



2012 Grants for Arts Programs

for quality arts programming by not-for-profit organizations for a Tompkins County audience.

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Deadline: **Monday, October 3, 2011, 5pm**

Download: at *ArtsPartner.org*

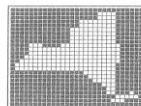
Mandatory Consult for new applicants: **See Guidelines**

NEW THIS YEAR: **Applicant must have a 501c3**

Questions: Robin Schwartz: Program Director
273-5072, ext. 20 / programs@artspartner.org

Deliver or Mail To: Community Arts Partnership
Center Ithaca PMB 107, 171 E. State/MLK Street,
Ithaca, NY 14850. Office Hours: Generally, Mon to
Friday, 10am to 5:00pm. *If delivering earlier than
Monday, Oct. 3, e-mail or call ahead.*

A Program of:



NYSCA
New York State Council on the Arts

Administered By:



GAP Guidelines

ABOUT

Grants for Arts Programs (GAP) is the Community Arts Partnership's name for New York State Council on the Arts (NYSCA) Decentralization grant program. The "DEC" program began in 1977 and was developed to make the quality arts programming more accessible to all residents of NY State. NYSCA forms partnerships with arts service organizations throughout the state, which then become "re-grant" agencies. All 62 counties in NY State have Decentralization funding. The Community Arts Partnership (CAP) of Tompkins County administers the program in Tompkins County.

GAP is a competitive grant and provides financial and technical assistance for community based arts activities offered by eligible Tompkins County not-for-profits and individual artists sponsored by not-for-profits. The program exists to support professional fees for artists, marketing costs and technical production services. Arts programming must be the driving force of project requests. The program is one of NYSCA's most dynamic means of making exemplary arts programming available to geographically, ethnically and racially diverse segments of the State's population.

ELIGIBILITY AND CRITERIA

- Applicant must be a 501c3 organization, association or institution located in Tompkins County with a Tompkins County mailing address whose primary mission is providing services to residents of Tompkins County.
- Applicant must be actively engaged in providing programs to the community since 2008.
- Applicant must have an active Board of Directors which meets at least 3 times a year.
- Applicant must submit evidence of not-for-profit status through one of the following:
 - Determination letter from the Internal Revenue Service as a 501(c)(3)
 - Official authorization (letter on official stationery) as an arm of local government.

Essential Project Criteria

- 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.**
- Grants are available for support of a specific project only.
- Projects must have at their core an activity that is fundamentally arts, as opposed to an activity the outcome of which is fundamentally rehabilitative, therapeutic or recreational.
- Projects must take place between January 1st and December 31st, 2012.
- 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. Projects that are of specific interest to a small group won't be funded even if opened to the general public.
- GAP can fund expenses such as artistic fees, marketing and publicity, postage, printing, some supply costs, space rental and the like for specific programs.

GAP Can Not Fund

- Capital expenditures, construction, mortgage payments, staff salaries, improvements or expenditures for establishment of new organizations.
- Activities which are targeted to at-risk audiences, targeted to a small insular group or at facilities not considered open to general public. 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 spirit targeted to the general public.
- Activities that are primarily geared towards an audience outside of Tompkins County.
- Public school districts, their affiliates or components, which exclusively serve a student audience, with no public component (e.g. BOCES, universities and colleges.)
- New York State agencies and departments.
- Projects taking place in a school during the school day or immediately after. Requests should not reflect activities targeted primarily to school audiences and school-based programs. (Please go to CAP website to investigate our Artist/Teacher Partnership grant.)
- Projects where fees are paid to students of universities, high schools, middle or elementary schools, or the use of children as professional artists.
- Activities that are fundamentally recreational, rehabilitative, or therapeutic (e.g. magic shows, balloon art, juggling, clowns, art therapy.)
- Organizations applying directly to NYSCA in 2011/2012 whether successfully funded by NYSCA or not.
- Fundraising events, awards, prizes, lobbying costs, reception costs, i.e. food, drink.
- Acquisition of works of art or the creation of books.
- Activities that have taken place prior to 2012.
- Equipment purchases, unless consumed during the course of the project, e.g. art supplies. Cameras, picture frames, etc. are considered equipment. Equipment rental is allowed.
- Previously funded organizations that have failed to submit final reports and/or comply with previous contract requirements.

Sponsors for Individual Artists or Small Groups

- Individual artists or organizations that do not have not for profit status can seek sponsorship with an organization that fits the eligibility criteria. (The sponsoring organization is called the “Applicant Organization”.) CAP has a form entitled “Becoming a Sponsor” for potential sponsor.
- Some local not-for-profits cannot sponsor requests as they already receive funding directly from NYSCA. Those include the Cayuga Chamber Orchestra, Hangar and Kitchen Theatres, CSMA, Cayuga Nature Center, Saltonstall Foundation, The History Center, Cornell University, Cayuga Vocal Ensemble, Historic Ithaca, Ithaca Shakespeare Company, NYS Baroque.
- CAP also has a grant called “Artist in Community Grants” which artists can apply to directly. These grants are also funded through NYSCA and offer grants to support the creation of new work by artists whose interaction with communities is an integral part of their art making. Visit www.ArtsPartner.org for guidelines and application. Artists can not apply for the same project to Artist in Community Grants and GAP.

Funding Preferences

- Applicants presenting requests demonstrating that they are providing access to as broad an audience as possible.
- Connecting with culturally isolated communities and making arts programming available to the under-served will be a funding priority.
- Arts Organizations

Budget Requirements

- The Community Arts Partnership and New York State Council on the Arts require that organizations are not asking for 100% of their project's expense and have a financial commitment or income stream from other sources. Ideally, for organizations that have been awarded in the past, CAP would like to see at least 40% of the income for your requested project from sources other than GAP. For first time applicants, 20% is expected from other sources.
- **However**, CAP understands that many non-arts organizations have no budget line for the arts. In these cases, we understand if you request 100% of an art project's expenses. In these cases, we expect to see a good deal of in-kind contributions.
- We urge organizations that have been receiving funding through the GAP grant for many years continue to seek ways to supplement their income with other community sources. Please call CAP's Program Director for technical assistance.

Panel Review Criteria

- **Artistic Merit:**
 - Artistic quality, program quality.
 - Caliber and credentials of artists and other project personnel supported by resumes and/or work samples.
- **Guidelines and Application:**
 - Adherence to these guidelines.
 - Application clarity, completeness and neatness.
- **Feasibility:**
 - Clearly defined project objectives, project implementation and management.
 - Demonstrated ability of personnel to administer project.
 - Reasonable project budget and demonstrated need for public support.
 - Demonstrated community interest, community support & community benefit, without duplicating existing programs.
 - Effectiveness of proposed promotional efforts throughout the community.
 - Applicant's history with regard to existing program success and management.
 - Applicant's history with contract compliance (filing timely reports, proper acknowledgement of CAP on materials...)

DIRECTIONS

“Writing an Effective GAP Request”

is a VERY useful handout available on the GAP page at www.artspartner.org

Request Amount, Number of Projects Accepted, Award Average

- Organizations can apply for up to three different projects (with separate applications for each).
- The total request amount from one organization cannot exceed \$5,000 (see note below).
- In 2011, CAP distributed approximately \$40,100 for 36 requests. There were 52 applications. 16 could not be funded even though most were good requests. The average grant amount was \$1,200. It is highly unlikely that an organization will be funded above \$2,500 due to the number of requests received each year. Please adjust your request accordingly.

Due Date

- If mailed, applications must be RECEIVED no later than at 5pm on Monday, October 3, 2011.
- No applications will be accepted after this date and time. CAP cannot and does not give extensions, except for extreme weather conditions on October 3 which would prevent people from driving safely.

Writing the Application

- Please read the application and guidelines carefully. This grant is competitive!
- All italicized text in the application must be deleted.
- The application must be typed. (You can hand write budget page) Type must be at least 12 pt.
- Please maintain the format and page breaks as they appear in the application. (You're allowed an extra page for your detail statement and to provide long budget breakdowns.)

Work Sample

- A work sample (at least 4 jpgs) is definitely required if the request is for a visual art installation. These can be submitted via e-mail to the grant coordinator at programs@artspartner.org. The images will only be viewed on a computer screen.
- A work sample may be required for other disciplines. Please e-mail programs@artspartner.org to inquire.

Previous Applicants

Support of an organization in the past does not imply or guarantee that continuous support will be provided. Requests are reviewed each year in the context of available funding, evaluation criteria, and are judged competitively against other requests. Repeat requests should be updated and filled out carefully and thoughtfully.

TECHNICAL ASSISTANCE

Required Consultation or Workshop with CAP Staff

- All New grant applicants are required to meet with the Program Director at CAP (Robin Schwartz) through an in-person or phone consultation.
- Previous applicants are **STRONGLY** encouraged to schedule a consultation, especially if the person completing the application has not done so before. A consultation will often make the difference between getting funded and not getting funded, especially if your 2011 proposal received panel suggestions. The consultation is an opportunity for applicants to discuss program ideas and get technical assistance in developing their request. The Program Director will be happy to come to your location any time, any day or meet at the CAP office in Ithaca.

HIGHLY Recommended - Submit a Draft

- It is **HIGHLY** recommended that applicants take the opportunity to submit an application draft at least 2 weeks before the due date via e-mail or regular mail so that CAP's Program Director can make recommendations re: appropriateness, clarity and completeness. Drafts will be accepted right up until the morning of the deadline (but give yourself time in case we recommend changes!)
- Please be advised that CAP staff does not make funding decisions. Although the Program Director facilitates the panel meetings, she does not make recommendations or state opinions to the panel. Please understand that any recommendations that she may make to you with regard to your request in no way constitutes a guarantee of funding and may ultimately not reflect the panel's opinions.

AFTER THE DUE DATE

- Applications will be checked for eligibility, completeness, and accuracy. Applicants may be contacted for clarification and/or additional information so it is important that the person designated as the "Contact Person" be available in October and early November.
- A panel composed of area community leaders, artists, business people, educators, etc. will be sent the applications immediately after the due date. They have about five weeks to read approximately 50 applications. In early November, the panel meets for eight hours and makes recommendations to the Community Arts Partnership Executive Committee. The committee meets and forwards a recommendation to the CAP Board of Directors for final approval. Applicants will be informed of the decision regarding their requests by letter in late December of 2011.

Grantee Responsibilities

Payment is processed in 2012 and will be sent based on your project start date and completion of the necessary contracts. All awarded organizations sign and return a contract which will outline all agreements with regard to fulfilling obligations and the procedures for providing the following:

- An Interim Status Report (This may or may not be required). A Final Program Report
- Notification of your event at least 2 weeks before with two complimentary tickets, if applicable. Projects may be audited by CAP staff, board or grant panelist.
- Credit to CAP and NYSCA for support on all publicity and printed materials. Logos and acknowledgement language will be on the CAP website.
- Immediate notification if a project cannot take place or if there are any changes in project plans.
- Awarded funds must be returned before October 31, 2012 if a project cannot take place.

SUBMISSION INSTRUCTIONS – please read

Submit **ONE** OF EACH OF THE FOLLOWING, LOOSE, NOT STAPLED TO ANYTHING.

Proof of Not for Profit Status

Submit IRS 501c3 Letter or Proof of unit of local government.

Note –if applicant is a Town, Village or City, that proof is not needed.

Arts Organizations Only

Expense & Income Statement from last completed fiscal year.

is a requirement for **arts organizations only** that are the applicant organization or the sponsored organization. (If applicant is not an arts organization, no statement needed.)

Submit **TEN SETS, STAPLED, IN THIS ORDER. NO CARDSTOCK, OR COVER PAGES.**

The Grant Application

One set should have an original signature, the remaining 9 sets can be copies.

Arts Organizations Only:

Board of Director List with Names and E-mails

This is a requirement for arts organizations that are the applicant organization or the sponsored organization. (If applicant is not an arts organization, no board list needed.)

Artist Resume, Brochure or Website

- Please attach artists' resumes. This information is essential for the panel to address the qualifications and caliber of the artist(s) you wish to pay with GAP funds.
- If multiple artists are being hired, it is permissible to attach a relevant summation of each artist's artistic accomplishments and careers (not an artist statement, but a resume type bio). Printing out relevant information from the artists' website is fine, in lieu of a resume, perhaps the home page and bio page.
- If the artist has a brochure or other materials, please include them.

Optional Supporting Material

It is a good idea to attach supporting information such as a brochure or flyer from a previous project, news clippings, photograph, etc. PLEASE be very selective as too much information can be overwhelming. Highlight or circle information in long articles. Supporting materials must not exceed 8 ½ x 11". If you are attaching larger paper, please fold to 8 ½ x 11.

NOTE: If you do not have 10 copies of supporting materials, please include one set of these items and CAP staff will pass them around during the panel meeting. Note that supporting materials that are stapled to your requests are sent to the panel a month ahead of time. Single sets of supporting materials that are passed around at the panel meeting will be looked at during discussion and should not include anything, such as articles, that requires concentration.

Possible Work Sample

See Guidelines.

BUDGET INSTRUCTIONS and SAMPLE

- The budget page is for cash expenses and income only. Do not include in-kind on this page.
- Start by filling out your Expenses and Income. Provide explanations or breakdowns in the second column as demonstrated below. If you need more room to itemize expenses, such as a supply list or a list of artistic personnel, please feel free to attach as a separate page.
- Then subtract “Column B Total Income” from “Column A Total Expenses”. For many of you, the resulting amount, your deficit, will be your “Grant Request”. For applicants who have large projects, the deficit may exceed what GAP can provide . In those cases, the deficit and the Grant Request may be different.
- Column “C. GAP Request” helps the panel see exactly which expenses the grant will cover. The total of column C and the GAP request at the bottom of the page must match.
- **Please check your math before submission** (both horizontally and vertically).

Sample

PROJECT EXPENSES	Provide Breakdown Below	A. TOTAL EXPENSES	C. GAP REQUEST
Artistic Personnel	<i>1st concert: 3 musicians. 2nd concert 6 musicians. 3rd concert 3 musicians. Total 12 musicians @ \$100 each =</i>	<i>\$1,200</i>	<i>\$1,200</i>
Technical Personnel	<i>Sound Engineer</i>	<i>\$200</i>	
Space Rental	<i>\$100 x 3 concerts</i>	<i>\$300</i>	<i>\$200</i>
Equip. Rental,Supplies			
Travel			
Advertising Promotion	<i>3 display ads @ \$200 ea B&W postcard printing \$45. Mailing \$144. 100 posters</i>	<i>\$600 \$189 \$45</i>	
Remaining Operating Expenses (itemize)	<i>Rental Scores (\$250) Custodian for 3 concerts \$50 x 3</i>	<i>\$250 \$150</i>	
	<i>TOTALS</i>	<i>\$2,934</i>	<i>\$1,400</i>

PROJECT INCOME	Provide Breakdown Below	B. TOTAL INCOME
Admissions	<i>75 people / 3concerts @ 5 ea</i>	<i>\$1,125</i>
Membership, Dues		
Workshops, Sales		
Contributions Individual		<i>\$150</i>
Contributions Corporate		<i>\$250</i>
Other Grants (not GAP)		
Other (explain)		
	<i>TOTAL</i>	<i>\$1,525</i>

Subtract “B. Total Income” from “A Total Expenses”: **\$1,409**

What is your GAP Request: **\$1,400**

2012 GAP Application

All italicized text in this application should be erased from your submitted request (including this sentence!) Please maintain the format and page breaks as they appear in the application.

APPLICANT ORGANIZATION INFORMATION:

1. Applicant Organization (nfp) Name:
2. Applicant Organization Mailing Address (city, zip):
3. Applicant Organization Website:
4. Applicant Organization year incorporated:
5. Is Applicant Organization providing active services to Tompkins County since 2008? _____
(If not, explain)
6. Applicant Organization not-for-profit Status (check all that apply): Note: These are the only two possibilities for submitting an application for 2012.
____ IRS 501(c)(3) ____ Unit of Government
7. Name of Exec. Director or President of Applicant Org:
8. Exec. Dir. or President daytime phone:
9. Exec. Dir. or President e-mail:
10. Contact Person Name AND Title:
(Ideally, the person who wrote this application)
11. Contact Person Address:
12. Contact Phone:
13. Contact E-mail:
14. If the Applicant Organization is acting as a sponsor for another local arts organization, what is the name of the sponsored group.
15. Sponsored Group's web address:

REQUEST:

16. Name of Project:
17. Grants Request \$ _____

GAP Application - 2nd page

All italicized text in this application should be erased from your request (including this sentence!) Also, please maintain the format and page breaks as they appear in the application.

1. APPLICANT ORGANIZATION

Very briefly (no more than 2 sentences) describe the purposes & activities of the Applicant Organization.

2. SPONSORED ORGANIZATIONS

If an organization is being sponsored by the Applicant Organization, briefly describe the purposes & activities of the Sponsored Organization.

3. CERTIFICATION AND RELEASE - To Be Signed by the President or Executive Director of the Applicant Organization AND the individual filling out the application.

The undersigned certifies that she or he:

- 1) has read and understands the 2012 GAP guidelines and agrees that this request complies with and is made subject to said guidelines,
- 2) understands that any award checks are made out to the applicant organization,
- 3) agrees that the applicant organization is responsible for the occurrence of funded project,
- 4) understands that the applicant organization will hold responsibility for ensuring that a final report is submitted even if that report is written by another,
- 5) understands that support in past years in no way guarantees continued support.

President or Executive Director of Applicant Organization:

_____ Date: _____

Print name: _____ Title: _____

Individual filling out Application:

_____ Date: _____

Print name: _____

GAP Application - 3rd page

All italicized text in this application should be erased from your submitted request. Also, please maintain the format and page breaks as they appear in the application.

1. EVENT INFO:

Use the following format to list dates, times and locations of your requested event(s). If information is not confirmed, write what you can, i.e. "mid-June". Estimate audience size.

<u>List Activity</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Ticket Fee</u>	<u>Audience Size</u>
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2. SUMMARY STATEMENT:

Summarize your project in one sentence. Example: "The Performing Arts Center will sponsor a performance by the Cayuga Multicultural Chorus at 6pm on Sunday, October 5 at the Center."

3. DETAIL STATEMENT:

Describe your project on this page (after erasing italics) and one additional page, if needed. Address all points listed below. You do not need to write a separate paragraph for each bullet. Just make sure that every point below is covered somewhere in your narrative.

- Please write a clear, concise, detailed description of the project.*
- Describe the art, i.e. the performance, exhibit or activity.*
- Name artistic personnel. Speak about the qualifications or experience of your proposed artistic personnel. Note that you will also be attaching a resume. The caliber of the artistic personnel is a major consideration for the panel.*
- Describe or name the administrators of the project and their qualification to administer.*
- Describe the size & type of audience that will be served by project. Comment on community interest in your proposed project and community benefit.*
- Speak about the need for these funds.*
- Note: Any expenses described in the narrative should be found on the budget page of this application. Any costs listed in the budget should be described in the narrative.*

GAP Application - 4th page

You can use an extra page to answer these questions

1. IN-KIND CONTRIBUTIONS:

Tell us about services that are being donated to your project such as reduced artist fees, space rental, printing, utilities, volunteers, food, etc.:

2. REDUCED FUNDING:

A) List the expenses most crucial for the success of your project:

B) If your project receives funding at a reduced level, describe how your project could be adjusted:

3. PROMOTIONAL EFFORTS:

Describe your planned publicity/promotional efforts for your project. How will your organization encourage community interest and participation? If applicable, describe your efforts to target under-served or under-represented audiences.

4. PREVIOUS FUNDED PROJECTS:

If your organization received GAP funding in 2010 and/or 2011, please give the information indicated below and write any comments you might wish to make about the success of the event. (Your attendance totals will be compared to your audit and final reports)

2010 *Name of Event, Total Attendance.*

2011 *Name of Event, Total Attendance.*

5. 2011 PANEL COMMENTS

If you received specific suggestions and questions in your 2011 GAP award or denial letter, please comment on those suggestions or questions here.

GAP Application - 5th page

PROJECT EXPENSES	Provide Breakdown Below	A. TOTAL EXPENSES	C. GAP REQUEST
Artistic Personnel			
Technical Personnel			
Space Rental			
Equip. Rental,Supplies			
Travel			
Advertising Promotion			
Remaining Operating Expenses			
	TOTALS		

PROJECT INCOME	Provide Breakdown Below	B. TOTAL INCOME
Admissions		
Membership, Dues		
Workshops, Sales		
Contributions Individual		
Contributions Corporate		
Other Grants (not GAP)		
Other (explain)		
	TOTAL	

Subtract “B. Total Income” from “A Total Expenses”: \$_____

What is your GAP Request: \$_____