Application Guidelines

Brooklyn Arts Fund & Local Arts Support

Deadline: September 21, 2016

INFORMATION SESSIONS
New applicants and applicants who have not received a BAC Grant since the 2014 funding cycle are REQUIRED to attend an information session in order to be eligible. All applicants are strongly encouraged to attend. Information sessions are offered in person across the borough and online. RSVP online at brooklynartscouncil.org.

TO APPLY
Application materials are available at brooklynartscouncil.org. Applicants must review materials before beginning an application. Complete applications must be submitted online by 11:59pm on the day of the deadline.

Funding for these information sessions is made possible by:

BROOKLYN ARTS FUND: the Greater New York Arts Development Fund of the New York City Department of Cultural Affairs (DCA)

LOCAL ARTS SUPPORT: the Decentralization Program of New York State Council on the Arts (NYSCA)

grants@brooklynartscouncil.org | brooklynartscouncil.org
Eligibility

The guidelines below apply to the Brooklyn Arts Fund and Local Arts Support programs.

**BASIC ELIGIBILITY:**
- All projects must take place in Brooklyn between January 1 and December 31, 2017.
- Projects must be open and accessible to the Brooklyn population and in compliance with the Americans with Disabilities Act (ADA) whenever possible.
- Applicants must submit an on-time and complete application.

**APPLICANTS ARE NOT ELIGIBLE FOR BAC GRANTS IF THEY:**
- Received funding from any BAC program in a previous year, but failed to submit a Final Report.
- Are under the age of 18 or a full-time student in a higher education program.
- Are applying for NYSCA (Decentralization) or DCA (GNYADF) funds in another county/borough in the same fiscal year.
- Are a New York City public school district, New York City or State agency or department, and/or public college or university.

**FUNDING IS PROVIDED FOR:**
Arts projects occurring in Brooklyn in the calendar year 2017.
- For overall funding criteria: REVIEW CRITERIA, page 3.
- For program-specific funding priorities: SPECIFIC GRANT OPPORTUNITIES, page 4.
- For details on submitting a complete application: PROPOSAL MATERIALS, page 6.

**FUNDING CANNOT BE PROVIDED FOR:**
- Operating expenses of privately owned facilities such as homes and studios.
- Activities intended only for an organization’s membership that are not open to the general public.
- Arts in Education programs/residencies that take place in school, during the school day, and have no public component.
- Arts programs that are essentially recreational, rehabilitative, or therapeutic; or programs in the martial, magic/illusionary, and culinary arts.
- Scholarships/fellowships, student stipends, regranting programs, or travel expenses outside of NYC.
- Major equipment purchases, property or mortgage payments, or capital improvements such as building construction or renovation.
- Major expenditures for the establishment of a new organization.
- Cash prizes, juried shows, fellowships, scholarships, or other awards or stipends to students.
- Overhead or administrative costs unrelated to the proposed project.
- Entertainment costs such as theater parties, gallery/museum openings, receptions, and fundraisers.
Review Criteria

BAC is committed to funding a diverse array of projects in geographic areas across Brooklyn. Priority is given to individual artists and arts organizations whose applications articulate how their work uniquely contributes to the cultural life of the borough.

All funding decisions are made by panels selected and trained by BAC. To create a fair and impartial panel environment, BAC selects panelists that represent a range of ethnicity, gender, age, neighborhood, artistic medium, and artistic style. To nominate a colleague or mentor for panel service, visit brooklynartscouncil.org.

Taking into account the specific goals of each program, panels recommend funding according to the following equally important criteria:

- Artistic merit of the proposed project
- Quality and clarity of application narrative and budget
- Demonstrated community support for and interest in the project
- Audience benefit to be derived from the project
- Non-duplication of similar project in type of programming, geographic area, and/or community served
- Clearly defined ability to successfully complete the project

Applying to BAC Grants is a competitive process. Applicants are expected to address each of the above criteria across their proposal as a whole.

For the purposes of BAC Grants, “community” can be defined as: geographic area; cultural, social, racial or socio-economic demographic; and/or an artistic community. Competitive applications indicate the project’s distinction within in the borough.

“Community support and interest” and “audience benefit” can be demonstrated by: applicant’s ability to define the audience and clearly articulate how they benefit from the proposed project; community partnerships/collaborations; production/exhibition history; and/or audience/collaborator numbers, demographics and production/exhibition history; and/or audience/collaborator numbers and demographics.

2017 Funding Cycle Timeline

- **September 2016**
  Application deadline

- **October 2016**
  BAC Grants staff prepares applications for panel meetings

- **November/December 2016**
  Funding decisions are made

- **January 2017**
  Funding notifications sent to all applicants

- **March 2017**
  Funding awarded to 2017 BAC Grantees
Grant Opportunity: Brooklyn Arts Fund (BAF)

Supported by the New York City Department of Cultural Affairs Greater New York Arts Development Fund

Grant Range: $2,000 - $5,000 • DEADLINE: WEDNESDAY, SEPTEMBER 21, 2016

Brooklyn-based artists, artist collectives and 501c3 organizations are invited to apply to Brooklyn Arts Fund (BAF) for up to $5,000 to support arts projects in all disciplines, genres and styles. Funded by the New York City Department of Cultural Affairs (DCA), this program aims to cultivate Brooklyn’s artists, arts organizations, and audiences through its support of performances, exhibitions, pop-up galleries, workshops, reading series, festivals, public art, and more, all across the borough. In 2016, BAF distributed over $200,000 to 76 projects across Brooklyn.

This program is appropriate for arts and culture makers developing projects that contribute to the rich creative experiences that engage audiences all across the borough. Competitive applicants will clearly identify the audience they strive to reach and articulate how the project’s outcome(s) will impact Brooklyn’s cultural life.

Program areas of funding include: dance, film/video/media, folk arts, interdisciplinary arts, literary arts, multi-disciplinary projects, music/opera, theater/musical theater, and visual arts/crafts.

ELIGIBILITY RESTRICTIONS:

• Applicants must reside in Brooklyn and provide proof of Kings County residence.
• Applicants must be either an individual or a 501c3 nonprofit organization.
• Unincorporated arts groups or collectives are eligible for funding through this program. They must designate one lead artist or administrator to submit the application and serve as the primary contact.
• Organizations with operating budgets over $100K for two of the last three fiscal years (FY14-16) are ineligible and should apply directly to the DCA.
• Organizations that receive funding at any level from DCA for Fiscal Year 2017 cannot apply for this program.
• Applying under a fiscal sponsorship is optional. Deciding whether or now to do so will not affect a proposal’s competitiveness. Fiscal sponsors must have 501c3 nonprofit status and be incorporated within the five boroughs of New York City.
• Organizations that received direct DCA funding can serve as fiscal sponsor, provided the proposed project is not in collaboration with the fiscal sponsor.

BAC cannot be the sole funder for proposed projects. All project budgets must show other sources of income for at least 10% of the overall project budget.

Applications should include: an appropriate work sample; a clear, realistic timeline that demonstrates the ability to complete the project within the calendar year 2017; engagement of experienced and appropriate personnel; and plans to promote the project. BAC strongly supports the payment of artist fees that are field and project appropriate.

Applicants may submit one BAF request per year, per project. This may be in addition to a Local Arts Support. Eligible applicants may apply to both programs for the same project.
Grant Opportunity: Local Arts Support (LAS)

Supported by the New York State Council on the Arts Decentralization Program

Grant Range: $2,000 - $5,000 • DEADLINE: WEDNESDAY, SEPTEMBER 21, 2016

Brooklyn-based nonprofit organizations and NYC-based individual artists working in partnership with Brooklyn-based nonprofit organizations are invited to apply for up to $5,000 for community-based arts projects. In 2016, Local Arts Support (LAS) distributed over $100,000 to 41 projects across the borough.

Funded by the New York State Council on the Arts (NYSCA), this program is appropriate for nonprofit organizations and artist-nonprofit partnerships developing high-quality local arts projects and programs that focus on community engagement. Competitive applicants will demonstrate the ability to identify the community they strive to engage, articulate proposed methods of engagement, and provide a thoughtful assessment of anticipated outcomes.

Program areas of funding include: dance; film/video/media; folk arts; interdisciplinary arts; literary arts; multi-disciplinary projects; music/opera; theatre/musical theatre; visual arts/crafts.

ELIGIBILITY RESTRICTIONS:

- Applicants may not have applied directly to NYSCA for Fiscal Year 2017.
- Applicants must provide proof that they are one of the following:
  - A Brooklyn-based nonprofit organization;
  - A Brooklyn-based individual artist working with a Brooklyn-based nonprofit partner;
  - An individual artist working but not living in Brooklyn, with a Brooklyn-based fiscal sponsor.
- Any Brooklyn-based nonprofit organizations, whether as a partner, sponsor, or direct applicant must meet the following requirements:
  - Can provide proof of one of the following forms of nonprofit status with a Kings County designation:
    - Internal Revenue Service 501c3 letter
    - Charter from Board of Regents under Section 216 of the NY State Education Law
    - NYC Charities Registration (Article 7A)
    - Certificate of Incorporation under S.402 of the NY State Not-for-Profit Law
  - Has an active board.

Brooklyn-based individual applicants must apply in partnership with an organization that meets the above criteria; submit proof of nonprofit status; and a letter of commitment outlining their terms of partnership; i.e.; venue/space, marketing support, community outreach, staff/admin support, etc. **Funds, if awarded, will be disbursed directly to the individual applicant.**

Individual artists working but not living in Brooklyn must apply under fiscal sponsorship with an organization that meets the above criteria; submit proof of nonprofit status; as well as a letter of agreement outlining their terms of sponsorship; i.e.; sponsorship fees, pay schedule, venue/space, marketing support, community outreach, staff/admin support, etc. **Funds, if awarded, will be disbursed directly to the fiscal sponsor.**

BAC cannot be the sole funder for proposed projects. All project budgets must show other sources of income, cash and in-kind, for at least 50% of the overall project budget.

Applications should include: an appropriate work sample; a clear, realistic timeline that demonstrates the ability to complete the project within the calendar year 2017; engagement of experienced and appropriate personnel including appropriateness of nonprofit partner; and plans to promote the project. BAC strongly supports the payment of artist fees that are field and project appropriate.

Applicants may submit one LAS application per year, per project. This may be in addition to a Brooklyn Arts Fund application. Eligible applicants may apply to both programs for the same project.
Application Materials

Applicants submitting to more than one program must complete separate online applications for each. All application materials can be found and submitted online at brooklynartscouncil.org. Applicants must review all materials before submitting an application.

**PROJECT NARRATIVE**
The Project Narrative is completed online through a series of questions provided by BAC. This includes basic applicant and project information, as well as a detailed description of the proposed project and its projected outcomes. A PDF preview of the application questions along with tips for writing the narrative is available online for applicants’ reference.

**PROJECT BUDGET**
All applications must include a budget for the proposed project. The Project Budget must be completed on the Excel form provided online by BAC, and must include a formal request amount that meets the requirements of the program the applicant is applying to (request amount, percentage of project budget, eligible materials, etc.). Please note: BAC cannot be the sole funder for any project. Review SPECIFIC GRANT OPPORTUNITIES for details.

**WORK SAMPLE**
Work samples are critical to a competitive proposal. Applicants are encouraged to submit a recent work sample that is indicative of the applicant’s artistic merit and ability to complete the proposed project. Applicants are permitted to submit their work sample in the form of: a work sample narrative and up to 10 uploaded files, or two online links. Files can be images, audio, or video; acceptable file types are indicated in the application form. Time-based submissions (video or audio) may not exceed a total of 5 minutes in length.

**REQUIRED DOCUMENTS – Individual Applicants**

**PROOF OF BROOKLYN RESIDENCY:** Individual applicants must supply either: a NYS or NYC-issued driver’s license or ID card; utility bill; lease or sublease; or tax document with their Brooklyn address.

**FISCAL SPONSOR MATERIALS:**
For BAF or LAS applicants applying with a fiscal sponsor only:
- A signed letter of agreement between the fiscal sponsor and the applicant on the fiscal sponsor’s letterhead.
- Proof of the fiscal sponsor’s nonprofit status and residency. (Not required for applicants sponsored by Fractured Atlas, NYFA, NY Live Arts or The Field.)

**NONPROFIT PARTNER MATERIALS:**
For LAS applicants applying with a nonprofit partner only:
- A signed letter of support from the nonprofit organization on nonprofit partner’s letterhead.
- Proof of the nonprofit partner’s nonprofit status and residency.
REQUIRED DOCUMENTS – Organizational Applicants

Nonprofit organizational applicants must upload a copy of each of the following. Though not required, fiscally sponsored organizations may upload applicable documents.

BOARD LIST

ORGANIZATION BUDGET

- Organizations on a calendar fiscal year: Projected FY17 budget and most recent completed financial statement.
- Organizations on a non-calendar fiscal year: Current FY17 budget and most recent completed financial statement. Financial statement can be: audited financial statement, treasurer’s report, Profit & Loss Statement, or IRS Form 990.

PROOF OF NONPROFIT STATUS, usually the IRS Section 501c3 letter. A vendor tax exempt certification is not valid.

- If the original address on the 501c3 letter is not in Brooklyn, one (1) copy of additional proof of Brooklyn residency is required to support the 501c3 letter. (This can be a utility bill, piece of mail, etc.)
- LAS applicants without 501c3 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.

SUPPORTING DOCUMENTS

All applicants are strongly encouraged to upload all that are applicable to their application:

PRESS KIT or set of publicity materials from past projects, (i.e. most recent press release; brochures/postcards/identity pieces; clear photo documentation of previous work; quotes pulled from past reviews).

RÉSUMÉS for up to 2 principal personnel involved in the project. Typically, only the individual applicant’s résumé is needed, or the résumé of the project director. Applications with an educational aspect should always include the résumé of the teaching artist. Résumés may not exceed 2 pages each.

SUPPORT LETTER, or venue letter of commitment. Up to 2 submissions are permitted. This can include letter of interest from a potential venue, or printed email of interest or confirmation. Artists planning to partner with a specific school, organization, etc. may also include a letter of support or commitment from the project partner.

All materials must be submitted online at brooklynartscouncil.org by 11:59pm on the date of the program’s deadline.
Grantee Responsibilities

BAC grant awardees are recipients of public funding and are subject to the responsibilities that brings. All BAC grant recipients must:

- Complete a Change of Scope form and revise their project description and budget after notification of funding amount.
- Sign a contract with BAC, stipulating the amount of the award and the project’s projected start and end dates.
- Include the appropriate credit line and logo on all promotional materials for the funded project. Exact wording is provided in the contract and online.
- 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.
- File a Final Report within 30 days of project completion, or January 15, 2018, whichever is sooner.

BAC Grants staff strives to support the community of artists funded by BAC and is available throughout the year for project troubleshooting, reporting help, and project marketing.

Administrative Appeals

The appeals process is intended for situations in which the applicant believes that the grants department staff made a serious administrative error in such a way that denied the applicant a fair hearing of their proposal. Applicants should ONLY appeal if, after discussing panel notes with the grants department, they have reason to believe that one of the following occurred at panel:

- Non-presentation of pertinent information, which was included in the application
- Misrepresentation of pertinent information
- Improper procedure

If an applicant wishes to appeal based on the above criteria, they must initiate a formal appeal, in writing, to the grants and services director within 21 business days of the date on which they were notified of funding denial. A separate appeals panel will meet to examine the grounds for the appeal, and to determine whether the appeal is justified based on the above criteria. 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.