

COMMUNITY **ARTS** PARTNERSHIP

171 E. State/MLK St, Center, Ithaca, Ithaca, NY 14850
Programs@artspartner.org / ArtsPartner.org

2018 Grants for Arts Programs (GAP)

Grants are available for quality arts programming in Tompkins County.

Deadline: Thursday, October 5, 2017

Questions: Robin Schwartz: Program Director
programs@artspartner.org

The Grants for Arts Program is part of New York State Council on the Arts (NYSCA) Decentralization Program, a statewide effort to provide local support for widespread participation in local arts. The program includes this grant, an Artist in Community Grant, and an Arts Education grant.



NYSCA's intention for entire Decentralization Program:

- To make quality arts programming more accessible to all residents of NY State.
- To make exemplary arts programming available to geographically, ethnically and racially diverse segments of the State's population.
- To support the continued development of local cultural resources responsive to community cultural needs.

NYSCA's intention for this Grants for Arts Program:

- To support the continued development of local cultural resources responsive to community cultural needs.
- The GAP grant is a tool for the Community Arts Partnership to foster county-wide cultural development based on those needs.

GAP Guidelines 2018

Applicant Eligibility

Applicant must be a not for profit organization, association or institution located in Tompkins County with a Tompkins mailing address whose primary mission is providing services to residents of Tompkins County.

- If an individual applies, they must have a not for profit sponsor.
- Applicant must be actively engaged in providing programs to the community since Jan, 2016.
- Applicant must have not-for-profit status through one of the following: (Applicant status will be checked online. You do not have to submit proof.)
 - Determination letter from the Internal Revenue Service as a 501(c)(3)
 - Documentation of incorporation under Section 502 of the NYS nfp Corporation Law
 - Current New York State Charities registration
 - Official authorization (letter on official stationary) 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 related and considered an art form, as opposed to an activity the outcome of which is rehabilitative, educational, therapeutic or recreational.
- Projects must take place between January 1st and December 31st, 2018.
- 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, technical personnel, and the like.
- Funded programs must be handicapped accessible.

Panel Review Criteria

- Artistic Merit:
 - Artistic quality, program quality.
 - Caliber and credentials of artists and personnel supported by artist resumes and/or work samples.
- Guidelines and Application:
 - Adherence to these guidelines, and alignment with funding preferences.
 - Application clarity, completeness and neatness.
- Feasibility:
 - Clearly defined project objectives, budget, project implementation and management.
 - Demonstrated ability of personnel to administer project.
 - 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...)

Funding Preferences

- Requests demonstrating that they are providing successful access to as broad and diverse an audience as possible.
- Connecting with culturally isolated communities and making arts programming inclusive to as many cultures as possible in Tompkins County. Requests that reach areas or cultures where there is a lack of artistic programming will be given the highest consideration.
- The activities of local Arts Organizations.
- The panel will consider whether the request contributes to the artistic landscape of Tompkins County and its communities.

Previous Applicant Alert

- With limited state funding, awards for applicants that apply annually is not guaranteed.
- Funding choices will change from year to year. The funding preferences, panel review criteria and NYSCA directives are used by the panel to help make their funding decisions. Requests are judged competitively against other requests.
- Long time applicants are advised to meet with the Grant Coordinator to discuss ways to continue to make your requests rise up in the panel rating process.

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 an insular group or at facilities not considered open to the 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 Education 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 where the core activity is recreational, rehabilitative, educational or therapeutic (e.g. magic shows, science shows, balloon art, juggling, clowns, animal shows, art therapy will not be funded.)
- Organizations applying directly to NYSCA in 2017/18 even if not successfully funded by NYSCA.
- Out of state travel. (GAP cannot fund costs for bringing in artists from outside of NY State.)
- Fundraising events, awards, prizes, lobbying costs, reception costs, food, drink.
- Acquisition of works of art or the creation of books, and the like.
- Activities that have taken place prior to 2018.
- 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 reports and/or comply with contracts.

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 you can use to educate a sponsor, titled “Becoming a Sponsor”.
- Some local not-for-profits cannot sponsor requests as they already receive funding directly from NYSCA. Those include the Cayuga Chamber Orchestra, Hangar Theatre, Kitchen Theatre, Community School of Music and Arts, History Center, Cornell, Historic Ithaca, State Theatre, Saltonstall Foundation, Ithaca Shakespeare, NYS Early Music Association, Cinemapolis.
- CAP has a grant called “Artist in Community Grants” (AICG) which artists can apply to directly. AICG 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.

Request Amount, Number of Projects Accepted, Award Average

- Organizations can apply for up to three separate projects, as long as the total for all requests does not exceed \$5,000. That same not-for-profit can also be a sponsor for other organization requests that do not have nfp status, even if doing so exceeds \$5,000.
- CAP will have about \$40,000 to distribute, and expect about 50 requests. The average grant amount is \$1,200. It is unlikely that an organization will be funded above \$2,500. Please adjust your request accordingly.

Budget Requirements

- Use the budget form that comes with the application. Do not substitute your own form.
- Do not include in-kind donations on the budget form, only actual cash expenses and income.
- The Community Arts Partnership and New York State Council on the Arts require that organizations not ask 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 such cases, we expect to see a good deal of in-kind contributions.
- We urge organizations that have been receiving funding through this grant for many years continue to seek ways to supplement their income with other community sources.

Payment

Payment to the grantees can occur when grant monies are received by the Community Arts Partnership by the State. We cannot guarantee when that will happen. Although we expect to have funds to distribute by January of 2018, it is possible that funds can be delayed through the summer of 2018.

Due Date

- If mailed, applications must be RECEIVED no later than at 5pm on Thursday, October 5, 2017.
- No applications will be accepted after this date and time. CAP cannot and does not give extensions, except for extreme weather conditions on October 5 which would prevent people from driving safely.

Writing the Application

“Writing an Effective GAP Request” is a VERY useful handout available on the GAP page at www.artspartner.org

- Please read the application and guidelines carefully. This grant is competitive!
- All italicized text in the application can be deleted.
- The application cannot be handwritten. 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. You can also submit an extra page to provide long budget breakdowns.)

Work Sample

- For visual art installations or exhibits: A work sample (at least four jpgs) is required. These must be submitted as .jpg to programs@artspartner.org by the due date.
- If the administrator of this grant feels that a work sample is required for other projects, she will ask for one after submission.

Technical Assistance

Consultation or Workshop with CAP Staff

- It is recommended that new applicants talk with the Program Director at CAP (Robin Schwartz). 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 2016 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.
- **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. (Please give yourself time in case we recommend changes!) It is always possible that the Director will not have time to look at last minute drafts.
- 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 by e-mail 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 CAP Board of Directors for final approval. Applicants will be informed of the decision regarding their requests by letter in late December of 2017.

Grantee Responsibilities

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:

- 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 is included in contracts and agreements, if funded.
- 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, 2017 if a project cannot take place.

Submission Instructions

- **One loose copy of Board of Directors list: (do not staple to the 10 sets)**
If an organization without not for profit status is being sponsored by another organization, the board list we would then need is the one for the sponsored group.
- **10 stapled sets of the following, in this exact order:**
 - Double sided (it's optional – saves paper - no problem if you can't do double sided)
 - No card stock or fancy paper
 - Do not provide a cover page or cover letter

1. The Grant Application

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

2. Artist Information – Resume or ...

Attach information about the funded artist(s). This can be in the form of SHORT resumes (no more than 2 pages). In lieu of a resume, you can print out resume or biographical information from the artist's website. Also allowed are short paragraphs about each artist that contain a relevant summation of their artistic accomplishments and careers (not an artist statement, but a narrative bio). If you have multiple artists and aren't sure how to approach this, please e-mail for advice. This information is essential for the panel to address the qualifications and caliber of the artist(s) you wish to pay with GAP funds.

3. Optional Supporting Material

Attached to the above: it is a good idea to staple 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 relevant info in long articles. Supporting materials must not exceed 8 ½ x 11". If attaching larger paper, fold to 8 ½ x 11.

NOTE: If you do not have 10 copies of supporting materials, you can include one set of 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 are passed around at the panel meeting to be viewed during discussion and should not include anything, such as articles, that requires concentration.

Budget Instructions and Sample

- The budget page is for cash expenses and income only. Do not include in-kind.
- 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.
- 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 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).

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. (12 musicians @ \$100 ea) =</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**

2018 GAP GRANT APPLICATION

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

1. Applicant Organization (nfp) Name:
2. Applicant Organization Mailing Address (city, state, zip):
3. Applicant Organization Website:
4. Applicant Organization year incorporated:
5. Has Applicant Organization provided active services to Tompkins County since 2015? _____
(If not, explain)
6. Applicant Organization not-for-profit Status (check all that apply):
___ IRS 501(c)(3) ___ NYS Charities Registration ___ Incorporation ___ Unit of Government
7. Name of Exec. Director or President of Applicant Organization:
8. Exec. Dir. or President daytime phone:
9. Exec. Dir. or President e-mail:
10. Contact Person Name AND Title: *(person writing 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:
16. Name of Project:
17. Grant Request \$ _____
18. Number of artists involved in proposed project:
19. Number of estimated audience members of proposed project:
20. Number of estimated children (0-18) in audience of proposed project.

GAP Application 2018 - 2nd page

All italicized text in this application can 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 mission of the Applicant Organization.

2. SPONSORED ORGANIZATIONS

If a small group is being sponsored by the Applicant Organization, briefly describe the mission of the small group (also known as 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 (s)he:

- 1) has read and understands the 2018 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.
- 6) understands that CAP administers this program for New York State Council on the Arts and receives funds to regrant from New York State. In the event that CAP does not receive the award funds from the State of New York or the full amount of funds, CAP may have to rescind any promise of an award made to grantees.

President or Executive Director of Applicant Organization:

_____ Date: _____

Print name: _____ Title: _____

Individual filling out Application:

_____ Date: _____

Print name: _____

GAP Application 20-18 - 3rd page

All italicized text in this application can 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 space to list dates, times & locations of your requested event(s). If information is not confirmed, write what you can, i.e. "mid-June". Estimate realistic audience size.

<u>List Activity</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Ticket Fee</u>	<u>Expected 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, factual description of the project. (who, what, when, where)*
- Describe the artistic content. (This is an arts grant, so addressing the artistic merit is essential)*
- 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 population that will be served by project. Who are the beneficiaries of your programming? Who will be in the audience?*
- Comment on community interest in your proposed project and community benefit. Does your project address a community need?*
- 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 2018 - 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? Describe who you expect to be in the audience.

4. PREVIOUS FUNDED PROJECTS:

If your organization had a similar event in 2016 or 2017, whether funded by CAP or not, 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.)

2016 *Name of Event, Total Attendance, Make up, Population, and Description of Audience*

2017 *Name of Event, Total Attendance, Make up, Population, and Description of Audience*

GAP Application 2018 - 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			
	TOTAL		

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: \$_____