



2019

Arts Fund
Guidelines

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

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

NYC® **Cultural
Affairs**

This program is supported, in part, by public funds from the New York City Department of Cultural Affairs in partnership with the City Council.

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, regranteeing 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.*

ARTS Fund

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

Arts Fund (AF) aims to develop Bronx artists and small arts organizations through its support of high quality arts projects that engage Bronx audiences in a diverse array of artistic works in all disciplines, genres and styles. Bronx-based individual artists, artist collectives and 501c3 arts organizations with an organizational budget below \$100,000 are invited to apply for grants of up to \$5,000 that contribute to the cultural life of the borough. Individual Bronx residents and artist collectives* do not need a fiscal sponsor; they may apply directly to this program.

Organizations that are receiving direct funding from the New York City Department of Cultural Affairs in fiscal year 2019 cannot apply for Arts Fund, but can serve as fiscal sponsors, provided the proposed project is NOT in collaboration with the fiscal sponsor.

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 be recipients of New York City Department of Cultural Affairs funding for 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*

*One lead artist or administrator with Bronx residency must act as BCA's primary contact throughout the grant process and accept the award, if funded.

Applicants may submit one Arts Fund application per year. This may be in addition to Community Arts (CA) and New Work (NW), if applicable. Eligible applicants **CAN** apply to Arts Fund and BRIO, but must choose one if awarded both, as both grants are funded through the same source.

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

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

APPLICATION REQUIREMENTS:

All applicants must fill out a complete online application using [Submittable.com](https://www.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**; *if* applying through a fiscal sponsor, a letter from the applicant's fiscal sponsor on the organization's letterhead detailing the sponsorship 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/2KROCq7>
- **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. **Arts Fund 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 **Arts Fund** is on individual artists, artist collectives and arts organizations with an ability to articulate how their work uniquely contributes to the cultural life of the borough.

Arts Fund 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 Arts Fund 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/artsfund.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.