



2022

# Community Arts Guidelines

*Deadline: Monday, November 15, 2021 at 11:59 PM*

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

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**Council on  
the Arts**

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# 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 and programs 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 and programs must take place in the Bronx between January 1, 2022 and December 31, 2022 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 or program.
- Entertainment costs such as theater parties, gallery and museum openings, receptions and fundraisers.

**COVID-19 exception:** Due to challenges faced by many dealing with the continuing repercussions of the coronavirus pandemic, BCA will allow the following budget expenses for all Community Arts funded projects and programs for the 2022 grant year:

- *Materials and expendable equipment that does not exceed \$1000 (consumable goods, e.g., thumb drives; sheet music, lamps, lighting gel, etc.)*
- *Equipment, including software; subscriptions; and training related to the creation and promotion of virtual programming, is allowable.*

*This document contains guidelines for **Community Arts**. BCA also offers community engagement activity funding through **New Work and Arts Fund**. For more information visit [bronxarts.org](http://bronxarts.org).*

## COMMUNITY ARTS

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

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

The program provides support for arts and cultural projects and programs 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 NYS CA 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 2022.**

**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 or program. Total request of all applications submitted cannot exceed \$5,000.

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

### **APPLICATION REQUIREMENTS:**

All applicants must fill out a complete online application using [Submittable.com](http://Submittable.com), accessible through [www.bronxarts.org](http://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/program Budget** (including payment of artist fees)
  - Project/program Budget Form available here: [TBD]
- **Appropriate Work Samples** based on the activity 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.

**COVID-19 exception:** Due to challenges faced by many dealing with the repercussions of the coronavirus pandemic, BCA will waive the 25% requirement for all funded projects and programs for the 2022 grant year.

## 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/programs, 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/program.
- **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/program partner.

# Review Criteria

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The Bronx Council on the Arts (BCA) is committed to funding a diverse array of activities 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/program.
- Overall quality and clarity of application narrative and budget.
- Demonstrated audience and community benefit to be derived from the project/program.
- Non-duplication of similar existing programming, geographic area, and/or community served.
- Clearly defined ability to successfully complete the project/program.

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 activity; community partnerships/collaborations; production/exhibition history; and/or audience/collaborator numbers and demographics.

## Grantee Responsibilities

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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/program.
- Include the appropriate credit line and BCA logo on all promotional materials for the funded activities. Exact wording will be provided in the contract.
- Provide BCA with copies of project or program related publicity and promotional materials at least three weeks in advance of the funded activities and provide two complimentary tickets to the funded event, if applicable.
- File a Final Report by January 16<sup>th</sup>, 2023.
- Revise their project/program description and budget after learning of funding amount, if applicable.

## Appeals

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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.

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BCA will offer 6 “**Information Sessions**” Workshops in September, October and November. First time applicants are **encouraged** to attend one.

Go to <https://www.bronxarts.org/grants> for upcoming workshop dates and to RSVP.

**QUESTIONS?** Contact Bryan E. Glover | [bryan@bronxarts.org](mailto:bryan@bronxarts.org) | 718-931-9500 ext.22, or  
Destiny Padilla | [destiny@bronxarts.org](mailto:destiny@bronxarts.org) | 718-931-9500 ext. 12

Applicants are encouraged to attend one of several “Information Sessions,” which will take place from September through November (schedule available at [www.bronxarts.org](http://www.bronxarts.org)). First time applicants (and those who have not applied in the last two years) are strongly encouraged 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.

## 2022 BCA Community Engagement Grant Funding Cycle

### **September 2021**

Community Engagement Grants (**Arts Fund, New Work, Community Arts**) open 9/1.

### **November 2021**

Community Engagement Grant application deadline 11/15

### **Nov/Dec 2021**

BCA Grants staff prepare applications for panel meetings.

### **January 2022**

Panels convene; funding decisions made.

### **March 2022**

Notifications regarding funding decisions are sent to applicants via email.

### **April 2022**

*Community Arts Celebration* honoring the 2022 Community Engagement Grants grantees. Funds distributed.