



BRONX COUNCIL  
ON THE ARTS

2023

# New Work Guidelines

***Deadline: Monday, November 15, 2022 at 11:59 PM***

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For Bronx-based  
**Individual Artists**

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**NEW YORK**  
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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, 2023 and December 31, 2023, 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.

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

# NEW WORK

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**Grant Amount: \$2,500**

**New Work (NW)** invites individual Bronx-based artists to apply for a commissioning grant in the amount of \$2,500 for the creation of a new work in a community setting.

An essential element of this funding is a community engagement component. The project must engage a segment of the community through a public program, such as an exhibition or performance that is open to the public, and/or the inclusion of community involvement in the development and creative process of the artist's project. This inclusion can be in the form of feedback, response, interaction and/or social practice by or with community members. Some examples of this type of interaction are interviews with a segment of the community, creation of parallel work by a community group, or stories and anecdotes collected from a community group that relate to the concept or content of the project.

New Work is designed to increase support for local artist-initiated activity and to highlight the role of artists as important members of the community. These grants are intended to support creative (not interpretive) professional artists interested in working within a community setting.

With only four (4) awards made each year, **New Work** is a highly competitive grant process for Bronx artists of all disciplines. Preference will be given to innovative projects that address the concept of community. Competitive proposals will identify the community the artist plans to work with and the methods they will use to reach and include that audience.

## **ELIGIBILITY REQUIREMENTS:**

An individual artist **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*

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

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

## **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).

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

- **Proof of applicant's Bronx residency** (see eligibility requirements)
- **Project budget** (including payment of artist fees)
- **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.

## **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 2 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

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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 New Work is on individual artists with an interest in creating new work in a community setting and can articulate how their work uniquely contributes to the cultural life of the borough.

New Work 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 equally important 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 New Work process is highly competitive. Applicants are expected to address each one of these criteria 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

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

### New Work 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 15th, 2024.
- Revise their project 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  
Dionne Norton-Dauxy | [dionne@bronxarts.org](mailto:dionne@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.

## 2023 BCA Community Engagement Grant Funding Cycle

### **September 2022**

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

### **November 2022**

Community Engagement Grant application deadline 11/15

### **Nov/Dec 2022**

BCA Grants staff prepare applications for panel meetings.

### **January 2023**

Panels convene; funding decisions made.

### **March 2023**

Notifications regarding funding decisions are sent to applicants via email.

### **April 2023**

*Community Arts Celebration* honoring the 2023 Community Engagement Grants grantees. Funds distributed.