

**2020 Guidelines:
Artist in Community Grant
Deadline: Thursday, October 3, 2019**



Free Information Sessions about all CAP Grants

(bonus: includes some Grant Writing Advice)

(Workshops will be at CAP, and the Groton, Trumansburg, Lansing and Dryden libraries. Dates and times will be posted on the CAP website grant page on July 10th)

Registration is preferred so we know how many chairs to set up!

E-mail programs@artspartner.org. Walk-ins are also welcome.

Information about all of CAP's grants and programs at www.artspartner.org
Robin Schwartz, Grant and Program Director, programs@artspartner.org

“DEC” Grants are for Exemplary Arts Programming

The **Artist in Community Grant** program is part of New York State Council on the Arts (NYSCA) Decentralization (DEC) Program, a statewide effort to make exemplary arts programming available to geographically, ethnically and racially diverse segments of the State's population, and to support the continued development of local cultural resources responsive to community cultural needs.



The **Community Arts Partnership** administers this grant for NYSCA in Tompkins County. The grant enables CAP to foster county-wide cultural development based on community cultural needs, and to strengthen our local communities.

About the Artist in Community Grant

Community Engagement

The grant supports the creation of new work by an individual artist for the calendar year 2020. An essential element of this funding is a community engagement component. The project must engage a segment of the community through a public program, such as an exhibition or performance that is open to the public, and/or the inclusion of community involvement in the development and creative process of the artist's project. This can be in the form of feedback, response, interaction and/or social practice by or with community members. Some examples of this type of interaction are interviews with a segment of the community, creation of parallel work by a community group, or stories and anecdotes collected from a community group that relate to the concept or content of the project.

This grant opportunity represents a “live and work” investment in local artists. It is designed to increase support for local artist-initiated activity and to highlight the role of artists as important members of the community. The grants are intended to support creative (not interpretive) professional artists interested in working within a community setting.

Eligibility and Requirements

- This grant is for individual artists to create new work in 2020. (Collaborations are fine.)
- Artist applicants must be current NYS residents and must be residents of Tompkins County. Proof of residency will be required if funded.
- Student projects are not eligible for support.
- One grant is available in the amount of \$2,500. There are usually about 15 applicants.
- Applicant artists must be residents of Tompkins County and have lived continuously in Tompkins from 10/1/18 through the present. Artists must expect to be full time residents through 12/31/21, must be 18 years of age as of 10/15/19, and must not be currently enrolled in a graduate or undergraduate degree program in 2019 or 2020. Our intention is to reserve this grant for long time Tompkins County residents.
- This application must be written by the artist seeking the grant. If there is a circumstance where this is not viable, than the grant can be written and submitted by another person on behalf of the artist. In this instance, the artist must send an e-mail from their e-mail address with the application certification language (#11 typed into it and “signed” (typed) by the due date.)
- Activities funded must be fundamentally arts related. The grant is not meant for projects that are fundamentally recreational, religious, rehabilitative or therapeutic. The grant is not for entertainment costs, cash prizes, acquisitions of works of art, fundraisers, or administrative costs unrelated to the project. The grant doesn't support activities that are primarily commercial or promotional. The creation of art and

community involvement must be the primary focus. Funds may be used for an artist fee, project costs, marketing and publicity costs and consumable material costs.

- Award funds cannot be used for equipment purchases.
- Artists who have received the Artist in Community grant in the past must wait 2 years to apply.
- Activities that take place in the schools during the school day and/or are oriented to a school environment are not eligible. (Check www.artspartner.org for CAP's Arts Education grant.)
- Artists that are applying for CAP's Grants for Arts Programs (GAP) through a sponsoring organization can also apply for this grant, but needs to be discussed with CAP's Program Director.
- Not for profits that receive direct funding from NYSCA cannot source or be involved in this grant request. (Space rental or loan of equipment from a NYSCA direct applicant is allowed.)

Assistance, Draft Review

- Recommended Consultations: Please call or e-mail the Program Director anytime to discuss your project or to submit via e-mail a draft application to review well before the due date. (At least two weeks is best, but last minute might be doable. The earlier a draft is sent, the more detailed a response will be.)
- Note: The Program Director does not make recommendations or state opinions to the grant panel. Please understand that any recommendations she makes to you regarding your request or work sample are based on her experience but in no way constitutes a guarantee of funding.

Panel Review, Notifications and Requirements

A review panel, made up of local professional artists of different mediums, will meet as a group in November 2019, consider the requests, and make recommendations to the CAP Board of Directors for final approval in December. The panel will have four weeks to read the requests and review the work samples. Artists will be notified by late December regarding funding. Funded artists will be required to sign a contract, provide a final report and provide images related to the project for the CAP website. If the project cannot take place, due to any circumstance, the funds awarded must be returned before October 15, 2020.

Evaluation Criteria

- Caliber of the artist and quality of the artist's work based on the submitted work sample.
- Qualifications and professional achievements of the artist based on artist's artistic resume.
- Nature of the artist's interaction with community. Extent and anticipated impact of community involvement.
- Application completeness, presentation and quality.
- Quality of the proposed plan, demonstrating clarity, purpose and innovation.
- The potential for expanding public understanding and appreciation of the arts.

What and How to Submit:

1. Work Sample - Instructions

The sample should be your best completed recent work. It should be strong, professional and well presented. The work sample must be in the same medium as the proposed project.

FOR VISUAL ARTISTS

- **Submit images via e-mail, through dropbox, google docs, etc. as .jpgs**
- Submit images of 5 pieces of your work. Images are viewed on computer screens, so do not have to be large files. (If your work needs detail shots, provide no more than 8 images total.)

- Name Your Images As Follows: Your last name with a number. i.e. Smith1.jpg
- When you fill out Question #11 in Application: “Work Sample Explanation” please list the following for each images you submit:
 - Name of .jpg: Title, Medium, Dimensions & Date of your work samples.
 - For example: Mistry1.jpg: “Waterfalls in August,” acrylic on canvas, 11” x 14”, 2018
 - If your work samples can benefit from an explanation, provide in 200 words or less.

WRITERS

- Submit as one .doc or .pdf.
- The sample can consist of up to 20 pages (which can be a combination of smaller works or section of larger work as long as you combine it into one document).
- There is a question in the written application (Question #11: “Work Sample Explanation”): If your work needs an introduction or information to put it in a larger context, please provide that information in no more than 200 words.

FOR MUSIC, MEDIA, FILM & PERFORMING ARTISTS :

- Your work sample must be online, i.e. youtube, vimeo or any other online source.
- The panel will see/hear at least 5 minutes of your work. If you’d like them to cue up to a certain place in the track or film, please indicate in your work sample explanation (explained below).
- When you fill out Question #11 in Application: “Work Sample Explanation” please list the following:
 - o Provide the link (and password) for your work sample.
 - o If applicable, provide what portion of clip to view/hear: “cue to 2:45 - view to 6:45”
 - o Provide title and date of submitted work sample.
 - o Provide a brief explanation of your role. Are you the composer? One of the performers? Both? The choreographer?
 - o You may wish to place the sample in its larger context by explaining what came before and after. Provide any information you believe the panel will need to understand what they are viewing/hearing.

The following can be submitted as separate documents (.pdf or .doc) or as one long document.

2. Grant Application (attached to this document)

3. Resume

Submit a **2 page** artistic resume. (or you can submit your full resume and the panel will be given the first two pages.) If you are creating your first artist resume, here’s a link to some good information: <https://writingdomain.com/create-artist-cv-youre-new-artist/>

4. Accompanying Optional Documents

Submit no more than **3 pages**, which may consist of articles, reviews, etc. pertinent to your request.

2020 Artist in Community Grant Application

Please answer questions #1 to #12 using no more than 3 pages.

Details are good! Use plain, clear language.

1. Artist Name:
2. Address, City, Zip: (If you have a PO Box, also include your street address)
3. E-Mail:
4. Web Address:
5. Do you currently live in Tompkins County? If yes, since what month/year?:
6. How long do you plan to live in Tompkins County?:
7. Are you 18 or over?:
8. Will you be registered in a graduate or undergraduate degree program in 2019 or 2020?:
9. Is the applicant filing out this application? (If not, please provide writers name and e-mail)

10. Narrative Project Description

- a) Please summarize your request in up to 50 words.
- b) Tell us about your art in general in up to 250 words. For example, what is your primary medium and current or on-going work?
- c) Describe the new work you wish to create with this grant.
- d) Define the community you wish to work with. How many community members do you expect to be working with? (If possible, provide demographic information, i.e. age, ethnicity, towns or villages, etc.)
- e) Describe the nature of the interaction between yourself and the community, referring to the “Community Engagement” section in the guidelines. Tell us how the Tompkins County public will benefit from and come into contact with your work.
- f) Describe any past successful community projects you were involved in or initiated.
- g) List expected project expenses and any other possible income sources.

11. Work Sample List or Explanation

See “Submission Instructions”

12. Applicant Certification – Artist in Community Grant

This language must be present at the end of the application. If the person writing the application is not the artist, this language must come from the artist through their e-mail, with their signature (typed is fine.)

I certify that all statements in my submitted 2020 Artist in Community Grant application are true to the best of my knowledge and that the information under “Artist Information” is accurate. I understand and agree to the guidelines set forth herein. I understand that the grant administrator will confirm information given.

Signature of Applicant Artist

Date