INFORMATION SESSIONS

New applicants and applicants who have not received a BAC Grant since the 2013 funding cycle are REQUIRED to attend an information session in order to be eligible. Because our application process has changed, 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

All complete applications must be submitted online by 11:59pm on the day of the program’s deadline. Please note that our application process is now paperless.

Funding for these programs 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 & CREATIVE COALITIONS COMMISSION**: the Decentralization Program of New York State Council on the Arts (NYSCA)
Eligibility

The guidelines below apply to the Brooklyn Arts Fund, Local Arts Support and Creative Coalitions Commission. Refer to Specific Grant Opportunities for funding priorities and additional restrictions.

BASIC ELIGIBILITY:

• All applicants must be Brooklyn (Kings County) residents. Proof of residency is required.

• All funded projects must take place in Brooklyn between January 1 and December 31, 2016.

• Funded projects must be open and accessible to the Brooklyn population and in compliance with the Americans with Disabilities Act whenever possible.

• 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:

• 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.

• Work or have studio space in Brooklyn, but live outside of Brooklyn.

• 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:

Public Projects by Brooklyn-based artists and organizations occurring in Brooklyn in the calendar year 2016. Refer to Specific Grant Opportunities for program-specific funding priorities and Review Criteria for overall funding criteria.

FUNDING CANNOT BE PROVIDED FOR:

• Operating expenses of privately owned facilities, such as homes and studios.

• Activities intended only for an organization’s membership and 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 the borough. Emphasis is on individual artists and arts organizations with an ability to articulate how their work uniquely contributes to the cultural life of the borough.

All BAC Community Art Grants 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 a level of funding according to the following equally important criteria:

- Artistic merit of the proposed project
- Overall 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 Community Arts Grants is a competitive process. Applicants are expected to address each of the above criterion 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 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 proposed project; community partnerships/collaborations; production/exhibition history; and/or audience/collaborator numbers and demographics; production/exhibition history; and/or audience/collaborator numbers and demographics.

2016 Funding Cycle Timeline

- **September 2015** Application deadlines
- **October 2015** BAC Grants staff prepares applications for panel meetings
- **Nov/Dec 2015** Funding decisions are made
- **January 2016** Funding notifications sent to all applicants
- **March 2016** Funding awarded to 2016 BAC Grantees
Brooklyn-based artists, artist collectives and 501c3 organizations are invited to apply to Brooklyn Arts Fund (BAF) for up to $5,000 to support high-quality arts projects in all disciplines, genres and styles. Funded by the New York City Department of Cultural Affairs (DCA), BAF 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 2015, BAF distributed approximately $200,000 to 94 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 the cultural life of the borough. Brooklyn-based 501c3 organizations and individual artists with Brooklyn residency may apply directly to this program. Program areas of funding include: dance, film/video/media, folk arts, interdisciplinary arts, literary arts, multi-disciplinary projects, music/opera, theater/musical theater, performing arts community education and visual arts/crafts.

**ELIGIBILITY RESTRICTIONS:**

- BAF Applicants must reside in Brooklyn, and apply as either an individual or 501c3 nonprofit organization.
- Organizations with operating budgets over $100K for two of the last three fiscal years (FY13 – 15) are ineligible for funding through this program, and should apply directly to the Department of Cultural Affairs instead.
- Individual Brooklyn residents and informal (non-incorporated) arts groups or artist collectives* do not need a fiscal sponsor of any sort; they may apply directly to this program.

  *One lead artist or administrator with Brooklyn residency must act as BAC’s primary contact throughout the grant process and accept the award, if funded.

- Applicants who prefer to apply through a fiscal sponsor may do so. Fiscal sponsors must have IRS 501c3 nonprofit status and be incorporated within the five boroughs of New York City.
- 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 2016 cannot receive funding through this program.
- An organization that received direct DCA funding can serve as fiscal sponsor, provided the proposed project is not in collaboration with the fiscal sponsor.

Applications should include: an appropriate work sample; a clear, realistic timeline that demonstrates the ability to complete the project within the calendar year 2016; 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.

**All project budgets must show other sources of income for the project for at least 10% of the overall project budget.**

Applicants may submit one BAF request per year, per project. This may be in addition to a Local Arts Support or Creative Coalitions Commission application. Eligible applicants may apply to multiple programs for the same project.
Brooklyn-based nonprofit organizations and artist-nonprofit partnerships are invited to apply to Local Arts Support (LAS) for up to $5,000 to support community-based, high-quality arts projects in all disciplines, genres and styles. Funded by the New York State Council on the Arts (NYSCA), LAS supports performances, exhibitions, pop-up galleries, workshops, reading series, festivals, public art and more, all across the borough. In 2015 alone, LAS awarded over $90,000 to 49 projects.

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, literary arts, multi-disciplinary projects, music/opera, theater/musical theater and visual arts/crafts.

**ELIGIBILITY RESTRICTIONS:**

Applicants must be applying as, or in partnership with, a Brooklyn-based nonprofit that:

- Is able to provide proof of one of the following forms of nonprofit status:
  - 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 of trustees
- Did not apply directly to New York State Council on the Arts (NYSCA) for funding for the Fiscal Year 2016

Individual applicants must apply in partnership with an organization that meets the above criteria, and must submit a letter of commitment from the organizational partner outlining their terms of partnership; i.e.; venue/space, marketing support, community outreach, staff/admin support, etc. Individual applicants with further questions about nonprofit partnerships are encouraged to contact the Grants Department.

Note: This is a partnership, not a fiscal sponsorship. Funds, if awarded, will be disbursed directly to the individual applicant.

Applications should include: an appropriate work sample; a clear, realistic timeline that demonstrates the ability to complete the project within the calendar year 2016; 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.

**All project budgets must show other sources of income for the project, cash and in-kind, for at least 50% of the overall project budget.**

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 the BAF and LAS programs for the same project.
Individual artists living and working in the Creative Coalitions service areas of Brownsville, East Bushwick, and East New York are invited to apply for support for socially-engaged community arts projects. One Creative Coalitions Commission (CCC) of $2,500 will be awarded per neighborhood to an individual artist for the creation of a new work that engages their community. Arts projects must be artist-initiated, and enhance public participation in the arts by directly involving the community in the artist’s creative process. BAC will provide awardees with marketing and production support, as well as access to Materials for the Arts for the duration of the project.

This commission is appropriate for artists who base their work on interactions with their community, and/or who work within the models of social practice, socially engaged art, or urban interventions. The commission is not appropriate for projects that involve community members solely as audience members. Projects can be performative, visual, multi-disciplinary or interdisciplinary.

**ELIGIBILITY RESTRICTIONS:**

- Applicants must be individual artists with residency within Brooklyn Community Boards 4, 5, or 16.
* Proof of residency must reflect an address within one of these districts.
- One individual artist per district will be chosen to execute one proposed project in that district.
- Artists must apply on their own behalf; we will not accept applications via fiscal sponsors.
- No organizational, collaborative, or group applications will be accepted.
- Applicants may submit one request per year.

* Potential applicants with questions about the Creative Coalitions service area should contact BAC Grants and Services with any questions.

Competitive applications will address the artist’s place in the community and culture; provide evidence of community engagement or interest in the project; explain how the project addresses current local issues; and discuss anticipated outcomes of the project. Applicants must submit work samples that are representative of their past work and that demonstrate their ability to complete the proposed project in order to be considered for funding.

**All project budgets must reflect project costs totaling, but not exceeding the $2,500 award amount.**

Applicants may submit one CCC application per year, per project. This may be in addition to a Brooklyn Arts Fund application. Eligible applicants may apply to the BAF and CCC programs for the same project. Please note that LAS applicants are ineligible to apply to the CCC program.

BAC’s Creative Coalitions program assists artists and cultural organizations in specific Brooklyn neighborhoods to form and sustain coalitions aimed at achieving their collective goals for audience development, community engagement and long-term sustainability. BAC supports the cultural communities in these neighborhoods in building capacity and magnifying their positive impact through promoting networking, helping to market and augment existing arts programming, and providing targeted professional development and technical assistance services. For more information, visit brooklynartscouncil.org.
Application Materials

Applicants submitting to more than one program must complete separate online applications for each. All application materials can be found online at brooklynartscouncil.org. Please note that our application process is now paperless. All materials must be submitted online by 11:59pm on the date of the program’s deadline.

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.).

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 files are indicated in the application form itself. Time-based submissions (video or audio) may not exceed 3.5 minutes in length.

Please note that we do not accept hard copies of work samples. Applicants who have an issue generating a work sample they can upload to the application form should contact the Grants Department.

REQUIRED DOCUMENTS – Individual Applicants

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

FISCAL SPONSOR MATERIALS, For BAF applicants applying with a fiscal sponsor only:
• A signed letter of agreement between fiscal sponsor and applicant on fiscal sponsor’s letterhead.

• Proof of the fiscal sponsor’s appropriate nonprofit status and NYC 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 appropriate nonprofit status and Brooklyn residency. BAC reserves the right to request additional nonprofit partner materials after the grant deadline.
REQUIRED DOCUMENTS – Organizational Applicants
Nonprofit organizational applicants must upload a copy of each of the following. Through not required, fiscally sponsored organizations may upload applicable documents.

BOARD OF DIRECTORS LIST

ORGANIZATION BUDGET
• Organizations on a calendar fiscal year: Projected FY16 budget and most recent completed financial statement.
• Organizations on a non-calendar fiscal year: Current FY16 budget and most recent completed financial statement. Financial statement can be: audited financial statement, treasurer’s report, 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.

VENUE COMMITMENT LETTER, 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.
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 an Interim Report on their project by June 1st, 2016, if their project has not already been completed.
- File a Final Report within 30 days of project completion, or January 15, 2017, whichever is sooner.

BAC Grants staff assists grantees throughout all reporting processes and in marketing funded projects. We strive to support the community of artists funded by BAC.

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.
BAC Community Arts Grants are made possible through the generous support of the Decentralization Program of the New York State Council on the Arts (NYSCA) with the support of Governor Andrew Cuomo and the New York State Legislature; the Greater New York Arts Development Fund of the New York City Department of Cultural Affairs (DCA) in partnership with the New York City Council; and Brooklyn Borough President Eric L. Adams. Additional support is provided by MetroPlus Health Plan.

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