



2021

The Bronx Cultural Visions Fund Guidelines

For Bronx-based
**Individual Performing Artists, Performing Arts
Collectives, & Non-profit Performing Arts
Organizations**

This program is supported by a grant from the



The Bronx Cultural Vision Fund: Overview

The Bronx Cultural Visions Fund (BCVF) seeks to support the development of new ideas and the production of new work in the performing arts, including but not limited to dance, music, theater, performance art, and multi-disciplinary performance work. Open to Bronx-based emerging and mid-career individual artists and organizations with budgets up to \$250,000, BCVF awards are intended to have a meaningful impact on an artist's career or an organization's development.

The BCVF represents a significant investment in The Bronx's performing arts scene, and the Bronx Council of the Arts (BCA) will be developing long-term relationships with each grantee. We will remain actively engaged with applicants and grantees throughout the process, from the letter of intent through the realization of funded projects.

The BCVF features two tracks:

CONCEPT DEVELOPMENT

This track will award up to \$10,000 to individual artists, collectives, and organizations with compelling ideas in need of seed funding. Concept development grantees will be eligible to apply for production grants in the following grant cycle.

PRODUCTION

This track will award up to \$20,000 to individuals, collectives and organizations who are ready to produce a new work.

Grantees on both tracks will be eligible for a \$2,500 supplemental Professional Enhancement Fund grant, which can be used for skill-building, learning opportunities, or capacity-strengthening initiatives. For example, an organization might work with a marketing or fundraising consultant; an artist might work with an instrumental or dialect coach.

Questions? Contact the Bronx Cultural Visions Fund at bcvf@bronxarts.org

ELIGIBILITY CRITERIA:

The program is open to Bronx-based individual artists and unincorporated groups (ensembles or collectives) practicing in the performing arts, along with Bronx-based incorporated performing arts organizations whose annual operating budgets are below \$250,000. Unincorporated groups must have one member apply as an individual applicant; only one member may apply on behalf of the group. Productions must take place in New York City, but are not required to take place in the Bronx.

- Individual artists or one member of an unincorporated group (ensembles or collectives) must:
 - be residents of Bronx County,
 - be 18 years of age or older.
- Incorporated organizations must:
 - be based in the Bronx with a Bronx address,
 - have been incorporated for at least one year,
 - show proof of non-profit status,
 - have an active board of directors,
 - have an annual budget of less than \$250K.

Please see page 6 for documentation requirements.

APPLICATION PROCESS:

The application for the Bronx Cultural Visions Fund consists of two stages: submitting a *letter of intent (LOI)* and, if invited, submitting a *full proposal*.

Application assistance: BCA staff will be available to provide support to grantees throughout both letter of intent and full proposal stages of this process. Email inquiries are welcome, and appointments by phone are available upon request to discuss eligibility, the application process, evaluation criteria or grant program timelines, as well as application review before grant deadlines. Requests for assistance will be accepted up to one week before the letter of intent or full proposal deadlines. [Note that BCA staff cannot offer concept ideas or tell you what to propose.]

LETTER OF INTENT (LOI)

The LOI should convey essential details and a general overview of the new work for which funding is sought. Letters of intent may be submitted in written or video format (see requirements below). LOIs will be reviewed by BCA staff and an invited panel of seasoned professionals in the field of performing arts using the stated Evaluation Criteria below. Those applicants whose work most strongly meets the evaluation criteria will be invited to submit a full proposal.

LOIs will be accepted from June 15 through August 2, 2021 via our online form found at www.bronxarts.org/grants/bronx-cultural-visions

FULL PROPOSAL

Full proposals will be accepted by invitation only. Full proposals will offer applicants the opportunity to provide greater detail about the proposed concept or production. BCA staff will support each applicant in preparing their proposal, via email, phone, and/or meetings (live or remote), with the intention of making each proposal as strong and successful as possible. Full proposals will be reviewed by BCA staff and an invited panel of seasoned professionals in the field of performing arts.

Invited full proposals will be accepted from August 30 through October 11, 2021

LETTER OF INTENT REQUIREMENTS:

The LOI is a brief overview and description of the new idea (Concept Development) or work (Production) for which the applicant seeks support. Applicants can choose to submit a LOI by uploading either a short video or filling out a written statement.

- Videos may be a simple cell phone recording. This video is not an artistic sample or a chance to include another work sample — we provide the option of video as an alternative to writing. Video statements must be no longer than 3 minutes. We prefer English; however, we can also accept Spanish if the idea to be conveyed does not translate well in English (please provide English subtitles or translation).
- Written LOIs must be no longer than 2 pages.

All statements must include the following:

- Name of the applicant
- A brief history of the applicant (individual or organization), focusing on artistic achievements

- A description or overview of the proposed idea in need of seed funding (Concept Development) or new work (Production) in need of production funding.
- An explanation of how the Bronx Cultural Visions Fund will make a significant contribution to the artist's or organization's career or development.
- **For concept development grant applicants:** A general timeline and tangible goal to be achieved by the end of the grant period (e.g., a new play, a new dance work, a new score).
- **For production grant applicants:** a general production timeline and goal for the premiere of the new work (estimated date and location; performances must take place in New York City, but are not required to take place in the Bronx).

Supplemental materials:

- A sample of previous work by the applicant (either links to websites or social media – specify specific content to view – or video clips no longer than 10 minutes)
- Proof of eligibility (see Proof of eligibility section on page 6)

LOIs will be accepted from June 15 through August 2, 2021

FULL PROPOSAL REQUIREMENTS:

Selected applicants will be invited to submit a full proposal, which will include filling out a series of specific questions on Submittable.com. Once again, BCA staff will be available to assist applicants in crafting their proposals. Questions will include all elements of the letter of intent, plus the following:

- Greater detail on the proposed concept
- A statement on the importance of the Bronx to your artistic/creative life or that of your group or organization
- Projected Timeline
- Anticipated expenses and other contributed or earned revenue, if any (budget form provided by BCA)
- Resumes/CVs
- Work Samples: Samples of previous work done by applicant which can include digital images, pictures of printed images and illustrations, videos, mp3s, manuscripts, literary magazines, links to social media sites, etc. Work samples should represent work from the last 3 years. Video samples must be no more than 10 minutes. Work samples may be the same as included with your LOI. Applicants may also choose to include different and/or additional materials.
- Optional: Press Kit, publicity materials, links to websites or social media. (Examples include promotional materials from past projects and programs, i.e., recent press releases; brochures/postcards/ identity pieces; clear photo documentation of previous work; quotes from past reviews, testimonials etc.)

Full proposals will be accepted from August 30 through October 11, 2021

EVALUATION CRITERIA

The Bronx Council on the Arts is committed to funding a diverse array of artists and arts organizations throughout the Bronx. To create a fair, transparent, and impartial environment, BCA selects panelists that represent a range of ethnicities, genders, ages, and artistic styles. LOIs will be first screened by BCA staff to ensure that they meet the eligibility criteria outlined on Page 2 of these guidelines, and the final review will be performed by BCA staff and invited outside panelists. All panel members will undergo a training session prior to the LOI and proposal selection process to ensure that the goals and objectives of the Bronx Cultural Visions Fund are understood, and that panelists and BCA staff are working from a shared understanding of the requirements. Panelists who have a conflict of interest regarding any of the LOI's or proposals submitted will be asked not to review those selections.

Evaluation criteria for final selection of LOIs and proposals will include those listed below; stronger applications will meet 3 or more of the criteria listed.

- Organizations or individuals stewarding cultural heritage; innovation or a new perspective in a specific discipline; the probing or pushing of boundaries; a compelling vision or original voice
- Demonstrated technical expertise, skill, and/or ingenuity in the production of previous work
- Achievable project outcomes
- New direction or growth for the applicant or organization/collective
- Realistic plans for presenting the work.

Letters of intent from applicants to the Bronx Cultural Visions Fund will be evaluated by a panel comprised of BCA staff and invited seasoned professionals in the field of performing arts. Letters of intent will be screened for eligibility (see page 2), and to what degree they may satisfy the criteria listed above. Applicants are not required to meet all criteria listed; however, stronger applications will meet 3 or more of the criteria. Eligible applicants who submit the strongest LOIs will be invited to submit a full proposal for consideration.

Full proposals from those applicants invited to submit to the Bronx Cultural Visions Fund will be evaluated by an invited panel of seasoned professionals in the field of performing arts. Full proposals will be evaluated based on the degree to which they satisfy the criteria listed above. Applicants are not required to meet all criteria listed; however, stronger applications will meet 3 or more of the criteria.

Grantees: The invited panel of performing arts professionals will determine the strongest proposals (at least 5 concept development grants and 5 production grants) to be 2021 grantees of the Bronx Cultural Visions Fund based on the evaluation criteria outlined above. The selected grantees will form the 2021 cohort of the Bronx Cultural Visions Fund and will be encouraged to maintain relationships with BCA and each other throughout the duration of the one-year grant period. Grantees on both tracks will be ***required to participate in at least three cohort meetings*** during the one-year grant period.

Proof of Eligibility

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.

- **Organizational Budget**

- **List of current Board of Directors**

INDIVIDUALS AND UNINCORPORATED GROUPS (ensembles or collectives): Unincorporated groups must have one member apply as an individual applicant; only one member may apply on behalf of the group. Individuals **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*

- **For unincorporated groups (ensembles or collectives): a list of all current members**

The Bronx Cultural Visions Fund 2021 Funding Cycle

June 15 – August 2	Letters of Intent Submissions Accepted
June – July	The Bronx Cultural Visions Fund Information Sessions
August 23 – 27	Letters of Intent Notifications Sent
August 30 – October 11	Invited Full Proposals Accepted
December	Award Notifications

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