

## **2024 Strategic Opportunity Stipend (SOS) Guidelines and Submission Instructions**

**for Tompkins County individual artists (or collaborations between artists).**

Funds can help artists take advantage of a specific and strategic opportunity that will boost an ongoing an active art career.

### **SOS Materials**

Visit CAP's [grants page](#) to find guidelines and applications.

### **Guidelines and Questions:**

Please read these guidelines, and if you have any questions, or would like to brainstorm/discuss, e-mail Grant Director: Robin Schwartz, [programs@artspartner.org](mailto:programs@artspartner.org).

### **Advice and Draft Review is Available**

- There's a recommended grant writing advice handout on our grants page!
- There are CAP grant info and writing workshops scheduled from October through December 2023 and a recorded version will be on the grants page by October 12, 2023. It is recommended that you take a workshop or watch the recording.
- The grant director, Robin, is available and happy to review your draft request and make suggestions before the deadline. Send as word or google doc.

### **One Annual Deadline**

**Due: February 1, 2024, 11pm (for opportunities from February 2024 through January 2025)**

### **What is the Strategic Opportunity Stipend (SOS)**

- SOS is a grant program of the Community Arts Partnership of Tompkins County. There is \$24,000 available annually.
- **Applicants can apply for \$100 to \$1,000**
- **A “Strategic Opportunity” an opportunity that will boost your ongoing and active art career in a specified and significant way.**
- The opportunity can be: participation in an event or project, attendance at a conference or other invited opportunity, or completion of a project.
- An SOS request must have as its core activity an art form that includes theatre, dance, music, visual arts, film, prose, poetry or creative non-fiction. Although funded projects can also have rehabilitative, educational, therapeutic, spiritual or recreational aspects, the primary funded activity and outcome must an art form listed above.

- **The applicant must explain and provide details** as to how the specific opportunity will be used as a strategic stepping stone that will significantly impact your art career and bring it to the next level.
- **The grant funds a step-up in a career**, rather than a lateral move. For example, if a visual artist has had solo shows in Ithaca, another solo show would be a lateral move. However, an invitation to be in a show in Brooklyn would be a step-up.
- **Applicants must be Tompkins County resident artists.** Priority is given to long term residents who have lived in Tompkins County since January 2022 and plan on living in Tompkins County through 2025. Applicants must be 18 years of age and not current a student and not enrolled in an undergraduate or graduate degree program in 2024.
- Since the grant is career oriented, the project or opportunity can take place **anywhere in the world.**
- Funded opportunities or projects can be **live or virtual.**
- The application asks for **a timeline and specific details not only for the opportunity, but also for the resulting career impact.**

### **How Does the Panel Make Decisions of Who To Fund?**

Proposals are evaluated by an anonymous review panel made up of Tompkins County artists, and arts and cultural community leaders, who represent different art forms, cultures, communities, and viewpoints. A different review panel is chosen for each of CAP's six grant programs each year.

#### **Panelists have 2 weeks to read the requests.**

They then meet to discuss and rate the requests on the following criteria from "5" (meets this criteria 100%) to "1" (does not meet criteria).

- **Does the request fit these guidelines?**
- **Does the artist have an active and ongoing career?**
- **Is the application complete and clear?**
- **Were all questions answered as asked and in full?** Plain, detailed, clear, specific, and personable language is appreciated when answering the application questions. Please note that panelists may not be artists and may not be familiar with your art form, so language that is accessible to everyone is recommended.
- **Did the artist follow the directions outlined in the guidelines and application?**
- **The merit of the strategic opportunity and its impact on the artist's ongoing career trajectory.**
- (Not required but considered) Funding priority may be given **to local artists whose work has impacted or been shared with Tompkins County communities in the past** through performances, residencies, art shows, workshops, and the like.

### **Expenses SOS Can Fund:**

Expenses related directly to the strategic opportunity, such as:

- Artist fees for applicant, and/or participating artists for a planned opportunity.
- Tech support; rental of equipment, or materials for that opportunity.
- Purchase of equipment if the artist demonstrates the impact on their career.
- Promotional expenses for opportunity.
- Filming, recording of work (if used for opportunity, not for personal archives only)
- Entry, exhibition, registration, or tuition fees for opportunity.

- Professional assistance, or mentorships
- Travel costs

### **SOS Cannot Fund:**

- The creation of art not related to a specific, dated, strategic opportunity as outlined above.
- Taking workshops or classes to develop new skills without the inclusion of a very specific, detailed, and dated strategic opportunity.
- Food and drink.

### **Recently Funded SOS Examples**

- Musician: funds for promotion of new album.
- Author: funds for touring to promote new book.
- Playwright: funds to stage a new play for development, with future goals clearly specified.
- Choreographer: first time commission to create dance pieces for an upcoming event.
- Visual Artist: costs related to their first solo show.
- Musician: cost of recording music composition already accepted by major label.
- Theatre artist: filming of a former theatre piece to send to film festivals.
- Visual Artist: shipping of artwork to an invited exhibition in Italy.
- Filmmaker: to attend an invited overseas arts residency.

### **Artist responsibilities if awarded a grant**

- Sign a funding agreement detailing the use and requirements of SOS funding.
- Upon receiving award notification, the artist may be asked to show proof of residency from January 2022.
- Provide a W-9 tax form to CAP if the award is \$600 and over. Artists will receive a 1099 for their taxes.
- Credit the Community Arts Partnership in all publicity and media materials related to the project as outlined in the funding agreement.
- Submit a SOS Final Report after project completion.
- Note that the SOS grant recipients will appear on the Community Arts Partnership website. The Community Arts Partnership reserves the right to describe or reproduce material from any funded request for publication or public relations purposes.

**(See Next Page for Submission Instructions)**

# Submission Instructions

Send the following to [programs@artspartner.org](mailto:programs@artspartner.org) as attachments.

**Receipt Confirmation:** We'll send an email confirming receipt of your request. If you don't receive an email, please email again to make sure it was received.

The Application, Resume and (if applicable) Confirmation for Invited Opportunities can be sent as one PDF attachment or as separate attachments.

If separate, please send them all in one email.

## **#1 GOOGLE FORM**

**Fill out a three question google form (Your name, your email, 10 words about your project.)**

Since your application is coming in via email, the google form ensure we didn't miss any emails.

<https://forms.gle/MicMPFfyKSDMetaf9>

## **#2 APPLICATION**

The application is a word .doc form that you can find on the [Grants page at ArtPartner.org](#).

You can type your answers directly onto the form in four pages or less, and return as a word .doc (preferred) or a google doc. (Let us know if you have difficulties with the format.)

Please use a black font, no less than 12 pt. Do not write in **bold** or *italics*.

### **(About Your Request Budget)**

- The application contains a budget form for your project's expenses and any potential income.
- **Please try to provide exact expense numbers rather than estimates.**
- It is fine to list all of your project expenses, even though they may exceed what SOS can provide. There's a question in the application about how (if funded) you hope to make up the difference, or adjust your project.
- It is important that the application narrative and your list of expenses tell the same story to the panel. For example, if your budget includes \$400 for videotaping, then the narrative should mention that you are videotaping, and how you are using the video.

## **#3 ARTISTIC RESUME**

An artistic resume is a required attachment. If you do not have a resume and need to create one, you can google "Sample Artist Resumes". The resume can be quite brief and can just list exhibits, performances, readings, publications, etc. during the past five years or so.

## **#4 (If applicable) OPPORTUNITY CONFIRMATION**

If the request is for an opportunity to which you have been invited, include written proof. A forwarded e-mail or copy of a letter is fine.