
BAC 2009 Community Arts Regrant Program

Grants for Organizations Application Guidelines

DEADLINE: Thursday, September 25th, 2008

- All applicants **MUST** attend an Application Seminar.
- Online Applications must be submitted by September 25th*. 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 25th. They can either be hand-delivered by 5:00 pm or postmarked on September 25th.
- 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.*

BAC also provides grants to individual artists – See separate guidelines.

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.



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

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; Baisley Powell Elebash Fund; Booth Ferris Foundation; Carnegie Corporation of New York; Commerce Bank; Con Edison; Concert Foods; Courier-Life Publishing; Experimental Television Center; Fidelity Investments; Health Plus; Independence Community Foundation; JPMorgan Chase; Maimonides Medical Center; Merrill Lynch; Mertz Gilmore Foundation; Milton and Sally Avery Arts Foundation; National Grid; Robert Sterling Clark Foundation; Rockefeller Brothers Fund; Rush Philanthropic Arts Foundation; Sovereign Bank; The Heckscher Foundation for Children; The Mary Duke Biddle Foundation; The New York Community Trust; The New York State Music Fund, established by the New York State Attorney General at Rockefeller Philanthropy Advisors; The New York Times Company Foundation; Two Trees Management Co., LLC; Verizon Foundation; and Washington Mutual. Major individual supporters are Pamela Brier and Peter Aschkenasy; Sylvia Lanka and William Barone, Linda and Louis Greco, Marvin Numeroff, and Erminia and Gilbert Rivera. Additional support comes from Materials for the Arts and WNYC, New York Public Radio.

BAC 2009 Community Arts Regrant Program – Guidelines for Organizations

The following guidelines apply to all grant programs offered to organizations through the 2009 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 Development Fund

JPMC: JPMorgan Chase Regrant Program

Please note:

Only Brooklyn (Kings County) nonprofit organizations may apply. Funding from NYSCA and DCA is for specific cultural projects in an eligible artistic discipline (see section IV. for details). The JPMorgan Chase Program funds administrative projects for arts organizations. **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 funding. 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. In addition, eligible applicants may submit 1 DCA and/or 1 JPMC 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. Applicant organizations must be Brooklyn-based, nonprofit arts or community organizations recognized as tax exempt by the Internal Revenue Service under section 501(c)(3) or recognized under Article 7A as a NY State Charities Registration. Organizations without official nonprofit status may apply through an eligible fiscal sponsor organization that is a Brooklyn-based nonprofit;
- B. All funded projects, services and arts activities must take place in Brooklyn (Kings County) between January 1, 2009 and December 31, 2009;
- 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 2009 Application Seminar.

II. GENERAL NON-ELIGIBILITY

- A. An organization's project cannot exclude public participation;
- B. New York City public school districts, New York State agencies or departments, and/or public colleges or universities are not eligible for funding;
- C. Applicants who received regrants in a previous year, but failed to submit a Final Report, will be disqualified from funding consideration;
- D. Collaborations are always viewed as one project and must be submitted by only one applicant;
- E. Applicants may not apply for NYSCA (Decentralization) or DCA (GNYDF) 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 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 universities, colleges and 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/food costs such as theater parties, gallery/museum openings, receptions and fundraisers;
- K. Activities/events, which cannot be completed within the program year, January 1- December 31, 2009;
- L. NOTE: Filmmakers & book authors MUST be able to complete proposed project(s) within the 2009 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: visual arts/crafts/photography; music/opera; dance; theater/musical theater; film/video/media; multi-discipline; folk arts; literature.

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.

Applicants must be Brooklyn-based nonprofit organizations, or apply through 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 (and fiscal sponsors) that applied directly to New York State Council on the Arts for funding for Fiscal Year 2009 CANNOT apply to this program, whether or not they received NYSCA funds.

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.

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. See section **V. Funding Request Options** for details on applying to more than one BAC Regrant 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. Projects may be in the following areas: visual arts/crafts/photography; music/opera; dance; theater/musical theater; film/video/media; multi-discipline; folk arts; literature.

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.

Organization applicants must be Brooklyn-based nonprofits, or apply through an NYC-based fiscal sponsor with official nonprofit status. **Note: fiscal sponsors for this program can be based in any NYC borough.** Organizations, groups, and artist collectives without nonprofit status may apply as an organization through an NYC-based fiscal sponsor, or an individual from the group may apply as an individual (see separate guidelines for details). Acceptable forms of proof of nonprofit status include: Internal Revenue Service 501(c)(3) letter.

PLEASE NOTE: after the current (2009) grant cycle, ORGANIZATIONS WITH OPERATING INCOME BUDGETS OVER \$100K FOR TWO OF THE LAST THREE FISCAL YEARS WILL BE INELIGIBLE for funding from this program, and should apply directly to the Department of Cultural Affairs instead.

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 2009 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. Please see the page titled Fiscal Sponsorship for more details on sponsor eligibility.

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 BAC Regrant program.

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

JPMC: JPMorgan Chase Regrant Program

Grant range: \$2,000 -\$3,000

The JPMorgan Chase Regrant Program supports Brooklyn-based arts organizations whose primary mission is to provide arts and cultural activities open to the general public. Funds will be awarded for specific capacity building projects that will contribute to the overall stabilization and/or growth of the applicant organization, and will help move it to the next level of success in achieving its mission. Funds will be awarded in the following categories:

Audience Development – For projects that help your organization reach a wider audience, or a group that is underrepresented in your current audience. Examples: partnering with local schools to reach out to a family audience; supporting a subsidized ticket program; translating materials into new languages.

Marketing and Promotion – For projects that help to build awareness of your organization, your mission, and/or your specific programs. Examples: designing and printing a new brochure; redesigning your organization's logo and visual identity; increasing distribution of newsletters or fliers; paying a marketing or design consultant.

Organizational Development – For projects that help stabilize your organization; plans for leadership succession or developing the skills of your current staff. Examples: working with master teaching artists to train teaching artists to be effective in the classroom; feasibility studies; board development; professional development that exposes and prepares staff to meet challenges facing small and emerging arts organizations. *Note: this program does NOT fund proposals for paying stipends or salaries for current staff members.*

Technological Expansion/Website Development – For projects that help your organization improve its use of technology. Examples: creating a website or expanding/updating an existing website; using digital media to create program documentation for use in grant writing; creating a database; purchasing a new office phone system.

Requests for equipment and other purchases will be considered if they relate directly to one of these funding categories.

Additional eligibilities and restrictions:

Organizations must have their own nonprofit status and apply on their own behalf (no fiscal sponsors). Organizations must have operating budgets of \$500,000 or less, and must have been in existence for over three years.

Organizations receiving funding directly from JPMorgan Chase Foundation are not eligible to apply.

Organizations must have an active board of directors that meets regularly. Endowments, religious endeavors or expenses related to one-time productions and artistic projects are not eligible for funding.

Please note: To allow a greater number of groups to participate in the funding process, organizations that have received funding for the last three consecutive years can reapply only after a one-year hiatus.

V. FUNDING REQUEST OPTIONS:

For the 2009 grant year, eligible applicant organizations may submit any or all of the following:

Program:	Number of requests per year:	Request range:
NYSCA	1 to 3 <i>If submitting multiple requests to NYSCA, they must be for separate projects.</i>	\$1000-\$5,000 <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>
DCA	1	\$750-\$4000
JPMC	1	\$2000-\$3000

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 6:00 pm) to the BAC office on or before **September 25th, 2008**. 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 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. If applicable, an authorized officer from your fiscal sponsor organization must also sign the application.

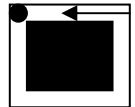
B. Required Documentation: (ALL applicants are required to supply the following)

- Submit 1 document proving the applicant's Brooklyn residency (driver's license, tax returns, utility bills, etc).
- Submit 2 copies of résumés for: applicant 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**.
- 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, 2008. 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. Organization Information: (ALL applicant organizations are required to supply the following)

- Submit 1 list of Board of Directors, with addresses and phone numbers, on applicant's stationery;
- Submit 1 proposed organizational budget for Fiscal Year 2009 on the applicant's stationery;
- Submit 1 financial statement from the applicant'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 applicant's stationery; or
 - applicant's most recent IRS Form 990.
- Submit 1 form of proof of the applicant'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.

If the applicant organization does not have official nonprofit status and is applying with a fiscal sponsor, the Organization Information materials must be submitted for the fiscal sponsor organization instead of the applicant organization. In addition, any applicant with a fiscal sponsor must supply the following:

- Submit 1 letter of agreement between fiscal sponsor and applicant (on fiscal sponsor's stationery).

All JPMC Regrant applicants must supply a list of current corporate, government, and foundation funding for FY 2008 in addition to the above materials.

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.

Please note: Criteria for JPMC focus on the applicant organization as a whole, not a specific cultural project.

VIII. APPEALS: (For NYSCA and DCA only)

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.) JPMC applicants and applicants who receive funding at less than their requested 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.