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Arts
Council

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BAC 2011 COMMUNITY ARTS REGRANT PROGRAM

Application Guidelines: *Grants for Individuals and Organizations*

DEADLINE: Thursday, September 22, 2010

- **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 22* at 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 22, or post-marked on September 22.
- **BAC WILL NOT** accept applications that are faxed, emailed, or left outside the BAC office door after 6:30pm on September 22.

** 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), celebrating 50 years of building strong, creative communities in New York State's 62 counties.



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.



JPMorgan Chase Regrant: the JPMorgan Chase Foundation

BAC 2011 COMMUNITY ARTS REGRANT PROGRAM – *Application Guidelines*

The following guidelines apply to the NYSCA & DCA supported grant opportunities offered through the 2011 BAC Community Arts Regrant Program:

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

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

Please note: BAC also offers capacity-building grants for small but established 501(c)3 arts organizations through our JPMorgan Chase Regrant program. See separate guidelines for more information.

BASIC ELIGIBILITY:

- A:** All applicants must be Brooklyn (Kings County) residents. Proof of residency (i.e. driver's license, tax return, utility bill, or 501(c)3 letter) is required with all applications.
- B:** All funded projects, services and arts activities must take place in Brooklyn between January 1 and December 31, 2011.
- C:** Funded projects must be open and accessible to the Brooklyn population, and in compliance with the Americans with Disabilities Act whenever possible.
- D:** Applicants must submit an on-time and complete application to be considered for funding. See Application Materials page for details on submitting a complete application.

APPLICANTS ARE NOT ELIGIBLE FOR ANY BAC GRANTS IF THEY:

- A:** Received a BAC regrant in a previous year, but failed to submit a Final Report.
- B:** are under the age of 18 or a full-time student in a higher education program.
- C:** work or have studio space in Brooklyn, but live outside of Brooklyn.
- D:** are applying for NYSCA (Decentralization) or DCA (GNYADF) funds in another county/borough in the same fiscal year.
- E:** are a New York City public school district, New York State agency or department, and/or public college or university.

FUNDING CANNOT BE PROVIDED FOR:

- A:** Arts-in-Education programs/residencies that take place in school, during the school day and have 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, or programs in the martial arts and culinary arts.
- E:** Scholarships/fellowships, student stipends, regranting programs, or travel expenses outside of NYC.
- F:** Major equipment purchases, property or mortgage payments, building construction or renovation.
- G:** Major expenditures for the establishment of a new organization.
- H:** Overhead or administrative costs unrelated to the proposed project.
- I:** Entertainment costs such as theater parties, gallery/museum openings, receptions and fundraisers.

SPECIFIC PROGRAM ELIGIBILITY: NYSCA

NYSCA REGRANT: 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; theater/drama/musical theater; visual arts/crafts.

ADDITIONAL ELIGIBILITIES AND RESTRICTIONS:

- All applicants must have one of the following forms of nonprofit status, or apply through a Brooklyn-based fiscal sponsor that does:
 - 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 applied directly to New York State Council on the Arts for funding for the Fiscal Year 2011 CANNOT apply to this program, or serve as fiscal sponsors for other applicants to this program, whether they received NYSCA funding or not.
- 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.

NUMBER OF REQUESTS: *Applicants may submit up to 3 applications per year to NYSCA for separate projects, without exceeding a total NYSCA request of \$5,000.*

SPECIFIC PROGRAM ELIGIBILITY: DCA

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:

- Individual applicants and informal (non-incorporated) artist collectives do not need a fiscal sponsor of any sort; they may apply directly to this program. However, applicants who prefer to apply through a fiscal sponsor may do so. Fiscal sponsors must have IRS 501(c)3 nonprofit status and be incorporated in NYC (anywhere in the five boroughs).
- 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 2011 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.
- Organizations with operating budgets over \$100k for two of the last three fiscal years are ineligible for funding from this program, and should apply directly to the Department of Cultural Affairs instead.
- 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.

NUMBER OF REQUESTS: *Applicants may submit one request per year to DCA. This may be in addition to any NYSCA or IND-TIER applications submitted by the applicant.*

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 American Express; Bank of America; Bay and Paul Foundations; Brooklyn Community Foundation; Bubby's of Brooklyn; Carver Federal Savings Bank; Con Edison; Concert Foods; Concord Baptist Christfund; Emma A. Sheafer Charitable Trust; Experimental Television Center; Health Plus; Henry Nias Foundation; JetBlue Airways; JPMorgan Chase Foundation; Maimonides Medical Center; MetLife Foundation; Milton and Sally Avery Arts Foundation; Park Avenue Building and Roofing Supplies; Rockefeller Brothers Fund; TD Charitable Foundation; The Hyde and Watson Foundation; The Mary Duke Biddle Foundation; The New York Community Trust; Two Trees Management Co., LLC; Verizon Foundation, and V.I.M. Major individual supporters are Pamela Brier and Peter Aschkenasy, 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.

APPLICATION MATERIALS

If you are submitting more than one application, **each** request will need the following materials:

A. BASIC APPLICATION MATERIALS: Applicants must submit the following in order to be considered for funding:

- 1 signed original and 9 photocopies of your printed application**, including the Project Budget page. The application can be completed and printed online at www.brooklynartscouncil.org. The Project Budget is an Excel template available for download online. If applicable, an authorized officer from your fiscal sponsor organization must also sign the completed application.
- 1 Application Cover Sheet per application.** (It is NOT required to submit 10 copies of the cover sheet. Cover Sheets are available at the BAC office and available to download/print on the BAC website.)
- Proof of applicant's Brooklyn residency** (i.e. driver's license, tax return, utility bill, 501(c)3 letter, etc.)

B. SUPPLEMENTAL MATERIALS: Applicants are strongly encouraged to submit all that are applicable:

- 2 sets of publicity materials** related to the applicant's work (brochures, programs, press clippings, etc.)
- 2 copies of résumés** for principal personnel involved in the project, whose experience may be of interest to the panel (i.e. the applicant, project director, teaching artist, etc.)
- Letters of commitment or support** from proposed project venues or partner organizations.

C. WORK SAMPLE: Applicants should submit one of the following, based on artistic category:

- MUSIC, DANCE AND THEATER:** CD or DVD cued for best 3-5 minutes. Please indicate title of work, and when/where work was performed.
- VISUAL ARTS, CRAFTS AND PHOTOGRAPHY:** up to 8 printed images or digital images on CD. Please include a detailed image list with title, medium, dimensions, date, and one-sentence explanation, if needed. Digital images should be sized for onscreen viewing, not projection.
- FILM/VIDEO/MEDIA:** one DVD cued for best 3-5 minutes. Please indicate title of work, when it dates from, and whether it is from a completed project or a work in progress. Film clips from previous projects are preferred over trailers or reels.
- WRITING/LITERARY ARTS:** 8 copies of a writing sample pertinent to the project. Writing samples should be between 5 and 20 pages, and may include short story, novel, or script excerpts, collections of poetry, collections of past student work, etc.

All work samples must be labeled with the applicant's name, program applied to, and artistic category applying in!

Please do not send original artwork or irreplaceable materials; BAC is not responsible for lost or damaged materials. If you would like your work sample and/or supplemental materials mailed back to you, send a self-addressed mailing envelope with appropriate postage with your application. You may also pick up supplemental materials and work samples at the BAC office between January 1 and February 1, 2011.

D. ORGANIZATIONAL MATERIALS: Organizational applicants must submit 1 copy of each of the following:

- List of applicant's Board of Directors**
- Proposed organizational budget for Fiscal Year 2010/11**
- Financial statement** from applicant's most recently completed fiscal year. (Supply one of the following:)
 - audited financial statement;
 - treasurer's report; or
 - applicant's most recent IRS Form 990
- IRS Section 501 (c)3 letter** (a vendor tax exempt certification is not valid). NYSCA Regrant applicants without 501 (c)3 status may supply one of the following instead:
 - 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.

E. FISCAL SPONSOR MATERIALS: All applicants applying with a fiscal sponsor MUST supply:

- A letter of agreement** between fiscal sponsor and applicant (on fiscal sponsor's stationery)
- Proof** of the fiscal sponsor's appropriate nonprofit status and Brooklyn residency (for NYSCA) or NYC residency (for DCA)

BAC reserves the right to request additional fiscal sponsor materials after the grant deadline.

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 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.

APPEALS:

An applicant not awarded funding by the Regrant Panel and wishing to appeal must initiate a formal appeal in writing to the Regrant Director within 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.

ALL REGRANT RECIPIENTS MUST:

- A:** Revise their project description and budget, if needed, after finding out how much funding they have been awarded by the panel;
- B:** Sign a BAC contract stipulating the amount of the award and the project's projected start and end dates;
- C:** Include the appropriate credit line on all promotional materials for the funded project (exact wording is provided in the contract);
- D:** Provide BAC with applicable publications and promotional materials at least 2 weeks in advance of the funded project and provide 2 complimentary tickets to the funded event (if applicable);
- E:** File an Interim Report on their project by June 1st, 2011, if their project has not already been completed;
- F:** File a Final Report no later than 30 days after the funded project is completed.