

2023 Guidelines Grants for Arts Programs (GAP)

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



Administered by:

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

Applicants can be:

Tompkins County not-for-profit organizations or
individuals/small groups applying through a not-for-profit sponsor

**New! Two 2023 Deadlines: Monday, January 9, midnight
Friday, June 16, midnight**

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

Grant Funders, and Goals

The Community Arts Partnership's GAP grant, Artist in Community Grant, and Arts Education grant are part of **New York State Council on the Arts** (NYSCA) Statewide Community Re-grants Program. 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. The Community Arts Partnership administers SCR in Tompkins County.



Tompkins County provided additional funding for 2023!

Grant Workshops, Questions, Draft Review

Take a Free Grant Info & Advice Session

Take a free zoom workshop. Robin Schwartz, CAP Grant Director, will discuss all of CAP's grants, and also share great grant writing advice to help your requests rise to the top of the pile.

Workshops are on Zoom mid-November through December.

For Dates and to Register, visit our Grant Page at ArtsPartner.org or [click here](#).

Advice, Brainstorming, and Questions

After reading these guidelines, email Robin for advice, to brainstorm, and with questions.

Grant Draft Review

Robin can review drafts of your grant applications. Send at least a week (or more) before the deadline if you can.

Be advised that CAP staff does not make funding decisions. Although Robin facilitates the panel meetings, she does not make recommendations or state her opinions to the panel. Any recommendations that she may make when reviewing a draft does not constitute a guarantee of funding.

Previous Applicant Alert

Funding is never guaranteed. The funding preferences, panelists, panel review criteria, and NYSCA directives used by the panel change from year to year. New requests come in each year and all requests are judged competitively against other.

About the GAP Grant

- **The GAP grant** provides support to community-based organizations, groups, collectives, or individual artists for specific arts projects open to the general public.
- **Projects can be live or virtual.**
- 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; and the like.) as opposed to an activity the outcome of which is primarily rehabilitative, 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. Projects can be geared towards specific communities, cultures, or regions, as long as anyone who wishes to attend can attend.
- **Audiences sizes** can be limited in scope to meet NYS COVID-19 social distance protocols.
- Grants are available for arts programs of **high artistic merit and exemplary quality**. The qualifications and caliber of participating artists is a large part of the evaluation process.
- **Projects must take place between January 1st, 2023 and February 1, 2024.**
- **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”)

More Funds in 2023, Two Deadlines

For 2023, we have well over \$200,000 to distribute, up from \$60,480 in prior years.

The money is for all three CAP administered NYSCA grants: the GAP grant, the Artist in Community Grant, and the Arts Education Grant. (We applied for and received a big increase from NYSCA, and the Tompkins County government has contributed a match!)

Because of the increase in funding:

- We now have **two annual deadlines** for the above three grants.
- **New: Applicants can apply for and receive up to \$5,000.** (Note: This is the maximum amount that a grantee can receive from one, two or all three NYSCA grants.)
- The second round (with a due date in June) will distribute any funds that are left over from the first round.
- Applicants who apply in January can also apply to the June round, either for a different project or for additional funds for the same project applied for in the January round, whether funded or not.

Who Can Apply to the GAP Grant?

- **Tompkins County not-for-profit organizations**
(excluding “Direct NYSCA applicants” See next heading)
- **Municipalities**
- **Individual artists** (or groups) using a not-for-profit sponsor.

Tompkins County not-for-profit applicants can apply directly, or can act as a sponsor for individual artists or small groups. 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.

The not-for-profit can be: a 501(c)(3), incorporated under Section 502 of the NYS not-for-profit Corporation Law; and/or have a current NYS Charities registration, or be a municipality.

Individual Artists on Small Groups

Tompkins County individual artists or small groups can apply through a not-for-profit sponsor that fits the above criteria (a local not-for-profit, or a municipality). Sponsors are responsible for: signing a form acknowledging understanding of these guidelines and the sponsored groups project, signing the contract if the request is funded, and receiving and giving funds to the funded artist(s). Individual being sponsored for funding must be 18 years of age and may not be enrolled in a full-time degree program in 2023.

Note: After the deadline, the not-for-profit sponsor will be sent an electronic form to sign stating that they are in support of the request and will take on the responsibilities above.

Direct NYSCA applicants cannot apply

Local not-for-profit organizations that have applied directly to New York State Council on the Arts for 2023 (funded or not) cannot apply for this grant or our Artist in Community Grant and Arts Education Grant, and cannot serve as a fiscal sponsor to an individual(s).

Direct 2023 NYSCA Applicants are: Cayuga Chamber Orchestra, Hangar Theatre, Civic Ensemble, Community Arts Partnership, Kitchen Theatre, Community School of Music and Arts, Cornell University, Dorothy Cotton Jubilee Singers, The History Center. Ithaca College, Historic Ithaca, the State Theatre, Saltonstall Foundation, Ithaca Shakespeare, NYS Early Music Association, Trumansburg Conservatory of Fine Arts, Opera Ithaca, Opus School of Music, Running to Places, Sciencenter, The Cherry Arts, Opera Ithaca, Trumansburg Conservatory of Fine Arts, OJI:SDA Sustainable Indigenous Futures, and Cinemapolis.

However, a GAP grant applicant CAN hire or book a direct NYSCA applicant (DNA) for a service, or for use as a venue. The funded organization must 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 and cannot handle the box office. The funded GAP program must not be advertised as part of the DNA’s season/programming but may be included on their website as a NYSCA GAP supported project.

The GAP Grant can fund

- Costs directly related to the performance or showing of the proposed public program such as artistic performance fees, admin fees, marketing and publicity, postage, printing, space rental, technical personnel, and the like.
- Equipment or software directly related to the proposed project. Requests for equipment cannot exceed \$1,000.
- Supplies and materials that can include consumable equipment such as art supplies. Requests for supplies cannot exceed \$1,000.

The GAP Grant cannot fund

Do not include these costs in your budget expenses:

- 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 rehearsed. 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.
- The creation of classroom materials, or exclusively student projects.
- Capital expenditures, construction, mortgage or rent payments.
- Staff salaries, utilities, improvements, or expenditures for establishment of new organizations.
- Fees paid to students of universities, high schools, middle or elementary schools.
- Travel costs to bring in artists from out of State.
- Fundraising events; money for awards, prizes, lobbying costs; reception costs; food, drink.

Projects that are not funded:

- 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 mainly recreational, rehabilitative, religious, scientific, educational or therapeutic.
- Magic or illusion shows, science shows, animal shows, art therapy, and similar.
- Activities taking place at a private home or other locations not generally open to the public.
- Projects with a prohibitive admission fee. Projects must be affordable to the general public. 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.
- 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 Arts Education grants which DO fund artist residencies.)

- Acquisition of works of art.
- Activities that have taken place prior to 2023.
- 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

- The maximum grant is \$5,000.
- If an organization or artist is applying for more than one of our three NYSCA grants in January of 2023, please contact the grant director to discuss.
- Requests may or many not be fully funded based on a) availability of funds, b) applicant's budget, and/or c) panelist rating.
- Note: If a not-for-profit is acting as a sponsor for individuals or small groups, those requests are not considered part of their \$5,000 or 3 project limit.

Funding Preferences / Panel Review Criteria

Community Benefit:

- Projects that demonstrate that they are providing successful access to as broad and diverse an audience as possible to include geographically, ethnically, racially and culturally diverse segments of the County's population.
- 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, project implementation and management.
- Demonstrated ability of personnel to administer project.
- Demonstrated community interest, support & benefit, without duplicating existing programs.
- Effectiveness of proposed promotional efforts throughout the community.

Applicant's History:

- Compliance and prior success with previous projects.

After The Deadline

Note: There are no extensions given, except in the case of community wide electrical or internet outages.

- Applications will be checked for eligibility, completeness, and accuracy. Applicants may be contacted for clarification and/or additional information.
- A panel composed of area community leaders, artists, business people, and educators will be sent the application materials after the due date. They'll have about two weeks to read the requests. The panel will meet virtually in late January 2023 to make funding decisions.
- Requests are rated against each other using the criteria above. Based on the ratings and fund availability, funding decisions are made.
- Applicants will be informed of the decision regarding their requests in late January.
- 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 sign and return a NYS contract acknowledging receipt of the award funds. The contact person in charge of the program will sign an additional agreement which will outline obligations and the procedures for providing a final report, and proper credit of NYSCA, Tompkins County and CAP on all publicity materials.

Submit to programs@artspartner.org

You will receive an email reply within 24 hours

“Received”

If you do not receive a reply, please e-mail Robin to ensure that your submission was received.

The excel budget form and word application is available for download on the Grant page at ArtsPartner.org or [HERE](#).

1. BUDGET FORM - submit as excel document (preferred) or pdf

2. GAP APPLICATION - submit as word document (preferred) or pdf

The application form is available for download on the Grant page at ArtsPartner.org.

3. BOARD NAMES & EMAILS— submit as separate document. excel preferred.
(No board list is required from municipalities.)

Budget Form Instructions & Sample

- The budget form is for cash expenses and cash income relating to your project. Do not include in-kind donations. (There is a question about in-kind on the application itself.)
- The breakdown explanations in column two are important. Note example.
- We'd like to see your full project expenses. For example, if you are requesting money 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. Refer to the guidelines to see what GAP can and cannot fund.
- The last row "grant request" and the total from the last column must be the same number.
- The second to last column: (Your expenses minus your income) might not be the same as the grant request. You may need more than our \$5,000 max grant, or you may have expenses that the grant cannot cover.
- You can add additional lines or expand lines, but please stay as 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 1st event	\$200	
Space Rental	\$100 CSMA rent x 3 concerts	\$300	\$200
Admin			
Equip. Rental, Supplies			
Advertising; 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	
Merch or Other Sales	Ad sales	\$250	
Contributions Individual or Business	Friend donation	\$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	