
BAC 2008 Community Arts Regrant Program

Grants for Individual Artists Applications and Guidelines

DEADLINE: Thursday, September 27, 2007

- All applicants **MUST** attend an **Application Seminar**.
- Online Applications must be submitted by September 27th*. In addition to online submission, hard copies of the application and all supplemental materials must be mailed or hand-delivered to the BAC office on or before Sept 27th. They can either be hand-delivered by 5:00 pm or postmarked on September 27th.
- Late, incomplete, faxed or e-mailed applications **WILL NOT** be accepted under any circumstances.

**Please note: The BAC Community Arts Regrant application is now online. Click on "Apply for a Regrant" on the BAC Website to apply. If you do not have access to a computer, or for any reason cannot complete the online application, please contact the BAC office at (718) 625-0080 or regrant@brooklynartscouncil.org.*

Funding for these programs is made possible by:



NYSCA: the Decentralization Program of New York State Council on the Arts (NYSCA) and the New York State Assembly and Senate.

IND-TIER: the Decentralization Program of New York State Council on the Arts (NYSCA) and the New York State Assembly and Senate.



DCA: the Greater New York Arts Development Fund of the New York City Department of Cultural Affairs (DCA); the New York City Council and Brooklyn Borough President Marty Markowitz.

BAC also provides grants to arts organizations – See separate guidelines.

Council programs are made possible, in part, with public funds from the National Endowment for the Arts; New York State Council on the Arts, a State Agency; New York State Office of Parks, Recreation and Historic Preservation; Brooklyn Delegation of the New York State Assembly; Brooklyn Delegation of the New York State Senate; New York City Department of Cultural Affairs; New York City Department of Youth and Community Development; New York City Department for the Aging; The New York City Council; Brooklyn Delegation of The New York City Council; and Brooklyn Borough President Marty Markowitz. Major corporate, foundation and in-kind support is provided by Booth Ferris Foundation; Carnegie Corporation of New York; Citibank; Commerce Bank; Con Edison; Concert Foods; Courier-Life Publishing; Emma A. Sheaffer Charitable Trust; Fidelity Investments; Health Plus; Independence Community Foundation; JPMorgan Chase; KeySpan; Maimonides Medical Center; Merrill Lynch; Mertz Gilmore Foundation; Milton and Sally Avery Arts Foundation; Robert Sterling Clark Foundation; Rush Philanthropic Arts Foundation; Sovereign Bank; The Lehman Brothers Foundation; The New York Community Trust; The New York State Music Fund, established by the New York State Attorney General at Rockefeller Philanthropy Advisors; Two Trees Management Co., LLC; United Homes; and Verizon Foundation. Major individual supporters are Linda Endres Greco, Sylvia Lanka and William Barone, Marvin Numeroff, Erminia and Gilbert Rivera, and Patricia Selch. Additional support comes from Materials for the Arts and BAC Members.

Brooklyn Arts Council, Inc. (BAC)

BAC 2008 Community Arts Regrant Program – Guidelines for Individual Artists

Listed below are the guidelines for the BAC Community Arts Regrant Program. Individual artists must be Brooklyn (Kings County) residents to apply. Funding is for specific projects in the following areas: visual arts, film/video, media, photography, crafts, folk arts, multi-discipline, literature/writing, dance, music, opera, theater and drama. **BAC cannot provide total funding for the applicant's project. Additional funding sources must be found. Prior receipt of a Regrant award does not guarantee continued support by BAC.**

List of opportunities offered this year:

NYSCA: New York State Council on the Arts Decentralization Program
DCA: NYC Department of Cultural Affairs Greater New York Development Fund
IND-TIER: New York State Council on the Arts Individual Artist Tier

Applicants may submit up to three separate proposals, but must not exceed a total request of \$5,000. Please see section V. Funding Request Options for a detailed list of possible funding request combinations.

I. GENERAL ELIGIBILITY: Applicants must meet all of the following requirements:

- A. Applicants must be Brooklyn (Kings County) residents. Proof of residency (driver's license, tax return, or utility bill) is required with all applications;
- B. All funded projects, services and arts activities must take place in Brooklyn (Kings County) between January 1, 2008 and December 31, 2008;
- C. Funded projects must be open to the general public and accessible under the Americans with Disabilities Act guidelines;
- D. Applicants must demonstrate the need for funding;
- E. Applicants must attend a required 2008 Application Seminar.

II. GENERAL NON-ELIGIBILITY

- A. Individual artists can only apply to NYSCA or DCA through a fiscal sponsor organization. All fiscal sponsors must be Brooklyn-based and have official nonprofit status. When applying to DCA (but not NYSCA), BAC can be the fiscal sponsor organization for individual applicants. Individual artists may apply without a fiscal sponsor to IND-TIER;
- B. Applicants who received grants for the previous year, but failed to submit a Final Report, will be disqualified from funding consideration;
- C. Collaborations are always viewed as one project and must be submitted by only one applicant;
- D. Applicants cannot be under the age of 18 or a matriculating student in a higher education program.

III. GENERAL RESTRICTIONS: Funding cannot be provided for:

- A. Arts-in-Education programs as part of a school curriculum with no public component;
- B. Activities intended only for an organization's membership and that are not open to the general public;
- C. Operating expenses of privately owned facilities, such as homes and studios;
- D. Arts programs that are essentially recreational, rehabilitative or therapeutic;
- E. Scholarships or fellowships to four-year public universities, colleges and professional training schools not open to the general public;
- F. Equipment purchases, property or mortgage payments, building construction or renovation;
- G. Major expenditures for the establishment of a new organization;
- H. Requests that exceed the maximum grant amount;
- I. Administrative costs unrelated to the proposed project;
- J. Entertainment costs such as theater parties, gallery/museum openings, receptions and fundraisers;
- K. Activities/events, which cannot be completed within the program year, January 1 to December 31, 2008.
- L. (PLEASE NOTE: All filmmakers & book authors MUST be able to complete proposed projects within the 2008 calendar year.)

Individuals can only apply if they meet all the above general eligibility requirements as well as the following program-specific requirements:

IV. SPECIFIC ELIGIBILITIES AND RESTRICTIONS:

NYSCA: New York State Council on the Arts Decentralization Program

Grant range: \$750 - \$5,000

Brooklyn-based artists, arts organizations and community groups are invited to apply for a NYSCA Regrant to support community-based arts projects in the following areas: visual arts, media, photography, crafts, folk arts, multi-discipline, literature, dance, music, opera, theater, and drama.

Additional eligibilities and restrictions: Individual applicants must have a Brooklyn-based fiscal sponsor with official nonprofit status. Acceptable forms of proof of nonprofit status include: Internal Revenue Service 501(c)(3) letter; New York State Not-for-Profit Charter from Board of Regents under Section 216 of the Education Law; NYC Charities Registration (Article 7A); Certificate of Incorporation under S.402 of the New York State Not-for-Profit Law. PTAs with nonprofit status independent of the public school, that provide arts activities to the community-at-large, can serve as fiscal sponsors for NYSCA.

Organizations that applied directly to New York State Council on the Arts for funding for the fiscal year 2008 CANNOT be fiscal sponsors for this program, whether they received NYSCA funding or not.

The Brooklyn Arts Council CANNOT be a fiscal sponsor for a NYSCA application.

Funding Request Options: Applicants may submit up to three applications per year to NYSCA for separate projects. See section **V. Funding Request Options** for details on applying to more than one program.

DCA: New York City Department of Cultural Affairs

Grant range: \$750 - \$4,000

Brooklyn-based professional artists and arts organizations are invited to apply for a DCA Regrant for cultural projects that benefit the community and contribute to the overall quality of life in Brooklyn.

Additional eligibilities and restrictions: Individual applicants must have a Brooklyn-based fiscal sponsor with official nonprofit status. Acceptable forms of proof of nonprofit status include: Internal Revenue Service 501(c)(3) letter; New York State Not-for-Profit Charter from Board of Regents under Section 216 of the Education Law; NYC Charities Registration (Article 7A); Certificate of Incorporation under S.402 of the New York State Not-for-Profit Law.

Organizations that received funds from the New York City Department of Cultural Affairs in excess of \$3,000 for Fiscal Year 2008 CANNOT APPLY for this program, but CAN be the fiscal sponsor for an individual applicant, provided the project is not a collaboration with the fiscal sponsor.

The Brooklyn Arts Council CAN be a fiscal sponsor for a DCA application.

Funding Request Options: Applicants can only submit one request per year to DCA. See section **V. Funding Request Options** for details on applying to more than one program.

IND-TIER: New York State Council on the Arts Individual Artist Tier

Grant range: award of \$1,750 each for two (2) artists

The goal of the Individual Artist Tier is to support individual artists in the creation of new work. Grants are awarded for artist-initiated projects that enhance public participation in the arts by directly engaging the community in the artist's creative process. Artists with Brooklyn (Kings County) residency can apply for funding for specific projects in the following areas: architecture and environmental design; dance choreography; film/video; literature/writing; multi-discipline; music composition; and visual arts. For this program a fiscal sponsor is not needed.

IND-TIER applicants must submit a body of work representative of their professional accomplishment. Project proposals should reflect a commitment to community life and culture and an engagement with the local community. Applicants needing funds greater than the grant award amount of \$1,750 must show how additional monies will be raised. **Funding Request Options:** Applicants can only submit one request per year to IND-TIER. See section **V. Funding Request Options** for details on applying to more than one program.

V. FUNDING REQUEST OPTIONS:

If you are applying for a BAC Regrant as an **Individual Artist** you may apply through one of the following options:

A. You may apply submit a single grant request to one of the following:

- | | |
|-------------------------|---|
| 1. NYSCA - 1 request | MAX TOTAL: \$5,000 (minimum request \$750) |
| 2. DCA – 1 request | MAX TOTAL: \$4,000 (minimum request \$750) |
| 3. IND-TIER – 1 request | Exact Grant: \$1,750 |

B. OR you may apply through one of the following combinations. You may never submit more than a total of three applications, or request more than a total of \$5,000 within a given year.

- | | |
|---|---------------------------|
| 1. NYSCA – 2 requests | MAX TOTAL: \$5,000 |
| 2. NYSCA – 3 requests | MAX TOTAL: \$5,000 |
| 3. NYSCA - 2 requests and DCA - 1 request | MAX TOTAL: \$5,000 |
| 4. NYSCA - 1 request and DCA - 1 request | MAX TOTAL: \$5,000 |
| 5. NYSCA – 1 request and IND-TIER – 1 request | MAX TOTAL: \$5,000 |
| 6. DCA – 1 request and IND-TIER - 1 request | MAX TOTAL: \$5,000 |
| 7. NYSCA – 1 request and DCA – 1 request and IND-TIER – 1 request | MAX TOTAL: \$5,000 |

VI. REQUIRED SUPPLEMENTARY MATERIALS:

Applications submitted to the BAC Regrant Program must each include the applicable materials listed below. All required materials must be postmarked or hand-delivered (by 5:00 pm) to the BAC office on or before September 27th, 2007. Failure to submit any of the required materials can make an application ineligible for funding or less competitive when compared to complete applications. If you are applying to more than one BAC Regrant Program, each request will need the following materials:

A. Application Cover Sheet and Printed Application: (ALL applicants are required to supply the following)

- Submit 1 Application Cover Sheet per application. (It is NOT required to submit 10 copies of the cover sheet.)
Application Cover Sheets for individual and organization applicants to all Regrant Programs are available at the Brooklyn Arts Council office and available to download/print online at: www.brooklynartscouncil.org.
- Submit 1 printed, signed copy of your complete application. To be considered complete and eligible for funding, your application must include printed copies of all of the online forms listed on your Application Cover Sheet, collated and stapled. The applicant must sign the application. If applicable, an authorized officer from your fiscal sponsor organization must also sign the application.
- Submit 9 identical copies of the complete application described above, for a total of 10 copies.

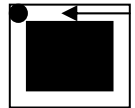
B. Required Documentation: (ALL applicants are required to supply the following)

- Submit 1 document proving the applicant's Brooklyn residency (driver's license, tax returns, utility bills, etc.)
- Submit 2 copies of résumés for: applicant and project director; other principal personnel involved in the project; an individual authorized to sign application and contracts.

C. Supplementary Materials: (Applicants are required to supply all of the following that are applicable)

- Submit 1 letter of commitment from each proposed project site (if other than your own, on their stationery)
- Submit 2 sets of recent publicity materials related to the applicant's work (brochures, programs, press clippings, etc.)
- Submit 1 videotape, CD, or DVD cued for best 3-5 minutes, **for music, dance or theatre projects** (please indicate title of work, when and where selection was performed);
- Submit up to 8 slides, photographs, or digital images on CD **for visual arts projects** (include a detailed slide list with medium, dimensions, title, date, etc). Indicate the top and front with a dot.
- Submit 10 copies of marked manuscripts or creative writing samples **for literary arts**; and
- Submit 1 self-addressed, stamped mailer if you would like your supplementary materials mailed back to you. (You may also pick up supplementary materials at the BAC office before December 31, 2007. Unclaimed materials will be discarded after that date.)

Label Slides
w/Dot in top
corner



Please do not send originals! Label all materials with applicant's name! BAC is not responsible for lost or damaged materials.

D. Fiscal Sponsor Information: (Applicants with a fiscal sponsor are required to supply the following)

- Submit 1 letter of agreement between fiscal sponsor and applicant (on fiscal sponsor's stationery).
- Submit 1 list of Board of Directors, with addresses and phone numbers, on fiscal sponsor's stationery;
- Submit 1 proposed organizational budget for Fiscal Year 2007 on the fiscal sponsor's stationery;
- Submit 1 financial statement from your fiscal sponsor's most recently completed fiscal year: **(Check and supply one)**
 - audited financial statement from the most recently completed fiscal year;
 - treasurer's report on the fiscal sponsor's stationery; or
 - fiscal sponsor's most recent IRS Form 990
- Submit 1 form of proof of fiscal sponsor's nonprofit status: **(Check and supply one)**
 - US Internal Revenue Service under Section 501(c) 3 (a vendor tax exempt certification is not valid);
 - NYS Not-for-Profit Charter from Board of Regents under Section 216 of the Education Law;
 - NYS Charities Registration (Article 7A), with the organization's registration number; or
 - Certificate of incorporation under S.402 of the NYS Not-for-Profit Law.

VII. REVIEW CRITERIA FOR ALL GRANTS:

Funding priority will be given to individual artists or nonprofit arts organizations whose primary mission is to provide arts and cultural programs at the community level, and for activities that serve traditionally underserved communities and neighborhoods in Brooklyn. A diverse panel of artists, arts professionals, educators and local civic, business and community leaders reviews applications. The review panel recommends a level of funding according to the following equally important criteria:

- A. Quality and artistic merit of the proposed project.
- B. Clarity of the project description and application narrative.
- C. Demonstrated community interest in and support for the project.
- D. Audience and community benefit to be derived from the project.
- E. Non-duplication of similar existing programming in the same geographic area.
- F. Quality of the project budget (i.e. does the budget match the project description, is there a variety of sources of income, is there a demonstrated need for funding?).
- G. Clearly defined ability to successfully complete the project.

VIII. APPEALS:

An applicant not recommended for funding by the Review Panel and wishing to appeal must initiate a formal appeal in writing to the Regrant Coordinator within ten (10) business days after the postmark date on the denial letter. A separate Appeals Panel will meet to examine the grounds for the appeal, and to determine whether the appeal is justified. (**Please note:** the quality of the project in question will not be revisited by this panel.) Organizations or artists who receive funding at less than the request amount are not eligible to appeal.

The only grounds for appeals are:

- A. Non-presentation of pertinent information, which was included in the application;
- B. Misrepresentation of pertinent information; or
- C. Improper procedure.

IX. GRANTEE RESPONSIBILITIES (Non-Compliance may effect future funding)

All Regrant recipients must:

- A. Sign a BAC contract stipulating the amount of the award and the project's exact start and end dates;
- B. Include the appropriate credit line on all promotional materials. (Exact wording is provided in the contract);
- C. Provide BAC with applicable publications and promotional materials at least three weeks in advance of the funded project;
- D. File a final report no later than 30 days after the funded project is completed.