

2024 Guidelines: Artist in Community Grant

Supports the creation of new work by an individual artist or collaborations of artists for 2024, with immersive community engagement

Deadline:
Thursday, January 11, midnight

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

Applicants can be:
Tompkins County artists

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

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 10th. 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 **Artist in Community Grant, the GAP grant, and an Arts Education grant**. All three are part of [New York State Council on the Arts](#) (NYSCA) **Statewide Community Re-grants Program (SCR)** 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 Artist-in-Community Grant

- **The maximum grant request and award for the Artist in Community Grant is \$2,500.**
- Artists whose **ongoing work involves communities are especially encouraged to apply.**
- **The creation of new work by the applicant artist(s) AND the involvement of an intentional community of their choosing is the primary focus of this grant.**
- This regrant opportunity represents a “**live & work**” investment in local artists. It is designed to increase support for local artist-initiated activity and to highlight the role of artists as important members of the community. Community members gain insight into what it means to be an artist.
- For the purpose of this NYSCA grant, **an artist creating new work is defined** as a person or persons consistently creating visual art, and/or performance art (choreography, playwrighting, music composition) and/or literature (poetry, fiction, creative non-fiction).
- Applicant artists must be **current residents** of Tompkins County and have lived continuously in Tompkins County from 1/1/23 through the present. (Proof of continuous residency may be requested.) Artists must expect to be full time residents through 12/31/24, must be 18 years of age as of 1/1/24, and must not be enrolled in a graduate or undergraduate degree program in 2024.
- **An artistic resume** is required (not a job resume.) If the applicant artist does not have an artistic resume, it’s easy to create one! Just google artist resume samples.
- An applicant artist must submit an artistic **work sample**.
- **The grant application must be submitted by the applicant artist**, and not from another person or organization representing them. If an artist needs assistance due to access or language, please email programs@artspartner.org to discuss possibilities of how we can help.
- **The grant supports the creation of new work** by a Tompkins County individual artist, or a collaboration of artists from January 1, 2024 through January 15, 2025. It is recognized that new work especially for the performing arts may span more time, and that is fine. However, the new work must have some of the work created in this time period.
- **An essential element of this funding is the Tompkins County community engagement component.** The depth of the artists’ interactions with community members (not just fellow artists) is important and can include community engagement in the development and creative process of the artist’s new work. Examples of this type of engagement are: A performance piece or creative writing based on interviews or interactions with a segment of the communi-

ty; the creation of art parallel to your new work by a community group; feedback, response, interaction and/or social practice by or with community members; stories and anecdotes collected from a community group that relate to the concept or content of the project.

- **Engagement through a public program** may take the form of an exhibition, performance, reading, screening, workshop, or artist talk that is open to the general public. The key word here is “engagement”. It should be more immersive than just the public seeing a performance or exhibit.
- **The community the artist works with should be chosen by the artist**, as opposed to (for example) people who may or may not show up for a performance. The community needs to be defined in the application, along with a timeline and specifics of community engagement.
- **Community Partner: If the applicant artist wishes to work with, present to or partner with an organization**, such as a library, arts organization, human services organization, or any other local organization, the director or board president of that organization must provide an email or attachment that verifies that they are aware of the applicant’s plans and are on board with the applicant working with them or their community. You’ll see this requirement in the submission instructions.
- **All of the Artist in Community grants that receive funding will collectively** reach broad and diverse audiences throughout the towns and villages of Tompkins County, and the City of Ithaca.
- 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 media, and the like.) as opposed to an activity the outcome of which is primarily rehabilitative, educational, spiritual, religious, therapeutic, or recreational.
- Artists that are applying for CAP’s “Grants for Arts Programs” or Arts Education grant can also apply for this grant, but for a different project.
- **Projects that support the development of local cultural resources responsive to community cultural needs** will be given the highest consideration, as will projects that contribute to the artistic landscape of Tompkins County and its communities.
- Projects that make exemplary arts programming available to geographically (rural), ethnically, and racially diverse communities will also be given high consideration.

Grant Evaluation Criteria

A panel of independent artists, selected for diversity in their art forms, ages, cultures, ethnicity and locations. They have two weeks to read the Artist in Community Grant requests. We then meet and discuss each request. The panelists then complete a rating sheet based on the following criteria. Awards are given based on an applicant’s place in the ratings, their budget, and available funds. Not all applicants will be funded, and funded requests may be granted amounts lower than their request.

Requests are rated on the following criteria:

- Artistic merit of the project in line with the guidelines.
- Strength of the applicant artist's work based on the submitted artistic work sample.
- Strength of proposed new work.
- Depth of the artist's interactions with a Tompkins County community of their choosing.
- Extent and anticipated impact of applicant's community involvement.
- That community's accessibility to created work.
- The artists's response to cultural and community needs.
- Application completeness, thoughtfulness & presentation: as written by the applicant artist.
- Quality of the proposed plan, demonstrating clarity, purpose and innovation.
- The potential for expanding public understanding and appreciation of the arts.

Grant Can Fund

The Grant can pay for artist stipend(s), consumable materials and supplies (up to \$1,000), food costs (up to \$200) mileage (up to \$75), space rental, and any other expenses directly related to the creation, publicity, and completion of the artwork, and the community component.

Grant Cannot Fund

- Activities that are primarily business or commercially related.
- Activities where the core activity is primarily recreational, rehabilitative, religious, scientific, educational, therapeutic or activities with religious content.
- Art that is not inline with NYSCA's criteria to fund visual art, and/or performance art (choreography, dance, playwrighting, theatre, music, music composition) and/or literature (poetry, fiction, creative non-fiction) or film.
- Magic or illusion, yoga, martial arts, culinary arts, art therapy, science based projects, animal shows and the like.
- Projects where a prohibitive fee is charged.
- Fundraising events; money for awards, prizes, lobbying costs.
- Projects where the community engagement is on private property.
- 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.
- Cash prizes, acquisitions of art, fundraisers, administrative costs unrelated to the project.
- Activities that take place in the schools during the school day and/or are oriented to a school environment. (Check Artspartner.org for CAP's Arts Education grant.)
- 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.
- **A program of an organization that applies directly to NYSCA)** 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 can not have an Artist in Community project as their organization’s project. However, an artist 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”. Email for a list of Direct NYSCA Applicants.

Request Amount, # of Requests

There are three grants programs that are part of NYSCA’s “Statewide Regrant Program (SCR)” which includes this Artist in Community Grant (AICG), the Grants for Arts Programs (GAP) 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). GAP applicants must be a not for profit; AICG applicants must be individual artists or artist groups; AE applicants can be not-for-profit, individual or group.
- The maximum Artist in Community Grant is \$2,500. The maximum grant is \$5,000 for all SCR grants. For example, if an applicant is applying for an AICG and an AE grant. the total request for both cannot exceed \$5,000.
- An applicant can submit up to three grant requests for all three SCR grants.

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.
- Applicants will be informed of the decision regarding their requests in early February.
- Grantees will be featured in CAP’s publicity, website, and press.

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.

Please note that the panel may or may not be artists, so use language that is accessible to all.

Grantee Responsibilities if Funded

All awardees must sign and return a NYS Contract acknowledging receipt of the award funds. An additional "Agreement" outlines obligations and the procedures for providing a final report, and proper credit of NYSCA, Tompkins County and CAP on all publicity materials. Grants are considered income, so artist(s) will also provide a W-9 form and images that CAP can use in social media.

What to Submit by the Deadline
to Robin Schwartz programs@artspartner.org
Find documents [HERE](#) on our grants page

1. GOOGLE FORM REGISTRATION

Fill out a simple google form with three questions (name and email of applicant and 5-12 words about the project) at <https://forms.gle/tiHaoNBeSUNUHYD98>. Since grants are submitted via email, registration ensures that CAP does not miss any incoming requests.

Submit #2, #3 and #4 as PDFs. You can send separate doc or one long doc

2. APPLICATION FORM

3. BUDGET FORM

4. ARTISTIC RESUME

Submit #5 as email or PDF. This can be attached to the above or sent separately.

5. CONFIRMATION EMAIL or LETTER

If your project involves partnering with or presenting to a local organization or entity, send an email or copy of an email from the Director of that organization confirming the partnership's interest in the project. (Dates and times do not have to be nailed down, just their interest in working with the applicant.)

Submit Work Sample as instructed below.

6. WORK SAMPLE

The sample should be your best completed recent work - strong, professional, and well-presented. The work sample must be in the same art form as the work you wish to create. (i.e. a literary work sample for a writing project, visual art work samples for a mural project...)

VISUAL ARTIST WORK SAMPLES

- Submit 3-5 images to programs@artspartner.org .
- Submit .jpgs via e-mail, or dropbox, WeTransfer, etc. Do not embed the images into your document.
- Name your jpgs as follows: Your last name with a number. e.g. Smith1.jpg
- **FOR QUESTION #18 on the Application, you'll see "Work Sample Explanation"**
 - List the following for each image you submit:
 - Name of .jpg followed by: Title, Medium, Size, Date.
Example: Smith1.jpg: "Abundance," acrylic on canvas, 22" x 14", 2022
 - If your work samples can benefit from an explanation (always a good idea), provide in 200 words or less.

WRITER WORK SAMPLE (fiction, creative non-fiction, poetry, prose)

- Submit as one .pdf.
- Your work sample can consist of up to 20 pages (which can be a combination of smaller works or section of larger work as long as you combine it into one document).
- **FOR QUESTION #18 on the Application, you'll see "Work Sample Explanation"**
 - If your work needs an introduction, or information to put it in a larger context, please provide that information using no more than 200 words.

MUSIC, MEDIA, FILM & PERFORMING ARTIST WORK SAMPLE

- **Provide a URL.** Your work sample must be online, i.e. youtube, your website, vimeo or any other online source.
- The panel will see/hear at least 5 minutes of your work. If you'd like them to cue up to a certain place in the track or film, please indicate in your work sample explanation (explained below).
- Do not provide more than 2 links.
- **FOR QUESTION #18 on the Application, you'll see "Work Sample Explanation"**
 - Provide title and date of submitted work sample.
 - Provide the full URL (and password, if applicable) for your work sample.
 - If desired, provide what portion of clip to view/hear: i.e. "cue to 2:45, view to 6:45"
 - Provide a brief explanation of your role. Are you the composer? One of the performers? Both? The choreographer?
 - You may wish to place the sample in its larger context by explaining what came before and after. Provide any information you believe the panel will need to understand what they are viewing/hearing.