based in the Bronx with a Bronx address,
 - have existed for at least one year, and
 - show proof of non-profit status and have an active board of directors.

APPLICANTS ARE NOT ELIGIBLE FOR BCA GRANTS IF:

- They received a BCA grant in a previous year, but failed to submit a Final Report.
- They are under the age of 18, or a full-time student in a higher education program.
- They work or have a studio space in the Bronx, but live outside of the Bronx.
- They received funding from NYSCA in the same fiscal year.
- They are a public university or college, a public, private or parochial school, or a New York City or State agency or department.
- They are a Staff or Board member of BCA.

FUNDING CANNOT BE PROVIDED FOR:

- General operating expenses or operating expenses of privately owned facilities, such as homes and studios.
- Activities intended only for an organization's membership and that are not open to the public.
- Arts-in-Education programs/residencies that take place in a school during the school day and have no public component.
- Scholarships/fellowships, student stipends, regranting programs, or travel expenses outside NYC.
- Major equipment purchases, property or mortgage payments, or capital improvements such as building construction or renovation.
- Major expenditures for the establishment of a new organization.
- Cash prizes, juried shows, fellowships, scholarships or other awards or stipends to students.
- Administrative costs unrelated to the proposed project.
- Entertainment costs such as theater parties, gallery and museum openings, receptions and fundraisers.

*This document contains guidelines for **Community Arts**. BCA also offers community engagement project funding through **New Work and Arts Fund**. For more information visit bronxarts.org.*

COMMUNITY ARTS

Grant Range: \$1,000 to \$5,000

Community Arts (CA) grants support local arts projects and activities that enable Bronx communities to experience and engage with the performing, literary, media, and visual arts. Projects may include, but are not limited to: exhibitions, workshop series, performances (all disciplines), festivals, screenings or readings. All projects must be community based and open to the general public.

The program provides support for arts and cultural projects to community-based organizations, groups, collectives or individual artists through grants ranging from \$1,000 to \$5,000. Local non-profit organizations may apply directly to this program; individual artists or collectives must apply either through a fiscal sponsor, or directly if working in partnership with a community-based non-profit organization based in the Bronx.

Direct NYSCA applicants cannot be fiscal sponsors or partnering organizations, nor apply for Community Arts funding.

ELIGIBILITY REQUIREMENTS:

ORGANIZATIONS: Eligible organizations **MUST:**

- **Provide one of the following forms of proof of non-profit status:**
 - Internal Revenue Service 501(c)3 letter.
 - Charter from Board of Regents under Section 216 of the NY State Education Law.
 - Current NY State Bureau of Charities (Office of the Attorney General) filing receipt.
 - Certificate of Incorporation under S. 402 of the NY State Not-For-Profit Law.
- **Have a current Bronx street address.**
- **Have an active Board of Directors.**
- **Not have applied directly to NY State Council on the Arts for funding for the Fiscal Year 2019.**

INDIVIDUALS/COLLECTIVES: An individual artist or collective **MUST**

- **Provide one of the following forms of proof of Bronx residency (*with same address as that of the application*):**
 - *NYS Driver's license*
 - *New York State or New York City ID*
 - *Voter Registration Card*
 - *Mortgage, rent receipt or lease agreement*
 - *Utility bill (e.g., electricity, cable, gas, etc.)*
 - *Credit card or bank statement (first page only; social security number/financial information blacked out)*
 - *NYS or Federal tax return*

IMPORTANT: Individual artists and artist collectives must apply for funds either through a fiscal sponsor, or directly if working in partnership with a community-based non-profit organization based in the Bronx. Both fiscal sponsors and community partner organizations must meet the same basic eligibility requirements as applicant organizations, which are listed above. Community-based non-profit partners are required to provide a letter of commitment confirming the partnership with the

applicant and outlining the scope of the partnership, i.e., venue/space, marketing support, community outreach, or staff/admin support, etc. Direct NYSCA applicants cannot be fiscal sponsors or partnering organizations.

Applicants may submit up to three requests per year between Community Arts (CA) and New Work (NW). Eligible applicants **CANNOT** apply to CA and NW for the same project. Total request of all applications submitted cannot exceed \$5,000.

Eligible applicants **CAN** apply to Community Arts and Arts Fund for the same project.

APPLICATION REQUIREMENTS:

All applicants must fill out a complete online application using Submittable.com, accessible through www.bronxarts.org.

For Organizations:

Applicants must upload the following in order to be considered for funding:

- **Proof of Non-profit Status** (see eligibility requirements)
- **Organization Budget**
 - Current and projected fiscal year budgets; and most recent completed financial statement. (*financial statements can be: audited financial statement, treasurer's report, or IRS Form 990.*)
- **List of current Board of Directors**

For Individual Artists/Collectives:

Applicants must upload the following in order to be considered for funding:

- **Proof of applicant's Bronx residency** (see eligibility requirements)
- **Letter of Commitment** from the applicant's fiscal sponsor or community partner on the organization's letterhead detailing the relationship, and signed by the organization's Executive Director or equivalent.

For All Applicants:

Applicants must upload the following in order to be considered for funding:

- **Project Budget** (including payment of artist fees)
 - Project Budget Form available here: <https://bit.ly/2NNZHGu>
- **Appropriate Work Samples** based on the project discipline. Applicants are highly encouraged to upload work samples including: digital images, pictures of printed images and illustrations, videos, mp3s, manuscripts, literary magazines, etc. Work samples should represent work from the last 3 years.

All proposals must show other sources of income for the project (other funding, cash or in-kind) for at least 25% of the overall project budget. **Community Arts CANNOT FUND MORE THAN 75%** of the applicant's total project budget

SUPPORTING DOCUMENTS:

Applicants are strongly encouraged to upload one copy of each of the following that are applicable:

- **Press Kit**, or set of publicity materials from past projects, i.e. recent press release; brochures/postcards/identity pieces; clear photo documentation of previous work; quotes from past reviews, testimonials etc.
- **Resumes** for up to two principal personnel involved in the project.
- **Venue Commitment Letter**, letter of interest from a potential venue, or printed email of interest or confirmation. Artists planning to partner with a specific organization may also include a letter of support or commitment from the project partner.

Review Criteria

The Bronx Council on the Arts (BCA) is committed to funding a diverse array of projects throughout the Bronx. The emphasis of **Community Arts** is on individual artists and arts organizations with an ability to articulate how their work uniquely contributes to the cultural life of the borough.

Community Arts funding decisions are made by panels of Bronx residents selected and trained by BCA. To create a fair and impartial environment, BCA selects panelists that represent a range of ethnicities, genders, ages, neighborhoods, artistic mediums and artistic styles from across the borough. Panels recommend a level of funding according to the following criteria:

- Artistic merit of the proposed project.
- Overall quality and clarity of application narrative and budget.
- Demonstrated audience and community benefit to be derived from the project.
- Non-duplication of similar existing programming, geographic area, and/or community served.
- Clearly defined ability to successfully complete the project.

The Community Arts process is highly competitive. Applicants are expected to address each one of these criterion throughout their proposal.

For purposes of this grant, “community” can be defined as: geographic area; cultural, social, racial or socio-economic demographic; and/or artistic community. Competitive proposals often illustrate their uniqueness and innovation within the borough.

“Community support and interest” and “audience benefit” can be demonstrated by: applicant’s ability to define the audience and clearly articulate how the audience will benefit from the proposed project; community partnerships/collaborations; production/exhibition history; and/or audience/collaborator numbers and demographics.

Grantee Responsibilities

BCA grant awardees are recipients of public funding and are subject to the responsibilities that it brings.

Community Arts grantees must:

- Sign a contract with BCA, stipulating the amount of the award and the name of the project.
- Include the appropriate credit line and BCA logo on all promotional materials for the funded project. Exact wording will be provided in the contract.
- Provide BCA with copies of project-related publicity and promotional materials at least three weeks in advance of the funded project and provide two complimentary tickets to the funded event, if applicable.
- File a Final Report by January 31st, 2020.
- Revise their project description and budget after learning of funding amount, if applicable.

Appeals

The appeals process is intended for situations in which the applicant believes a serious administrative error was made that denied them a fair hearing of their proposal. Applicants should only initiate an appeal if, after discussing panel notes with BCA Grants staff, they have reason to believe that one of the following occurred at the panel:

- Non-presentation of pertinent information that was included in the application.
- Misrepresentation of pertinent information.
- Improper procedure.

An applicant not awarded funding by the Grants panel who wishes to appeal must initiate a formal appeal, in writing, to the Grants Director within 10 business days after the date of the denial letter. Organizations or artists who receive funding at less than the requested amount are not eligible to appeal.

BCA will offer 6 “How to Apply” Workshops in July, August and September. First time applicants are **required to attend one.**

Go to <http://bronxarts.org/cag.asp> for upcoming workshop dates and to RSVP.

QUESTIONS? Contact Bryan E. Glover | Bryan@bronxarts.org | 718-931-9500 ext.22

Applicants are encouraged to attend one of several “How To Apply” workshops, which will take place from July through September (schedule available at www.bronxarts.org). First time applicants (and those who have not applied in the last two years) are required to attend a workshop. We also recommend that applicants submit their applications early during the open application period. This will allow more time for correcting errors or supplying missing information before the application deadline.

2019 BCA Community Engagement Grant Funding Cycle

July 2018

Community Engagement Grants (**Bronx Arts Fund, New Work, Community Arts**) open 7/13.

October 2018

Community Engagement Grant application deadline 10/15

November 2018

BCA Grants staff prepare applications for panel meetings.

Dec 2018/Jan 2019

Panels convene; funding decisions made.

March 2019

Notifications regarding funding decisions are sent to applicants via email.

April 2019

Community Arts Celebration honoring the 2019 Community Engagement Grants grantees. Funds distributed.