

**2024 Guidelines
Grants for Arts Programs
in Tompkins County
(GAP Grant)**

For exemplary arts programming in
Tompkins County,
open to the Tompkins County
general public and our communities.

Deadline: Monday, January 8, midnight

Administered by:

Community Arts Partnership, ArtsPartner.org
Robin Schwartz, Grant and Program Director, programs@artspartner.org

Applicants can be:

Tompkins County not-for-profit organization, government agency,
municipality, tribal nation or individuals/small groups applying
through a not-for-profit sponsor organization

Guidelines & Applications: ArtsPartner.org
or click [HERE](#) for our grants page.

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Recommended: Grant Writing Workshops & Handout

Free Grant Info & Advice Sessions: October through December 2023

There are multiple Zoom workshops and live workshops in Ithaca locations and other Tompkins County locations, all posted on our [grant page](#). Registration is required.

Robin Schwartz, CAP Grant Director will discuss CAP's grants and share grant writing advice to help your requests rise to the top of the pile.

Excellent Handout: Find a “Grant Writing Advice” PDF on our [grant page](#).

Taped Workshop: A taped workshop will be posted on our grant page by October 12.

Recommended: Advice, Questions, Draft Review

Advice, Brainstorming, and Questions

Email Robin Schwartz, CAP Grant Director (email above) anytime for advice, to brainstorm, and/or with questions. Reading these guidelines first is helpful.

Grant Draft Review

Robin can review application drafts. Send a draft at least a week before the deadline (ideally) to the above email, but she can review applications through January 7th. Be advised that although Robin facilitates the grant panel meetings, she does not make recommendations or state her opinions to the panel. Any recommendations that she may make when reviewing a draft is based on her experience and does not constitute a guarantee of funding.

Previous Applicant Alert

Funding is never guaranteed. The number of applicants, the amount of money available change each year. Requests are rated based on the grant criteria and the process is competitive.

New York State Council on the Arts Program & Priorities

The Community Arts Partnership (CAP) has three grants available in January of 2024. This **GAP grant, an Artist in Community Grant, and an Arts Education grant**. All three are part of [New York State Council on the Arts](#) (NYSCA) Statewide Community Re-grants Program which CAP administers for Tompkins County.



SCR is a statewide effort to make exemplary arts programming available to geographically, ethnically, and racially diverse segments of the State's population, and to support the continued development of local cultural resources responsive to community cultural needs.

NYSCA embraces the widest spectrum of cultural expression and artistic pluralism and encourages funded organizations to demonstrate a holistic and comprehensive commitment to DEIA (diversity, equity, inclusion, and access).

NYSCA interprets underrepresented communities as including, but not limited to, African American/Caribbean, Latino/Hispanic, Asian/Pacific Islander, Middle Eastern, Native American/Indigenous communities; people in geographically remote areas; disabled communities; LGBTQIA communities; neurodiverse communities; vulnerable aging populations; veterans; low income and homeless populations; as well as justice-involved juveniles and adults.

About the GAP Grant

- The GAP grant provides support to community-based organizations, groups, collectives or artists for **Tompkins County arts events** that are open to the general public.
- GAP support **enables emerging artists and organizations to grow professionally and to enhance the cultural climate in our communities and neighborhoods.**
- Funded projects must have at their core an activity that is **fundamentally arts related and in-line with art forms funded by NYSCA** (visual art exhibitions, performances of theatre, music, dance; poetry, fiction or creative non-fiction readings; film screenings, and the like.) as opposed to an activity the outcome of which is primarily rehabilitative, spiritual or religious, educational, therapeutic, or recreational.
- **Projects must be open to**, targeted to, available to, promoted to, and easily accessible to the general public of Tompkins County and not just an organization's membership or followers. Projects can be geared towards specific communities, cultures, or ages, as long as anyone who wishes to attend can attend.
- Grants are available for arts programs of **high artistic merit and quality**. The qualifications and caliber of participating artists is a large part of the evaluation process.
- **Projects must take place between January 1st, 2024 and January 15, 2025.**

- **In-person funded programs must be wheelchair accessible.**
- **Community benefit of the project will be considered**, along with whether the programming is available to geographically, ethnically and racially diverse segments of the county, and if the request supports the development of cultural resources responsive to community needs. (See “Funding Preferences / Panel Review Criteria”)

Who Can Apply to the GAP Grant?

- **The applicant for the GAP grant must be a not-for-profit organization:** A 501(c)(3) or NYS State not-for-profit organization either incorporated in NY State or registered to do business in NY State with a NYS Charities Registration.
- **The applicant organization must be:** located in Tompkins County with a Tompkins County mailing address, have as their primary mission providing services to residents of Tompkins County and have an active local board of directors which meets at least 6 times per year.
- Applicants can also be a **Tompkins Co. government agency, municipality, or tribal nation.**
- **Individual artists, groups or collectives, and unincorporated entities** can apply through a not-for-profit local **Sponsor Organization** that meets the above requirements. Please contact programs@artspartner.org for a list of **Sponsor Organization Expectations and Requirements**. Individuals being sponsored for funding must be 18 years of age and may not be enrolled in a full-time degree program in 2024.

(Organizations that apply directly to NYSCA cannot apply or profit)

Local not-for-profit organizations that have applied directly to New York State Council on the Arts for 2024 funding (whether funded or not) are called “Direct NYSCA Applicants” (DNA) and cannot apply for this grant, our Artist in Community Grant or Arts Education Grant, and cannot serve as a Sponsor Organization.

However, a GAP grant applicant CAN hire or book a DNA for a service, or for use as a venue and can pay for any direct costs related to the use of the DNA venue such as staff or custodial costs. The DNA cannot benefit from the GAP program financially (i.e. ticket sales). The funded GAP program cannot be advertised as part of the DNA’s season/programming but may be included on their website as a “supported project”.

Direct 2024 NYSCA Applicants are: Cayuga Chamber Orchestra, Cherry Arts, Center for Transformative Action, Cinemapolis (Seventh Art Corp), Civic Ensemble, Community School of Music and Arts, Cornell Cinema, Cornell University, Dorothy Cotton Jubilee Singers, Hangar Theatre, Historic Ithaca, The History Center in Tompkins County. Ithaca College, Ithaca Shakespeare Company, Johnson Museum of Art, Kitchen Theatre, NYS Early Music Association, Traditional Center for Indigenous Knowledge and Healing, Opera Ithaca, Opus School of Music, Running to Places Theatre, the Saltonstall Foundation, Sciencenter, State Theatre, and Trumansburg Conservatory of Fine Arts.

The GAP Grant can fund

- Costs directly related to the public event such as artistic performance fees, marketing and publicity, printing, space rental, technical personnel, and the like.
- Equipment or software directly related to the proposed project such as software, lighting, or subscriptions related to virtual programming. Requests for equipment cannot exceed \$1,000.
- Supplies and materials that can include consumable equipment such as art supplies, sheet music, hardware, and other consumable goods. Requests for supplies cannot exceed \$1,000.

The GAP Grant cannot fund

- Artist fees for creating or developing the art being presented to the public.(For example: Music rehearsals are fundable, but not the writing of the piece being performed. A visual art exhibit is fundable, but not the creation of the art being presented.)
- Costs of framing visual art if the art is then for sale.
- Public school districts, their affiliates or components, which exclusively serve a student audience. Projects taking place in a school during the school day or immediately after. (See CAP's Arts Education grant which does fund artist residencies.)
- Capital expenditures, construction, improvements, mortgage, utilities, rent payments.
- Staff salaries, or expenditures for establishment of new organizations.
- Fees paid to students of universities, high schools, middle or elementary schools (They can be part of the request, but GAP funds cannot be used for their payment.)
- Travel costs to bring in artists from out of State.
- Fundraising events; money for awards, prizes, lobbying costs.
- Activities which are targeted to an insular group, or exclusively to at-risk audiences.
- Activities that announce that they are open to the general public but are not easily accessible or not promoted to the general public, or are not in the spirit of targeted to the general public.
- Activities where the core activity is primarily recreational, rehabilitative, religious, scientific, educational, therapeutic or activities with religious content.
- Magic or illusion shows, culinary arts, martial arts, yoga, science shows, animal shows, art therapy, and then like.
- Activities taking place at a private home or other locations not generally open to the public.
- Projects with a prohibitive admission fee. Sliding scales are optional but appreciated.
- New York State agencies and departments.
- Activities that are primarily geared towards an audience outside of Tompkins County or are likely to attract an audience that is not primarily a Tompkins County audience.
- Acquisition of works of art.
- Activities that have taken place prior to January 1, 2024 or after January 15, 2025.
- Previously funded projects that did not properly acknowledge CAP and NYSCA as per contract, or otherwise comply with contract requirements, such as submitting a final report.

Request Amount, # of Requests

There are three grants programs that are part of NYSCA's "Statewide Regrant Program (SCR)" which includes this Grants for Arts Program ("GAP"), the Artist in Community Grant (AICG), and the Arts Education (AE) grant.

- Applicants can apply for more than one SCR grant (for different programs, or different aspects of a larger program). Unlike GAP, AICG applicants must be individual artists or artist groups. AE applicants can be a not-for-profit or an individual or group.
- The maximum grant is \$5,000 for all SCR grants. For example, if an applicant is applying for a GAP grant and an Arts Education grant. the total request for both cannot exceed \$5,000.
- An applicant can submit up to three grant requests for all three SCR grants.
- Note: If a not-for-profit is acting as a Sponsor Organization for individuals or small groups, those requests are not considered part of their \$5,000 or three project limit.

How Decisions Are Made

A diverse panel composed of 7 or 8 area community leaders, artists, business people, and educators will be sent the application materials after the due date. They'll have three weeks to read the requests. The panel will meet virtually in late January 2024 to discuss each request and rate them. The ratings are tallied and decisions are made based on ratings and the available funds. Requests may or many not be fully funded based on a) availability of funds, b) applicant's budget, and/or c) panelist rating.

Panelist Rating Criteria

Panelists rate the requests using the criteria below.

Ratings range from "1" (does not meet any of the criteria) to "5" (meets and exceeds all criteria).

Community Benefit:

- The funded requests collectively reach broad and diverse audiences, which can include rural audiences, culturally diverse segments of the county's population. and broad demographics such as age, ethnicity, race, and economic status.
- Projects that demonstrate that they are providing successful access to under-resourced or diverse communities.
- Projects that support the development of local cultural resources responsive to community cultural needs.
- Requests that contribute to the artistic landscape of Tompkins County and its communities.

Artistic Merit:

- Artistic quality and program quality.
- Caliber and credentials of artists.

Guidelines and Application:

- Adherence to these guidelines, and alignment with funding preferences.
- Application clarity, completeness and neatness. Were all questions answered in full?

Feasibility:

- Clearly defined project objectives, budget, and management.
- Demonstrated ability of personnel to administer project.

Community Interest and Promotion

- Demonstrated community interest, support & benefit, without duplicating existing programs.
- Ability to effectively promote the funded event to the general public.

Applicant's History:

- Compliance and prior success with previous projects.

After The Deadline

- Applications received after midnight on January 8th will not be accepted. If widespread electricity outages occur, extensions can be given.
- Applications will be checked for eligibility, completeness, and accuracy. Applicants may be contacted for clarification and/or additional information. Participating artist work samples or artist resumes may be requested after submission.
- Applicants will be informed of decisions regarding their requests in late January.
- Grantees will be featured in CAP's publicity, website, and press.

Grantee Responsibilities if Funded

All awarded not-for-profits or fiscal sponsors sign and return a contract acknowledging receipt of the award. The contract outlines the obligations and the procedures for the grant, providing a final report, and proper acknowledgement language on all publicity materials. Sponsored artists and groups will also be sent a form to sign with the same information. A required google form will be available for keeping CAP posted on event dates, locations and times.

Application Submission Instructions

Due January 8, midnight

1. GOOGLE FORM REGISTRATION

Fill out a very simple google form with four questions (name of applicant; name and email of person writing the grant and up to 10 words about your requested project) at <https://forms.gle/Rs5fV6stgL5vCWtB6>. Since grants are submitted via email, the registration ensures that CAP does not miss any incoming requests.

2. GAP APPLICATION

Return as .doc or .pdf (.pdf preferred)

- Application .doc can be downloaded from the [Grant page](#) at ArtsPartner.org
- You can use this document and fill in your answers, or just cut and paste or copy the questions into your preferred program.
- **Your final document can be no more than 5 pages.**
- **Use black font no smaller than 12 pt. Do not write your narrative in bold or italics.**
- If you cannot open the document, perhaps you can open and return the document in and from your google drive. Or you can email programs@artspartner.org and ask that we send you the grant questions in an email.

3 BUDGET FORM

Return as excel or .pdf (preferred)

Feel free to send application & budget as 1 document.

- The budget forms can be downloaded from the [Grant page](#) at [ArtsPartner.org](#)
- If you do not have access to excel or pages, perhaps you can open and return the document in and from your google drive. Or you can email programs@artspartner.org and ask that we send you the form and you can fill it out by hand.

4. BOARD MEMBER NAMES & EMAILS

Submit as separate document. Excel preferred.

- (No board lists are required from municipalities.)

Budget Form Instructions & Sample

- The budget form is for cash expenses and income relating to your project. Do not include in-kind donations. (There’s a question on the application where you can list in-kind donations.)
- Providing a breakdown of your expenses and income (2nd column) is important.
- Please be as accurate as possible with your expense amounts. We understand that income is often your best guesses.
- We’d like to see your full project expenses. For example, if you are requesting money for musicians for a concert, we’d like to see all of the concert expenses, not just the musicians. There are exceptions. For example, if a library is requesting funds for 4 storytelling events, we don’t need the entire library budget - just the budget for the 4 events.
- The last column allows you to list which costs you’d like the grant to cover. Please refer to the guidelines to see what GAP can and cannot fund.
- The last row “Your CAP Grant Request” and the total from the last column must be the same.
- It’s possible that “Expenses minus Income” may not be the same as your request if that number is more than your maximum request.
- You can add additional lines or expand lines, but please stay close to this format as possible.

PROJECT EXPENSES	PROVIDE DETAILED BREAKDOWN BELOW	EXPENSE AMOUNT	WHICH COSTS ARE PART OF YOUR GAP REQUEST?
Artistic Personnel	1 st event: 2 musicians. 2 nd : 1 musician. 3 rd : 3 musicians. (6 musicians @ \$200 ea) = \$1,200	\$1,200	\$1,200
Technical Personnel	Sound Engineer for 1 event	\$200	\$100
Space Rental Fees	\$100 CSMA rent x 2 concerts	\$200	\$100
Admin Fees			
Equip. Rental, Supplies			
Advertising and Promotion	3 display ads @ \$200 ea (\$600) / Mailing (\$189) printed mailing (\$45)	\$834	
Remaining Operating Expenses (itemize)	Rental Scores (\$250) Custodian for 3 concerts \$50 x 3 (\$150)	\$400	
	TOTAL EXPENSES	\$2,934	\$1,400
PROJECT INCOME	PROVIDE DETAILED BREAKDOWN BELOW		
Admissions	75 people / 3 concerts @ average of \$5/ea	\$1,125	
Earned Income (march, ads...)	Ad sales in program	\$250	
Contributions Individual or Business	Patron donations	\$150	
Other (explain)			
	TOTAL INCOME	\$1,525	
	SUBTRACT: EXPENSES MINUS INCOME	\$1,409	
	YOUR CAP GRANT REQUEST (This is the same number of as the total from Column D “GAP Grant Request” above)	\$1,400	