COMMUNITY ARTS PARTNERSHIP

2027 Guidelines
Artist in Community Grant

The Artist in Community Grant is for Tompkins County full-time resident practicing artists who wish to apply for a grant to create **NEW WORK** **within a community setting with community involvement** - whether through direct hands-on art making or through input/feedback/interaction.

APPLICATION DEADLINE
Monday, February 8th, 2027, at 11:59 pm

CAP Grants Page

At ArtsPartner.org (Grant tab) you'll find information about four CAP Grants, Application budget forms, Grant writing workshop dates with registration links.

Questions and Assistance

Robin Schwartz, Program & Grant Director, programs@artspartner.org

Robin is available anytime to answer questions, offer advice or help navigate the grant process.
It's always a good idea to run your request by Robin before starting the application.

Accommodations: If you need assistance with any aspect of the grant process, please email Robin.

Applicant Support

Free Grant Information & Advice Sessions

- CAP hosts **live and Zoom workshops** from November 2026 through January 2027.
- Robin Schwartz, CAP Program & Grant Director, discusses CAP's grants and shares **grant writing advice** to help your request rise to the top of the pile!
- **Registration is required.**
- A **recorded workshop** is available to watch anytime.
- For **workshop dates** (or the link to the recording), visit ArtsPartner.org (the grant tab).

Grant Draft Review

- **Robin can review application drafts.** Sending them by January 30th is preferred (to leave time for any recommended changes), but she can comment on applications through 5:00pm on Feb. 8th.
- **Drafts can be sent as a word document (preferred) or a pdf.**
- (If working on the application on the online grant portal, you can save your draft as a pdf.)
- Sending the filled-in **budget form** along with the application is recommended.

Applicant Alert

- Although Robin facilitates CAP's grant panel meetings, she does not make recommendations or state her opinions to the grant review panel. Any recommendations she may give are based on her experience and do not constitute a guarantee of funding. **The grant is competitive.**
- Each request is rated by an independent grant panel based on the requirements, preferences and criteria outlined below. The panelists, the number of requests and the amount available changes from year to year.

NYSCA and CAP

- This grant is part of New York State Council on the Arts **(NYSCA) Statewide Community Regrants** Program (SCR), which CAP administers for Tompkins County.
- Statewide Community Regrants serve as an umbrella for three distinct funding categories that CAP has named the **Grants for Arts Programs (GAP), Artist in Community Grant,** and **Arts Education Grant.**
- The SCR program forms the cornerstone of NYSCA's partnership with local arts agencies throughout the state, providing a link between the Council and portions of the community that might not otherwise be able to access funding from NYSCA.
- A hallmark of SCR has always been the tailoring of program implementation and funding priorities based on the needs of each SCR site's service area.
- CAP and NYSCA preferences align: The **community benefit** of the project is considered, along with whether the programming is available to **geographically, ethnically and racially diverse segments of the county**, and if the request supports the **development of cultural resources responsive to community needs.**
- (See "Panel Rating Criteria and Request Priorities" below.)

About the Artist-in-Community Grant

What is the Artist-in-Community Grant?

- The Artist in Community Grant is for Tompkins County full-time resident practicing artists who wish to apply for a grant to create **NEW WORK within a community setting with community involvement** - whether through direct hands-on art making or through input/feedback/interaction.
- The community involved in the project is determined by the artist and needs to be defined in the application, along with a timeline and specifics of the community engagement.
- Artists whose **ongoing work involves communities are strongly encouraged to apply.**
- The grant increases support for local artist-initiated community activities and highlights the role of artists as important members of communities. The goal is to significantly impact a segment of the community through art while also helping people gain valuable insight into what it means to be a creative person.

Timeline

- Projects must take place between January 1st, 2027 and January 31st, 2028.

Individual Tompkins County Artists are Eligible

- Artist(s) must be **current full-time residents of Tompkins County since 10/1/2026**.
- Applicant artists must have a **consistent record of producing art.**
- Artists must expect to continue to be full-time residents **through 12/31/2028**, must be **18 years of age** as of 1/1/2027, and must **not be enrolled** in a full time graduate or undergraduate degree program in 2027.
- If more than one artist is part of the project, they must also be Tompkins County full-time residents.
- If funded, a check is written to one individual or group name.
- **Proof of full-time artist's residency** (such as a driver's license) may be requested after submission.
- **Applicants who received a direct "Support for Artists" grant from NYSCA cannot apply.**
- Artists who have incorporated or established a limited liability company **(LLC) or limited liability partnership (LLP) are eligible, but the work must be carried out in their individual capacity.**

Art Forms Funded

- The art form created must have at its core an activity that is **fundamentally arts related and in line with art forms funded by NYSCA** (original visual art; 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.

Community Engagement Possibilities

- **One type of community engagement can involve the artist creating new work based on community interactions.** Examples of this type of engagement are: A performance piece or creative writing based on interviews and/or interactions with a segment of the community; a public art mural created with community feedback or hands-on activities; the creation of art by community members parallel to the artist's new work; stories collected from a community group that relate to the concept or content of an artist's project.
- **Engagement can also be through a public program** that may take the form of an exhibition, performance, reading, screening, or artist talk. **However, the key word is "engagement."** Projects need to be more immersive than the public seeing a performance or exhibit, attending a reading, or coming to a talk-back.
- **Since the nature and level of the community impact is an important criteria for this grant,** projects which do not have a designated, guaranteed or intentional audience may receive lower ratings.
- **Working with rural or other under-resourced communities** may result in higher ratings. (See Panel Criteria below for other considerations.)
- Events in **ADA accessible locations** may receive higher ratings.
- See **"Rating Criteria and Request Priorities"** below.

Partnering with a Local Organization

- **If the applicant wishes to work with, schedule an event at, or partner with an organization**, such as a library, arts organization, human services organization, or any other local organization, CAP will contact that organization's director or president after the deadline to verify that they are aligned with the applicant's plans and are on board with the applicant working with them or their community.

Direct NYSCA Applicants Cannot Apply or be Community Partners

- If a local organization or community partner is one of the organizations below, please get in touch with Robin before application submission. These organizations may be applying directly to NYSCA and while they can be community partners, there are restrictions.
- The following organizations have applied to NYSCA in the past. Robin will have the 2027 list in late November. Email Robin then for confirmation that the following have applied for 2027.

  Cayuga Chamber Orchestra, Cherry Arts, Center for Transformative Action, Cinemapolis (Seventh Art Corp), Civic Ensemble, CSMA, Cornell Cinema, Cornell University, Dorothy Cotton Jubilee Singers, Downtown Ithaca Alliance, Hangar Theatre, Historic Ithaca, History Center in Tompkins County, Ithaca College, Ithaca Murals, Ithaca Shakespeare Company, Johnson Museum of Art, Kitchen Theatre, NYS Early Music Association, Opera Ithaca, Opus School of Music, Running to Places Theatre, Saltonstall Foundation, Sciencenter, Story House Ithaca, State Theatre, Traditional Center for Indigenous Knowledge and Healing, Trumansburg Conservatory of Fine Arts.

Request Amount, # of Requests, Award Amounts

- **The maximum request is $5,000.**
- **Note**: The average grant amount for the 2026 Artist in Community grant was $2,700. There is a question in the application about how you might handle funding that is less than you requested.
- An applicant can submit **up to three different grant requests** for our three NYSCA grants (GAP grant, Artist in Community Grant and Arts Education grant) for completely different programs. (*i.e., If an artist applies directly for a mural project with this grant and also applies for an unrelated teaching artist residency at a local school (Arts Education grant), the total for both cannot exceed $7,500.*
- The total request amount if one entity is applying for multiple grants is $7,500. Note: In 2026, we were able to fund 60% of the applicants to all three SCR grants with $200,000. Most awardees received less than requested.

The Grant Can Fund

Requested funding can be for event-related costs such as artist(s) fees for work created within the community setting, materials and supplies (up to $1,000), printing costs, food (up to $200), mileage (up to $75) space rental for events, and publicity costs. Costs should be directly related to the community interaction.

The Grant Cannot Fund

Artist Restrictions

- Artists who don't meet the eligibility requirements above.
- Students enrolled in a full-time degree program in 2027, or student projects.
- Artists whose projects were previously funded but who did not properly acknowledge CAP and NYSCA as per contract, or otherwise comply with contract requirements, such as submitting a final report.

Items Not Funded

- Capital improvements or the purchase of permanent equipment.

Activities Not Funded

- Projects where the community engagement component is with fellow practicing artists.
- Art projects that are not in line with NYSCA's criteria to fund original visual art, and/or performance art (choreography, dance, playwriting, theatre, music, music composition) and/or literature (poetry, fiction, creative non-fiction) or art film.
- Activities where the core activity is primarily recreational, rehabilitative, religious, scientific, educational, therapeutic or activities with religious content.
- Magic or illusion, yoga, martial arts, culinary arts, art therapy, science based projects, animal shows, sip and paint, and the like.
- Projects where the community engagement or the project itself is at a private home.
- Activities that are primarily geared towards an audience outside of Tompkins County or are likely to attract an audience that is not at least 90% Tompkins County residents.
- Projects where a prohibitive participation fee is charged.
- Activities that take place in a school 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, 2027 or after January 31, 2028.

A Work Sample is Required

If **multiple artists** are part of the project, contact Robin for advice on what to submit.

- The application asks for **one or two links where the panel can see samples of your work.**
- **The work sample should be the same medium as your requested project.** Example: if applying for a film project, submit your film work samples.
- **The work sample links can be**: your website, vimeo, youtube, literary publication pages, artistic (not personal) instagram, and the like (without paywalls or necessary enrollment.)
- **OR you can create a link to a folder** in dropbox or google docs.

Specifics - Visual Artists and Writers:

- **If sharing a folder**: Submit recent work.. Send 5 to 8 images or up to 5 pages of writing.
- **If sharing an Instagram link** or other "@" please provide the full clickable link (i.e. instagram.com/jjartist). (We do not recommend sharing a link to a site that is not at least 90% your art.) If the site is private, share a folder instead.
- The application will ask for the **date range of the work samples along with descriptions of your work, context, inspiration,** etc.

Specifics - Performers, Art Filmmakers:

- Provide a link to a **video of recent work** (The panel understands if the quality is not the best.)
- The panel will see or listen to **up to 5 minutes,** so you can **provide a start cue.**
- The application asks for **background or context** of what we are seeing/hearing, (e.g. Is that you on guitar? Are you the composer? Are you the choreographer? One of the dancers? Is the work collaborative?) and/or include what comes before and after the clip. Provide any information you believe the panel will need to understand what they are viewing/hearing.

How Decisions Are Made

- A diverse panel composed of 7 to 8 community leaders, artists, business people, and educators will be sent the application materials for the grant after the due date. They'll have at least three weeks to read all requests.
- The panel will meet on Zoom in early March to discuss each request and rate them based on the criteria below, applicant eligibility and the program priorities.
- Requests may or may not be fully funded based on a) availability of funds, b) an applicant's budget, and/or c) place in the ratings.

Rating Criteria and Request Priorities

Panelists rate the requests using the criteria below.

Ratings range is 1 to 5. "1" is lowest (does not meet any criteria) & "5" is highest (meets and exceeds all criteria).

Guidelines, Application, Budget:

- Request is aligned with the grant requirements and parameters.
- Application questions are answered in full using clear and accessible language.
- The budget is realistic.

Artistic Merit:

- Strength of the applicant's art based on the work sample provided and the artist's web presence.
- Artistic merit of the project.

Community Involvement:

- Depth and quality of the artist's interactions with a Tompkins County community.
- Extent and anticipated impact of the community involvement and their accessibility to the project.
- The artist's response to cultural and community needs and community benefit.
- Is the project directed to geographically, ethnically and racially diverse segments of the county?
- The potential for expanding public understanding and appreciation of the arts.

Project Feasibility:

- Quality of the proposed plan, demonstrating purpose, clarity, and a clear timeline.

Applicant's History:

- If applicant was funded in prior years with CAP, past compliance with grantee requirements may be considered.

After The Deadline

- Applications received after 11:59pm on the deadline will not be accepted except in the case of widespread electricity and wi-fi 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 decisions regarding their requests in (ideally) mid-March.
- Grantees will be listed in CAP's publicity, website, and press.

Grantee Responsibilities if Funded

- **Contract and W-9**: All awarded artists must sign and return a **contract** acknowledging receipt of the award along with a **W-9 form**. The contract outlines the obligations and the procedures for the grant, providing a final report, and proper acknowledgement language on all publicity materials.
- **Google Form:** will be available for keeping CAP posted on event dates, locations and times.

When Does Award Payment Arrive?

- The contract will ask for the correct name and address for a check.
- CAP hopes to have funds to send to grantees from March through July. NYSCA sends funding to CAP in increments, so artists with events happening sooner will get their award check sooner.
- **Disclaimer:** In 2024, CAP (and all statewide agencies administering this grant) did not receive funds until August. This delay affected many of the funded projects. Some had to be postponed, and a few were cancelled. 2026 funds arrived in increments starting in March and were distributed according to funded event dates. We expect the same scenario for 2027 but we cannot make that promise. In the event of delayed funding, CAP will be very flexible if funded projects need to be postponed.
- CAP may hold back the award until proof of event scheduling is received.

What to Submit by the Deadline

Due: Monday, February 8th, 2027, 11:59pm

1. Artist in Community Grant **BUDGET FORM**

Locate the form:

- The Artist in Community grant budget form **is available as an .xlsx** on the ArtsPartner.org grant page (Make sure you are in the "Artist in Community Grant" section).
- You must use the form provided and not create your own.
- Your completed **budget form will be uploaded** to the application platform.
- If you need the form in a different format, contact Robin.

Filling out the Budget Form:

- You can add or delete lines or expand lines (hover over number on the left and drag line down.)
- **List actual cash expenses and income.** Do not include non-cash or in-kind contributions.
- **"Income" refers to** all funds that are going towards the project.
- Provide a **detailed breakdown** in 2nd column.
- **"Expenses" minus "Income"** is the amount you need for your project and can be your request amount. If that number is over $5,000, your max request is $5,000.
- **Please be as accurate as possible.**
- **Best practice tip:** Determine your budget before filling out the application.
- **If you need any assistance** putting together a budget or understanding the form, Robin can help.

2. Fill out Artist in Community Grant APPLICATION: commongrantapplication.com

REQUIRED: Watch Five-Minute Instructional Video

(There are many clickable links on the grant platform that will not bring you to the right place, so it's not entirely user friendly. Watching this video will save you time and energy.)
youtube.com/watch?v=b1TermKUhY8

Video Synopsis - How to Find the Application

First time users "Register" or "Login"

Click "Start Draft Application" from dashboard

Find on List: "Community Arts Partnership"
(*Don't click "Community Arts Partnership")*

Click the blue button Select Programs

Locate: which grant you want to work on.
(Don't click the name of the grant).

Click the blue button Start Draft App

Navigating the Application

- You'll see the sections of the application you'll need to fill out on the left side of your screen.
- You can navigate through the sections by clicking there or by using the back and forward buttons.
- * indicates required questions.
- Most of the fields have **character limits which include spaces between words.**
- **"Save"** frequently! If a glitch happens or you accidentally close the screen you won't lose data.
- **"Pause"** when you wish to stop working. Your work will be saved and you can go back anytime.
- When you log back in: **"Resume Draft Application"**

"Submit" when Complete

- If any fields were not filled out, you'll see "**Not Ready for Submission**" and a list of incomplete fields.
- When your request is complete, click **"Submit."**
- Once submitted, you will get a confirmation email and you can see your completed application by clicking on the "Grants" tab from the dashboard. You can create a PDF copy anytime.

(Application Questions are Listed Below)

If you prefer to fill the application out initially in word or pages to then cut and paste into the grant application platform, the grant questions are listed below. Please **note the character limits with spaces.**

To Work on More than One Application at a Time

- If you are submitting more than one CAP grant, you need to exit one to be able to work on another.
- To do this: **"Pause"** an application that you are working on.
- Then, from the dashboard, **click "Exit draft application."**
- Then **click** "**Start Draft Application**" and follow the directions from above.

Grant Questions on Application Portal

ARTIST CONTACT INFORMATION

- Contact person *(person writing application):* Name, AKA, Address, Website, Phone, Email, Pronouns
- Have you been a full time Tompkins County resident since 10/1/2026?
- Is it likely you will continue to live full-time in Tompkins through 12/31/2028?
- Are you 18 or over as of 1/1/2027?
- Confirm "Yes" if you are NOT a full-time student in 2027
- If you answered “no” to any of the above four questions, provide details. *For example, "I moved to Tompkins County in 12/2026,” or "I plan to move away in 10/27,” or "I am a grad student at Cornell through 2028.”*
- Artist Phone. Email, Primary Artistic Website, Preferred Pronouns
- If applicable, provide the following for any additional artists:
- *If there are other artists that are working with you on your project, list their: NAME, ARTIST TYPE, LOCATION, WEBSITE. Example Jordan Jones, Jazz Musician - Piano; Village of Freeville, jordonjones*

PROJECT INFORMATION

Ongoing Work: *Tell us about your art career in general: primary current art form, recent artistic activities.. (1000 character limit with spaces)*

Project Summary: *Summarize your request in one or two sentences. (550 character limit with spaces)*

Project Details: *Describe your project .(4,700 character limit with spaces)*

(You don't have to address the following questions separately; Just make sure the information is included.)

- *Tell us about the art you will be creating with your chosen community.*
- *If you are working on your project with with other artists, tell us how you will be working together.*
- *If applicable, name organizations you are partnering with and describe the nature and extent of their involvement.*
- *Describe the community you will be working with. Do you already have a relationship with this community?*
- *Provide details of how you will work/interact with your community.*
- *(optional question) Is there a secondary audience that will see/interact with your work? Explain. (For example, people who will experience a finished art project).*

Community Impact: *Describe the anticipated impact for your community. What will they learn, know, and experience? Does your project fill a need a need or a gap? (2,400 character limit with spaces.)*

Number of Directly Involved Community Members:
About how many community members do you expect to engage with directly?

Previous Similar Projects: *(1,700 character limit with spaces.)*
Have you conducted this project or sin the past? (This can be anywhere in the world.) Explain briefly.

Past Tompkins County Community Involvement: *Summarize Tompkins County community art projects or programs that you were involved with or initiated. (1,700 character limit with spaces.)*

Project Timeline: *Let us know your planned timeline (planning period, community interaction dates). (625 character limit with spaces)*

Request Amount *(maximum request is $5,000. This number must match the budget form you upload below.)*

Possible Adjustments: *Decisions are made based on ratings, available funds and an applicant's budget.If your request receives less funding than requested, can adjustments be made? Please elaborate. (1425 character limit with spaces.)*

BUDGET FORM UPLOAD

WORK SAMPLES

Provide up to two links

Date Range, Comments, Context for Work Samples

- *Date of work sample or if more than one piece, summarize date range. (i.e. "2005 to 2006")*
- *For Visual Art and Writing, provide any context you'd like the panel to know (what comes before or after, your inspiration…)*
- *For Video or Audio, feel free to provide context. And let us know what we are viewing and your part in it.(i.e. are you in the video? the composer? the playwright?)*
- *Would you like us to start a video at a certain point? (provide cue).*
- *Provide any information you believe the panel will need to understand what they are viewing/hearing.*

(2,000 character limit with spaces.)

APPLICANT SIGNATURE

I certify that all statements in this 2027 Artist in Community Grant application are true to the best of my knowledge and that the information herein is accurate. I understand and agree to the guidelines set forth in the separate Artist in Community Grant Guidelines found at ArtsPartner.org. I understand that the grant administrator may confirm information given above.