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# BAC 2010 Community Arts Regrant Program

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## Grants for Individual Artists Application Guidelines

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### **DEADLINE: Thursday, September 24<sup>th</sup>, 2009**

- Applicants who have not received BAC regrant funding in the last two years are **REQUIRED** to attend an **Application Seminar** in order to be eligible. All applicants are strongly encouraged to attend.
- Online applications must be submitted by September 24<sup>th</sup>\* at [www.brooklynartscouncil.org](http://www.brooklynartscouncil.org). In addition to an online submission, hard copies of the application and all supplemental materials must either be hand-delivered to the BAC office by 6:30pm, September 24<sup>th</sup>, or postmarked on September 24<sup>th</sup>.
- Late, incomplete, faxed or e-mailed applications **WILL NOT** be accepted under any circumstances.

*\*Please note: 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](mailto:regrant@brooklynartscouncil.org).*

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

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#### **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.

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



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**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.

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Council programs are made possible, in part, with public funds from the National Endowment for the Arts; U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention; New York State Council on the Arts, a State Agency; New York State Department of Education; 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; 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; Con Edison; Concert Foods; Experimental Television Center; Final Draft; Health Plus; Independence Community Foundation; JetBlue Airways; JPMorgan Chase Foundation; Merrill Lynch; Mertz Gilmore Foundation; Milton and Sally Avery Arts Foundation; NYS Tribute Foundation; RICE; Robert Sterling Clark Foundation; Rockefeller Brothers Fund; Sovereign Bank; TD Charitable Foundation; The Heckscher Foundation for Children; The Mary Duke Biddle Foundation; The New York Community Trust; The New York Times Company Foundation; Two Trees Management Co., LLC; and Verizon Foundation. Major individual supporters are Pamela Brier and Peter Aschenasy, Sylvia Lanka and William Barone, Marvin Numeroff, and Erminia and Gilbert Rivera. Additional support comes from Materials for the Arts and WNYC, New York Public Radio.

## **BAC 2010 Community Arts Regrant Program – Guidelines for Individuals**

The following guidelines apply to all grant programs offered to individual artists through the 2010 BAC Community Arts Regrant Program. Grants offered this year are:

**NYSCA: New York State Council on the Arts Decentralization Program**

**DCA: NYC Department of Cultural Affairs Greater New York Arts Development Fund**

**IND-TIER (NYSCA): New York State Council on the Arts Individual Artist Tier**

Individual artists must be Brooklyn (Kings County) residents to apply. Funding from NYSCA and DCA is for specific cultural projects in an eligible artistic discipline (see section IV. for details). The IND-TIER Program funds the creation of new work that engages the Brooklyn community in the artist's creative process. **BAC cannot provide total funding for the applicant's project. Additional funding sources must be found. Prior receipt of a Regrant award or advice from BAC staff on your application does not guarantee funding.**

**Applicants may submit up to 3 applications per year (for separate projects) to NYSCA, without exceeding a combined NYSCA request of \$5000. An IND-TIER application is considered a NYSCA application. In addition, applicants may submit 1 DCA request per year. Please see section V. Funding Request Options for information on applying to more than one BAC Regrant Program.**

### **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, 2010 and December 31, 2010;
- 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 through an appropriate project budget;
- E. Applicants who have not received BAC regrant funding in the last two years are REQUIRED to attend an Application Seminar in order to be eligible. All applicants are strongly encouraged to attend.

### **II. GENERAL NON-ELIGIBILITY**

- A. Individual artists can only apply to NYSCA through an eligible fiscal sponsor organization. Individual artists may apply without a fiscal sponsor to IND-TIER and DCA;
- B. Applicants who received BAC regrants in a previous year, but failed to submit a Final Report are ineligible;
- 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;
- E. Applicants may not apply for NYSCA (Decentralization) or DCA (GNYADF) funds in more than one county/borough in the same fiscal year.

### **III. GENERAL RESTRICTIONS: Funding cannot be provided for:**

- A. Arts-in-Education programs/residencies 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; and programs in the martial arts and culinary arts;
- 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, 2010;
- L. NOTE: All filmmakers & book authors MUST be able to complete proposed projects within the 2010 calendar year.

**To be eligible for funding, applicants must 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: \$1,000 - \$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: dance; film/video/media; folk arts; literature/writing; multi-discipline; music/opera; photography; theater/drama/musical theater; visual arts/crafts.

**Additional eligibilities and restrictions:**

Applicants must find other sources of funding (besides BAC Regrants) to cover at least 10% of the total project expenses listed in the proposed Project Budget.

Individual applicants must have a Brooklyn-based fiscal sponsor, with official nonprofit status, that has not applied for funding directly from NYSCA for the 2010 fiscal year. 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 2010 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. Please see the page titled Fiscal Sponsorship for more details on sponsor eligibility and finding a fiscal sponsor.**

**Funding Request Options:** Applicants may submit up to three applications per year to NYSCA for separate projects, without exceeding a total NYSCA request of \$5,000. An IND-TIER application is a NYSCA application. See section **V. Funding Request Options** for details on applying to more than one BAC Regrant program.

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##### **DCA: New York City Department of Cultural Affairs**

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

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. Projects may be in the following areas: dance; film/video/media; folk arts; literature/writing; multi-discipline; music/opera; photography; theater/drama/musical theater; visual arts/crafts.

**Additional eligibilities and restrictions:**

Applicants must find other sources of funding (besides BAC Regrants) to cover at least 10% of the total project expenses listed in the proposed Project Budget.

Individual applicants do not need a fiscal sponsor of any sort; they may apply directly to this program. However, individual applicants who prefer to apply through a fiscal sponsor may do so (fiscal sponsors must be NYC-Based and have IRS 501(c)(3) nonprofit status.)

**Organizations that received funding at any level from the New York City Department of Cultural Affairs or through a legislative member item that is administered by DCA for Fiscal Year 2010 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.**

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

#### IV. SPECIFIC ELIGIBILITIES AND RESTRICTIONS -(con't):

##### **IND-TIER: New York State Council on the Arts Individual Artist Tier** **Exact grant: \$2,000 each to 2 artists**

The goal of the Individual Artist Tier program 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. A fiscal sponsor is not needed for this program.

##### **Additional eligibilities and restrictions:**

Applicants must be individual artists with Brooklyn residency. 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. **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:

For the 2010 grant year, eligible applicants may submit any or all of the following:

| <b>Program:</b>         | <b>Number of requests per year:</b>  | <b>Request range:</b>   |
|-------------------------|--|---|
| <b>NYSCA</b>            | 1 to 3<br><i>If submitting multiple requests to NYSCA, they must be for separate projects.</i> | \$1000-\$5,000<br><i>If submitting multiple requests, the total of your NYSCA requests must not exceed \$5,000 and each request must be for a minimum of \$1000.</i>  |
| <b>IND-TIER (NYSCA)</b> | 1  | \$2000 (exact grant)<br><i>An IND-TIER application counts as 1 NYSCA application. IND-TIER applicants may only submit up to 2 additional NYSCA applications. Any additional NYSCA applications must have a total request of \$3000 or less.</i> |
| <b>DCA</b>              | 1  | \$750-\$5000  |

## **VI. REQUIRED 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 6:30pm) to the BAC office on or before **September 24th, 2009**. 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 are available at the BAC office and available to download/print on the BAC website.
- Submit 10 printed, signed copies of your complete application, including the Applicant Information Form, Project Information Form and Project Budget Form. All these forms can be completed online at [www.brooklynartscouncil.org](http://www.brooklynartscouncil.org). If applicable, an authorized officer from your fiscal sponsor organization must also sign the application.

### **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, project director and other principal personnel involved in the project.

### **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 printed images or digital images on CD **for visual arts projects** (include a detailed image list with medium, dimensions, title, date, etc).
- Submit 10 copies of marked manuscripts or creative writing samples **for literary arts**.
- Submit 1 self-addressed, **stamped** mailing envelope 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, 2009. Unclaimed materials will be discarded after that date.

**Please do not send original artwork! Label all work samples with applicant's name. BAC is not responsible for lost or damaged materials.**

### **D. Fiscal Sponsor Information: (NYSCA 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 on fiscal sponsor's stationery.
- Submit 1 proposed organizational budget for Fiscal Year 2009/10 on the fiscal sponsor's stationery.
- Submit 1 financial statement from your fiscal sponsor's most recently completed fiscal year: **(Supply one of the following)**
  - 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: **(Supply one of the following)**
  - 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.

#### **DCA applicants with a fiscal sponsor are required to supply only:**

- 1 letter of agreement between fiscal sponsor and applicant (on fiscal sponsor's stationery).
- 1 copy of fiscal sponsor's US IRS 501(c) (3) letter  
BAC reserves the right to request additional materials after the grant deadline.

## **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 and provide at least two complimentary tickets to the funded event (if applicable);
- D. File a final report no later than 30 days after the funded project is completed.