171 E. State/MLK St, Center, Ithaca, Ithaca, NY 14850 / ArtsPartner.org
Robin Schwartz: Program Director and Grant Coordinator / programs@artspartner.org

2019 Guidelines
Grants for Arts Programs (GAP)
Deadline: midnight Friday, October 5, 2018

Free Information Sessions about all CAP Grants
(bonus: includes some Grant Writing Advice)
Thursday, September 6, 5:30 - 7:00pm - CAP ArtSpace, Center Ithaca
Tuesday, September 11, 5:30-7:00pm - Lansing Community Library
Wednesday, September 12, 5:30-7:00pm - Groton Public Library

Registration is preferred so we know how many chairs to set up!
E-mail programs@artspartner.org. Walk-ins are also welcome.

Information about all of CAP's grants and programs at www.artspartner.org

GAP Grants are for Exemplary Arts Programming

The Grants for Arts Program is part of New York State Council on the Arts (NYSCA) Decentralization (DEC) Program, 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 this grant for NYSCA in Tompkins County. The grant enables CAP to foster county-wide cultural development based on community cultural needs, and to strengthen our local communities.

Applicant Eligibility

Applicant must be a not-for-profit (nfp) organization, association or institution located in Tompkins County with a Tompkins mailing address whose primary mission is providing services to residents of Tompkins. Note: Organizations that apply directly to NYSCA in 2018/19 cannot apply.

- Applicant must be actively engaged in providing programs to the community since Jan, 2017.
- Applicant must have not-for-profit status through one of the following:
    - 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.
- If an individual or small organization applies, they must have a nfp sponsor with the above requirements.

Essential Criteria

- Grants are available for support of a specific project only.
- 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 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, 2019.
- 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 and program quality.
    - Caliber and credentials of artists, supported by artist resumes or work samples (for visual art).
- Guidelines and Application:
    - Adherence to these guidelines, and alignment with funding preferences.
    - Application clarity, completeness and neatness.
- Community Benefit
    - Is programming available to geographically, ethnically and racially diverse segments of the county?
    - Does the request support the development of cultural resources responsive to community needs?

- 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 with regard to existing program success and management.
  - Applicant's history with contract compliance (filing timely reports, response to CAP e-mails, proper acknowledgement of CAP on materials…)

Funding Preferences

- Requests that connect with culturally isolated communities and make 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 and requests that demonstrate that they are providing successful access to as broad and diverse an audience as possible will be given the highest consideration.
- The activities of local Arts Organizations.
- Requests that contribute to the artistic landscape of Tompkins County and its communities.

Previous Applicant Alert

- Funding is never guaranteed. The funding preferences, panelists, panel review criteria, and NYSCA directives used by the panel shift from year to year. New requests come in each year and all requests are judged competitively against other.
- Long time applicants are welcome to meet with the grant coordinator to discuss ways to continue to make requests rise up in the panel rating process.

GAP Can Not Fund

- Capital expenditures, construction, mortgage or monthly rent payments, staff salaries, utilities, 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. (Visit the CAP website to learn about 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, and art therapy will not be funded.)
- Organizations applying directly to NYSCA in 2018/19 even if not successfully funded by NYSCA.
- Travel costs to bring in artists from out of State will not be funded.

- Fundraising events, or money for awards, prizes, lobbying costs, reception costs, food, and drink.
- Acquisition of works of art, the creation of books, films, and the like.
- Activities that have taken place prior to 2019.
- 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 solicit 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, and Cinemapolis.

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 $45,000 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 Request Requirements

- The Community Arts Partnership and New York State Council on the Arts require that organizations do not ask for 100% of their project's expenses 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 this grant. 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.

Assistance

- It is HIGHLY recommended that new applicants contact the Program Director at CAP (Robin Schwartz) well before the deadline. The consultation is an opportunity for applicants to discuss program ideas and get technical assistance in developing their request.
- It is HIGHLY recommended that all applicants take the opportunity to submit an application draft at least 2 weeks before the due date via e-mail so that CAP's Program Director can make recommendations re: appropriateness, clarity and completeness.
- 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 - midnight October 5, 2018

- 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, 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 2018.

Grantee Certification with application

Grantee Certification with application

AFTER the application is received by the CAP office by October 5th, an e-mail with the following text will be sent to the president or executive director of the applicant organization (which might also be the person writing the application) confirming receipt, and confirmation. Please wait for that e-mail and do not submit this language with the application.

1) I have read and understand the 2019 GAP guidelines and agree that this request complies with and is made subject to said guidelines;
2) I understand that any award checks are made out to the Applicant Organization;
3) I agree that the Applicant Organization is responsible for ensuring that the funded project occur;
4) I understand that the applicant organization will hold responsibility for ensuring that a final report is submitted even if that report is written by another person;
5) I understand that support in past years in no way guarantees continued support;
6) I understand 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.

Grantee Responsibilities if funded

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, 2019 if a project cannot take place.

Budget Instructions and Sample

- The budget form is for cash expenses and income relating to your project. Do not include in-kind.
- Provide explanations or breakdowns for income and expenses as demonstrated below.
- (*) These fields have locked formulas that will add and subtract automatically.
- The REQUEST (**) column shows which of your expenses you would like the GAP grant to cover.
- Your GAP Grant Request (***) will be the same number as your REQUEST total.
- You can add additional lines, but please stay as close to this format as possible.
- You'll see that there is an "Expenses minus Income" total which will show your project deficit. Your REQUEST does not have to be this number. For example, if you have a large project with a large deficit your REQUEST will be a lower number.

PROJECT EXPENSES	Provide Breakdown Below	Amount	REQUEST **
Artistic Personnel	1st concert: 3 musicians. 2nd concert 6 musicians. 3rd concert 3 musicians. (12 musicians @ $100 ea) = $1,200	$1,200	$1,200
Technical Personnel	Sound Engineer	$200	
Space Rental	$100 at CSMA x 3 concerts	$300	$200
Equip. Rental, Supplies			
Travel			
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 Breakdown Below		
Admissions	75 people / 3concerts @ 5 ea	$1,125	
Membership, Dues			
Workshops, Sales			
Contributions Individual		$150	
Contributions Corporate		$250	
Other Grants-not GAP			
Other (explain)			
	TOTAL INCOME	$1,525 *	
	EXPENSES MINUS INCOME	$1,409 *	
	GAP GRANT REQUEST	$1,400 ***	

What to Submit

<mark>SUBMIT BUDGET as an excel document to programs@artspartner.org.</mark>

1. BUDGET FORM
- The excel budget form is available for download at www.artspartner.org on the Grant Guidelines page. Direct link: http://www.artspartner.org/content/view/CAPGrants.html
- See instructions for the budget form on page 7 of these guidelines.

<mark>SUBMIT THE FOLLOWING documents as a word document (.doc) to programs@artspartner.org</mark>
<mark>You can send each as a separate document, or you can combine into one document.</mark>

2. GAP APPLICATION
- The application form is available for download on www.artspartner.org on the Grant Guidelines page. Direct link: http://www.artspartner.org/content/view/CAPGrants.html
- Please note the instructions on the application form about page limits.

3. LIST OF CURRENT BOARD MEMBERS
- (If the applicant is government (Town, Village, City) or a library, no board list is required.)
- For all other applicants, submit a list of current board members with names AND e-mails.

4. ARTIST RESUMES
Short artist resumes are required for the primary artists participating in your proposed project. Resumes under 2 pages are preferred. If longer e-mails are sent, the panel will only see the first two pages. Written paragraphs about the artist is also acceptable, but must must include resume-type data, i.e. information about past accomplishments and experience.

5. OPTIONAL:
You can include supporting materials such as a brochure or flyer from a previous project, news clippings, photographs, etc. PLEASE be very selective as too much information can be overwhelming.