COMMUNITY ARTS PARTNERSHIP

2027 Guidelines
Grants for Arts Programs

The GAP Grant funds exemplary arts programming open to the general public in Tompkins County.

APPLICATION DEADLINE
Thursday, February 4, 2027, at 11:59 pm

Who Can Apply

* Tompkins County not-for-profits organizations.
(Note: organizations applying directly to NYSCA cannot apply, nor can they be fiscal sponsors or community partners.)
* Municipalities and Tribal Nations
* Individual artists (or groups) using a Tompkins County not-for-profit as a fiscal sponsor.
* New this year: Individuals or groups can apply directly if there is a strong Tompkins County "Community Partner" which can be a for-profit business, a not-for-profit, or community organization.

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.

If you have not applied before - or even if you have - 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, introduces 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 the ArtsPartner.org (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 5pm on Feb. 4th.
- **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 anytime 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 panel based on the requirements, preferences and criteria outlined below. The panelists and the number of requests change from year to year. In 2026, CAP received requests (for all three NYSCA grant programs) totaling $475,000 with $200,000 to distribute. We were able to fund 60% of the applicants, most with less than requested.

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 GAP Grant

Purpose and Public Access

- The GAP Grant funds exemplary arts programming open to the general public in Tompkins County, such as performances (theatre, music, dance), visual art exhibitions, literary events (fiction, poetry, spoken word, creative non-fiction) and artistic films.
- GAP support enables artists and organizations to **enhance the artistic cultural climate** in our communities and neighborhoods through arts events.
- Programs can be live and/or virtual.

Defining "General Public"

- **Events must be open to, targeted to, available to, promoted to, and easily accessible to** the general public of Tompkins County and not primarily geared to an organization's membership, clients, followers, an out-of-county audience or an insular group.
- **Events must be geared primarily to Tompkins County residents.**
- (Events can be on college campuses if they are deemed easily accessible (e.g. parking) but will not be prioritized if the audience is believed to be mostly students (as most are not Tompkins County residents).
- Events can be geared towards **specific communities, cultures, or ages**, as long as anyone can attend.
- Events with a **limited or maximum number of attendees** cannot be funded.
- **Audience size** may be a consideration.

Arts Focus

- Funded events must have at their core an activity that is **fundamentally arts related** and in line with art forms funded by NYSCA that can include **visual art exhibitions and public art; performances of theatre, music, dance; literary events** such as readings; along with showings of **locally produced films.**

Funding Period

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

Local Artists and Artistic Quality

- **The presentation of art by Tompkins County artist(s)** as the core activity is a priority.
- **An exception** may be made to bring in artists that represent art, art forms, or culturally related work not currently represented in Tompkins County, although **paying local artists** may remain a priority.
- Grants are available for arts programs of **high artistic merit and quality.**
- **The qualifications and caliber of participating artists** is a part of the evaluation process.

Costs GAP Can Fund

- **GAP can fund costs directly related to the requested public event** such as:
- Participating artist fees (paying local artists is a priority)
- Marketing, publicity and printing costs
- Space usage for the project

- Technical personnel for the project and/or payment to the organizers of the project
- If applicable, a Fiscal Sponsor administrative fee
- Supplies that are used up during the event such as art supplies. Supply requests cannot exceed $1,000
- Travel costs to house or bring in non-local artists may not be a priority. See “Local Artists” above.
- (Events do not have to be free. Participation costs should not be too prohibitive. Sliding scales are optional but appreciated because they can increase audience access.)

The GAP Grant Cannot Fund

- **Events where the core activity is not the art being presented,** where the intention or outcome is primarily educational, political, recreational, rehabilitative, religious, scientific, therapeutic or activities with religious content, including at-risk audiences and service programs when the purpose is for rehabilitation or therapy.
- 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 the spirit of targeted to the general public.
- Activities targeted to an **insular group** such as clubs, camps, members, followers, or congregations.
- Events that are geared towards **audiences outside of Tompkins County.**
- Workshops unless they are open to the general public with **no limitation on audience size**, do not have prohibitive costs, and expect a good sized audience.
- **Projects taking place in a school** during the school day or immediately after. (See CAP’s Arts Education grant which fund artist residencies.)
- **Galas, benefits, or fundraising events.**
- **Artist fees for creating, developing, writing or framing the art being presented** to the public. Example: Music rehearsals are fundable, but not the writing or commission of the piece being performed. A visual art exhibit is fundable, but not the creation of the art being presented. An exception to this rule is a public art mural.
- **Fees paid to students** of universities, high schools, middle or elementary schools. (Students can be part of the event, but GAP funds cannot be used for their payment.)
- **Background entertainment** that is not the main focus at an event.
- Money for **awards, juror fees, prizes, or lobbying costs.**
- **Acquisition of works of art or books or music commissions.**
- **The purchase of permanent equipment.**
- **Food and refreshments.**
- Requests greater than an applicant's total project expenses, minus their total project income.
- Payments to **staff or staff salaries (**unless the requested funding is outside of their existing salary.)
- **General operating support, capital expenditures, construction, improvements, mortgage, utilities, rent.**
- Expenditures for **establishment of organizations.**
- **Illusion shows, culinary arts, martial arts, yoga, science shows, animal shows, art therapy, sip and paint.**
- Activities or art taking place at a **private home** or other locations not generally open to the public.
- Projects with a **prohibitive admission fee.** Sliding scales are optional but appreciated.
- Activities that have taken place prior to January 1, 2027 or are scheduled after January 31, 2028.

Who Can Apply? (Three Applicant Pathways)

There are three applicant pathways. Review the requirements for the pathway you plan to use.

PATHWAY	WHO APPLIES	KEY POINTS
1. Tompkins County Not-for-Profit Organizations	An eligible Tompkins County not-for-profit, chartered educational institution, unit of local government, or Tribal Nation present in New York State.	• Eligibility requirements • Documentation may be required
2. Tompkins County Not-for-Profit acting as Fiscal sponsor	An individual artist or unincorporated group applying through an eligible not-for-profit fiscal sponsor.	• The fiscal sponsor is the official applicant and receives the award. • Documentation may be required • Letter of Agreement Required
3. Community Partner (New option)	An individual or group can apply directly if working closely with an eligible Community Partner.	• An individual is the applicant and receives the award. CAP acts are the fiscal sponsor • Community Partner eligibility requirements • Partner Letter of Commitment required

1) Pathway 1: Tompkins County Not-for-Profits

- **A not-for-profit corporation** either incorporated or registered to do business in NY State.
- **(NOTE: Direct NYSCA applicants** cannot apply - see section below.)
- **A chartered educational institution** in NY State (e.g. some museums and libraries).
- **A Unit of local government or a Tribal Nation** present anywhere within NY State.

The not-for-profit must be located in Tompkins County with a Tompkins County mailing address, have as their primary mission providing services to residents of Tompkins County, and have an active Tompkins County board of directors which meets regularly. (exception: Tribal Nations)

#2) Pathway 2: Individuals or Groups With Not-for-Profit Fiscal Sponsor

Individual artists or unincorporated groups may apply using an eligible not-for-profit fiscal sponsor.

Fiscal sponsor eligibility is the same as the eligibility described under Pathway #1.

- **The Fiscal Sponsor becomes the official applicant for the grant** and will be sent the grant award if funded.
- (If a Sponsor is also applying to GAP for their own events, their sponsored requests are not in competition.)
- **(NOTE: Direct NYSCA applicant** organizations cannot be the Fiscal Sponsor - see section below.)
- **The Fiscal Sponsor is responsible** for IRS requirements such as collecting W-9's and issuing 1099's, receiving and disbursing grant funds and ensuring that reporting requirements are met. (Generally the individual or group takes care of the reporting requirements but the sponsor is ultimately responsible.)
- The sponsor can take an **admin fee.**
- **Individuals** applying through a Fiscal Sponsor **must be 18** years of age at the date of submission, be a current **Tompkins County resident**, and must **not be enrolled in a full-time degree program** in 2027. Robin may reach out after the deadline for proof of year-round Tompkins County residency.
- **Groups** applying through a Fiscal Sponsor must be based in **Tompkins County.**

#3) Pathway 3: Individuals or Groups can apply directly with a Community Partner (new for 2027)

This option allows an individual or group to apply directly as the official GAP applicant when working closely with a Community Partner.

- **(NOTE: Direct NYSCA applicant organizations cannot be the Community Partner - see section below.)**
- **Individuals must be 18** years of age at the date of submission, be a current **Tompkins County resident**, and must **not be enrolled in a full-time degree program** in 2027.
- **If funded, the individual or group will be sent the grant awards directly.** CAP will assume the responsibilities of the Fiscal Sponsor (such as collecting w9s and sending 1099's).
- The **Community Partner** must be located in **Tompkins County** and can be an organization or a business (e.g. a bookstore or coffee shop). The Partner must be an active participant in local community events and contribute to the vibrancy, improvement, and/or quality of life of its community.
- For individuals or small groups to take advantage of this option, the Community Partner must demonstrate that they are **lending significant support to the proposed program.** The Community Partner must be an active collaborator, take part in promoting the program on their website, social media and emails, perhaps provide a venue, and provide other support as needed. The Community Partner assists in the creation, development or delivery of a proposed event.
- **The Community Partner may not profit** from the SCR award although project expenses can include Community Partner staffing, custodial, or other operational expenses if applicable.

Documentation Required by Feb, 12 (after deadline)

This year additional documentation for not for profits is required by NY State and NYSCA.
These documents can be uploaded via a google form by Feb. 12th. The google form is not part of the online application and gives applicants an additional week to gather these materials.

Not-for-Profits Provide Proof of Status

Not-for-Profit Corporations (Applicant or Fiscal Sponsor):

- **Provide proof of registration with the New York State Charities Bureau** by uploading a **Bureau filing receipt** dated within the last 24 months. Registration address must be in Tompkins.
- (If you do not have this document, use google to find out how to get it. (Filing with the Charities Bureau is a State requirement so your organization should have this in hand.)

The Following Do Not Need to Provide Proof of Status

- **Libraries or Museums** if they are Chartered Educational Institutions
- **Municipalities**

Fiscal Sponsors Provide a Letter of Agreement

- **Provide a Letter of Agreement** to confirm the partnership with the sponsored artist(s). This can be a simple document outlining the sponsor's admin fees, a w9 requirement, providing a 1099.., and who will take care of grant reporting and acknowledgement requirements. (All parties should agree before submission.)

Community Partners Provide a Letter of Commitment

- **Provide a Letter of Commitment.** See Community Partner requirements above. Write a Note confirming the partnership and outline the ways the Partner will support the requested event/program.

Who Cannot Apply to GAP

- Organizations that do not fit the eligibility requirements above.
- Direct NYSCA applicant organizations - see section below.
- New York State agencies and departments.
- Schools: Public universities, colleges; and public, private, or parochial secondary, middle, and elementary.
- Individuals or unincorporated applicants without an eligible Fiscal Sponsor or Community Partner.
- Business corporations, LLCs, limited liability partnerships (LLPs), 501(c)(4) and 501(c)(6) organizations.
- Non-incorporated chapters of organizations whose "parent" is incorporated outside of New York State.
- CAP staff or CAP board members.
- Students under 18, or students enrolled in a full-time degree program.
- Non-compliant past grantees that haven't submitted final reports and/or have not used required acknowledgment language and/or have not been responsive to the above requests.

NOTE: Direct NYSCA applicants cannot apply, cannot be a Fiscal Sponsor or serve as a Community Partner

- **Local organizations that have applied directly to NYSCA for 2027** funding (or applied to NYSCA through a Fiscal Sponsor), whether funded or not, are called "Direct NYSCA Applicants" (DNA) and **cannot apply** for this grant, be a Fiscal Sponsor or a Community Partner.
- However, **an applicant CAN hire or book a DNA for a service, or for use as a venue.**
- If using DNA as a venue, t**he DNA cannot profit or benefit** from the SCR award. However, the applicant can pay the DNA direct costs to include custodial, box office personnel, security personnel, or event utilities.
- The DNA can handle the box office or ticketing but may not profit from the box office sales.
- **The funded GAP program cannot be included or advertised as part of the DNA's season or as one of the DNA's programs or events It can be** on the **DNA's website and promotion** as a supported event.
- **The following organizations** have applied to NYSCA in the past. Robin will have the 2027 list in late November. Email Robin for confirmation that the following are Direct NYSCA applicants in 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 / Number of Requests

- Applicants can apply for **$500 to $5,000**
- **An application can be for a single event** (such as a performance) **or an event series** such as a summer concert series, or a year of exhibitions. **The maximum request for a single event or event series is $5,000.**
- An applicant may submit **up to three different grant requests** for our three NYSCA grants (GAP grant, Artist in Community Grant and Arts Education grant) for three completely different programs.
- **If a not-for-profit is acting as a Fiscal Sponsor,** those sponsored requests are not considered part of their funding limit or three project limit. Sponsored events are considered separate.

- **The total request amount if one entity is applying for multiple grants is $7,500.** (*Example: a not-for-profit has a concert series (GAP Grant) and an unrelated artist residency program (Arts Education Grant). The total for both cannot exceed $7,500.)*

How Decisions Are Made

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

Panel Rating Criteria

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

Community Benefit:

- The panel considers all applications as a whole to ensure that funded requests collectively reach broad and diverse audiences throughout Tompkins County, which can include rural audiences, culturally diverse segments of the county's population. and broad demographics such as age, ethnicity, race, and economic status.
- Projects are prioritized and receive a higher rating if they demonstrate that they are providing successful access to under-resourced or diverse communities.
- Projects are prioritized if they support the development of local cultural resources responsive to specific community cultural needs.
- Requests should contribute to the artistic landscape of Tompkins County and its communities.

Community Interest, and Promotion:

- Is there demonstrated community interest, support, and benefit?
- Can the applicant effectively promote the funded event to the general public? Do they have an effective promotion and marketing plan that can reach new audiences?
- *(Robin from CAP has a Marketing Advice/Checklist that will be sent to grantees - or email Robin anytime.)*

Artistic Quality and Artist Support

- Artistic quality and program quality is considered along with caliber and credentials of participating artists.
- Are funds being used to pay artists?

Guidelines, Application, Budget:

- Adherence to these guidelines and alignment with GAP Grant funding preferences.
- Application clarity and completeness. Were all questions answered in full?
- The budget appears to be accurate and not padded.

Feasibility:

- Clearly defined project objectives.
- Demonstrated ability of personnel to administer project.

Applicant's History (if previously funded):

- Past compliance with gran requirements (acknowledgment language and reports, and prior success.)

Timeline After the Deadline

Late applications will not be accepted except in the case of widespread electricity or Wi-Fi outages.

WHEN	WHAT HAPPENS
After submission	• Applications are checked for eligibility, completeness, and accuracy. • Applicants may be contacted with clarification questions.
by February12th	• Individual applicants may be asked for proof of residency. • Community Partners submit a Letter of Commitment. • NFP applicant and fiscal sponsors submit a Charities Bureau receipt by • Fiscal sponsors submit a Letter of Agreement. • Participating artist work samples or resumes may be requested.
Mid-March	• Applicants are informed of decisions. • Contracts are sent. w9's are collected from individuals applicants using the Community Partner option.
March through August (estimate)	• After contracts are received, checks are mailed. • Note: NYSCA sends funding to CAP in increments, so events happening sooner will be funded earlier.

When Does Award Payment Arrive?

- CAP hopes to have funds to send to grantees from March through July. NYSCA sends funding to CAP in increments, so events happening sooner will get funded first.
- **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 postpone 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 as last year 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.

Application Submission Instructions

Due: Thursday, February 4, 2027, 11:59pm

Sample Budget and the online **Application Questions** are on the following pages.

Before You Begin

☐ Review the eligibility requirements and choose the correct applicant pathway.

☐ Contact Robin with any questions!

☐ For individuals considering the Community Partner option, contact Robin to discuss whether the partnership is viable or whether a fiscal sponsor is a better option.

☐ Check with CAP if you are unsure whether an organization is a Direct NYSCA Applicant.

☐ (Optional) Attend live or Zoom grant workshop, watch recording, or contact Robin with questions.

1. BUDGET FORM

- Find the GAP budget form at ArtsPartner.org "Grants" page
- Find budget instructions and a budget sample below
- The budget is uploaded to the online application.

2. ONLINE APPLICATION

- Go to commongrantapplication.com
- (Questions that appear on the application are printed below.)

NOTE: There are two different GAP Applications to choose from.

*** GAP GRANT #1:** Nfp Applicants or Nfp Fiscal Sponsors

*** GAP GRANT #2:**Ind. or Groups using new Community Partner Option

2. UPLOAD REQUIRED DOCUMENTATION by Feb. 12th

If applicable, upload required documentation outlined on page 6-7 above. PDF or JPG. 10 MB limit
https://forms.gle/Q2Yfnr4LeLtjawVh6

Online Instructions

REQUIRED: Watch 5-Minute Instructional Video

youtube.com/watch?v=b1TermKUhY8

The application platform has clickable links that may not take you to the correct place.
Watching the video will help you find the correct application and save you time and energy!

Instructional Video Synopsis

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

How to Navigate 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 so you don't lose data if a glitch happens or you lose the screen.
- **"Pause"** when you wish to stop working. Your work will be saved and you can return anytime.
- When you log back in: **"Resume Draft Application"**

When Your Application is Complete, Click "Submit"

- If 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 download a PDF anytime.

To Work on More than One Application

- If you are submitting more than one CAP grant, you need to exit one to be able to work on another.
- **"Pause"** an application you are working on.
- Then, from the dashboard, **click "Exit draft application."** You have to exit before you can see the other CAP grant applications as options.
- **C**lick "**Start Draft Application**" and follow the directions from above.

Budget Form Instructions & Sample

- **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. See examples below.
- **Please be as accurate as possible.** (We understand that income is often a best guess.)

What Part of Your Budget Do We Require?

If applying for a specific program, we just need to see that programs's expenses and income. For example, if a library is applying for a storytelling series, expenses can just be artist expenses and other event expenses.

However, if an arts organization's sole activity is arts events (such as a community band or a gallery) and that organization is applying for their season of events, then their annual budget does relate and can be included.

How to calculate your request

- **Expenses minus Income.** The resulting amount is what you need for your project and can be your request amount. If that number is over $5,000, your request can only be $5,000.
- **The Last Column** is where you indicate which of your expenses fit this grant. Refer to what is funded and not funded in the guidelines. **This column total must equal the "GRANT REQUEST"**
- You can add or delete lines via the (page menu - table - add row) or expand lines (hover over number on the left and drag line down. Please stay close to this format as possible. Do not create your own budget form.

APPLICANT NAME: Ithaca Community Concerts			
PROJECT NAME: Concert Series			
PROJECT EXPENSES	**PROVIDE DETAILED BREAKDOWN BELOW** **To expand line to fit text**, see row number (left). Drag line down.) Make sure all your text is visible	**EXPENSE AMOUNT**	**WHICH EXPENSES CAN GAP PAY FOR?** (Total must match **GRANT REQUEST** below)
Artistic Personnel	1st event: 2 musicians. 2nd Event: 1 musician. 3rd: 3 musicians (6 @ $300 each	$1,800.00	$1,800.00
Technical Personnel	Sound engineer for 3 events ($250 ea)	$750.00	
Space Rental Fees	$250 rent x 3 concerts	$750.00	$600.00
Administrator and.or Fiscal Sponsor Fee	Callie Jones - Event Organizer	$500.00	
Equip Rental, Supplies			
Advertising; Promotion	Boosted social media ($150), printed poster and programs ($250)	$400.00	
Remaining Operating Expenses (itemize)	Rental Scores	$250.00	
	TOTAL EXPENSES	**$4,450.00**	**$2,400.00**
PROJECT INCOME (all funds contributing to the project)	**PROVIDE DETAILED BREAKDOWN BELOW**	**INCOME AMOUNT**	
Admissions	150 attendees average $7 each	$1,050	
Earned (merch, ads…)			
Contributions Individual or Business	$600 sponsor and $400 donations	$1,000	
Other (explain)			
	TOTAL INCOME	**$2,050.00**	
	SUBTRACT: EXPENSES MINUS INCOME =	**$2,400.00**	
	GRANT REQUEST (cannot exceed field above):	**$2,400**	

Questions You'll Find on the Online Application

CONTACT INFORMATION

- Contact person *(person writing the application):* Name, Title, Phone, Email, Pronouns

> **NOTE: COMMUNITY PARTNER APPLICATION**
> If filling out the " Grant #2 - Community Partner option), the next three applicant-information sections do not appear. Instead, the application asks for information about the Community Partner.

Not-for-Profit APPLICANT INFORMATION

- "Applicant" is the not-for-profits applying directly or serving as Fiscal Sponsors for individuals/groups.

- Name of Applicant: Mailing Address, Municipality
- Website of Applicant
- Activities of Applicant *(Briefly describe the mission or activities of Applicant: (300 characters with spaces)*
- Executive Director or President Name, and Email
- N-f-p Status checklist, and EIN Number

FOR not-For-Profit FISCAL SPONSORS only, who are you sponsoring?

- Name and Website of Individual or Group being sponsored
- Activities of Individual or Group being sponsored *(300 characters with spaces)*
- Is group or individuals being sponsored 1) over 18 as of 1/1/2027, 2) not enrolled in a 2027 full-time degree program, 3) full time residents of Tompkins County as of 10/1/2026? You can simply say "YES" or briefly explain..

PROJECT INFORMATION

- Name of Project *(up to 5 words)*
- Grant Request Amount *(must match budget sheet)*
- Website/Social Media Links for Funded Event
- Project Summary (*Summarize your project in one two sentences. (200 characters with spaces)*

Project Details *(6000 character limit with spaces)*

- Here's where you can write a detailed clear, concise, and factual description of your event(s).
- Address the questions below. (You do not have to address the questions separately - just make sure the information is included.)
- *Describe the event - (what, where, when)*
- *Who are the participating artists? (summarize if there are multiple artists)*
- *Who is organizing the event?*
- *What are your goals? (i.e. audience size, make-up of audience, audience experience)*
- *Address demonstrated community interest based on past experience.*
- *Talk about program quality. Don't assume the panel knows anything about your organization or event.*
- *Address your funding needs. Note that the decision making panel will be closely examining your budget and will look to this narrative to understand your expenses. For example, if you have "marketing costs" in your budget, explain those in this section. If you have a "recording" cost in your budget, tell us what the recording is for. In other words, the budget should be explained in this narrative.*

- **Dates, Times, Location, Fees, Audience**
  List proposed event(s) information in this format:
  Activity - Dates/Times - Location - Ticket Fees - Expected audience size.
  EXAMPLE: Jazz Concert - Sat, October 15, 3pm - IHS Kulp Auditorium - $15.00 sliding scale - 150 people
- (If you have monthly or multiple events, summarize, i.e. “First Fridays" or "Monthly Gallery Openings”)
- If you don't yet know all the details, write what you do know. EXAMPLE: Jazz Concert - Saturday fall evening - Groton location - $15 (pay what you can) - 150 people

Is the Event Location ADA compliant? *(300 characters)*
(You can write "Fully ADA compliant" or indicate what is NOT accessible, i.e. entry stairs, stairs to bathroom)

Community Interest *(1,700 character limit with spaces)*
- *Who are you expecting to come to your event based on your promotional efforts and community connections. (ages, communities, locations, interests)? Let us know if your project reaches under-served areas, communities, or populations.*

Project In-Kind Contributions *(500 character limit with spaces)*
- *(optional question) Please list any donated services or goods (called "in-kind" contributions) for your project. (artist fees, space, food, equipment, etc.)*

Reduced Funding *(1000 character limit with spaces)*
It is not always possible to provide funded requests with the full amount requested.
- *Tell us which expenses are most crucial for the success of your project.*
- *If your project receives funding at a significantly reduced level (i.e. if you apply for $5,000 and receive $2,500), can you adjust? For example, you might schedule less events, or raise ticket prices, or find other sources of funding. Please explain.*

Promotional Efforts *(1000 character limit with spaces)*
- *Describe your planned publicity/promotional efforts for your event(s) to attract community interest and attendance. This can be a list such as instagram posts, facebook event, meta boosts, emails (to how many) newsletter…networking..)*

2025 and/or 2026 GAP Funded Projects *(1000 character limit with spaces)*
- If applicant received a GAP grant in 2025 and/or 2026, please list as follows:
  a) Name of Event(s), b) Date of Event(s), Audience Size(s), Audience Make-Up.
  Tell us if you have unspent funds that you will roll over to 2027 or if your project(s) is not complete or has been rescheduled for 2027.

(UPLOAD COMPLETED BUDGET FORM)

NYS REPORTING Provide just one number for each of these.
(This is for a report CAP fills out for the State. Guesstimates are fine.)
- *Number of Participating Artists / Total Number of Expected Audience / Total Number of K-12 in Audience*

APPLICATION CERTIFICATION
“I certify that all statements in my submitted 2027 GAP GRANT are true to the best of my knowledge. I have read, understand and agree to the guidelines set forth in the separate "GAP Grant Guidelines 2027" document. I understand that the grant administrator may confirm information given in the application.