



2019-2020 Specific Opportunity Stipend Tompkins (SOS Tompkins)

from the Community Arts Partnership
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To: Tompkins County artists of all disciplines:

From: Robin Schwartz, Program Director / programs@artspartner.org

The Specific Opportunity Stipend of Tompkins County (SOS Tompkins) is a grant program of the Community Arts Partnership (CAP). SOS is designed to support Tompkins County artists of all disciplines with a specific project or opportunity that will provide significant impact and expansion to their art career.

For the purposes of this grant, the words “Specific Opportunity” in this document is defined as:

- A documented opportunity to which you have been invited that will boost your career in a significant way.
- participation in an event/conference/program that you will use as a stepping stone to bring your career to the next level.
- completion of a project where the final result will be used to significantly impact your career.
- a step up in an art career, rather than a lateral move.

SOS Tompkins Details:

- Grants are due and reviewed twice a year. Deadlines:
 - **Monday March 11** (for opportunities from May to December 2019)
 - **Thursday October 10** (for opportunities from November 2019 to June 2020)
- Artists of all disciplines can apply for \$100 to \$1,500.
- Artists can submit one application for each March and October deadline.
- Applicant artist must be from Tompkins County if applying for opportunities outside of Tompkins County. It is the intention of this grant to fund artists who are living in and are long term residents of Tompkins County. Artists must have resided in Tompkins since 2018 and must plan to stay in Tompkins County through 2023.
- Artists who are applying for projects that will be presented in Tompkins County will be considered for funding if they live in a contiguous county to Tompkins (Chemung, Tioga, Cortland, Cayuga, Seneca and Schuyler). Artists must demonstrate through their resume that they are producing art and are active in their artistic careers.
- Artists whose ongoing work impacts our local communities will be given higher consideration.
- Due to limited funds, not all requests will receive awards. Awards may be less than the requested amount.
- Applicants will be notified of results within a month of the application deadline.
- Collaborations are welcome. Robin with advice on how to write a collaborative request.
- An important part of the application is providing very specific details about the impact your opportunity will have on your career.
- An artistic resume is a required attachment. (see resume instructions on page 2.)

Panel Review Criteria:

Proposals are evaluated and selected in a competitive process by review panels made up of artists, administrators and community members. Plain, clear language is appreciated.

- Application completeness and clarity.
- The merit of the opportunity and its feasibility as it relates to the artists career trajectory.
- The artist’s ability to detail and articulate that Significant Impact on their career.
- Community impact of the proposed project.

Draft Review:

- Robin is happy to discuss and review your draft request before the deadline. A draft review is recommended.

SOS Tompkins Can Fund:

Items listed below must be directly associated with a Specific Opportunity as described above.

Travel and accommodation costs; Rental of equipment, or materials; Hiring of technical support; Promotional

expenses; Documentation of work; Entry, exhibition, registration or tuition fees; Workshops or mentorships.

SOS Tompkins Does Not Fund:

- The creation of art not related to a Specific Opportunity
- Artistic supplies or equipment not directly related to a Specific Opportunity.
- **Meals related to artist opportunity**

Specific Examples for opportunities:

- A musician received support for printing/postage to ship his scores overseas for a European performance.
- A visual artist received support to design brochures for a conference trade show.
- A playwright received funds to help with travel costs to attend her play reading at a NYC Festival.
- A filmmaker received funds to finish a film that was slated to air on WSKG.
- A writer received funding for an editor for their upcoming accepted novel.
- A choreographer received funding for travel for inclusion in a European documentary.

Artist responsibilities if awarded a grant:

- Sign a funding agreement detailing the use and requirements of SOS funding.
- Upon receiving award notification, show proof of residency.
- Provide a W-9 form to CAP if award is \$600+.
- Credit the support of the Community Arts Partnership in all publicity and media materials related to project.
- Submit a SOS Final Report e-mail after project completion.
- The Community Arts Partnership reserves the right to describe or reproduce material from any opportunity awarded funding through its grants programs for publication or public relations purposes.

Budget Sample: We like to see all costs directly associated with your request, even if the total is more than SOS can award (\$1,500 is the max). You can use this form, or provide a similarly formatted list.

PROJECT EXPENSES	Description & Provide Breakdown	Amount
Local Space Rental	Rehearsal space – 3 date @ \$100/each	\$300
Travel Costs	250 miles @.54/mi	\$135
Musician	Piano accompanist	\$350
Printing and Design	Poster, & audience programs	\$275
Accommodations	NYC – 2 nights – (in NJ)	\$210
	TOTAL	\$1,270
PROJECT INCOME	Description & Provide Breakdown	
Donations	Private fundraising/Contributions	\$400
	TOTAL	\$400
PROJECT DEFICIT	Expenses Minus Income	\$870
PROJECT REQUEST	Maximum is \$1,500	\$870

Submission Instructions

Please follow the page limit instructions.

- **Submit Application** (*using no more than 3 pages.*)
- **Include Resume:** Include a brief chronological artistic resume, not a bio. (*Please edit to no more than 2 pages. If your resume is longer than 2 pages, panel will only see the first two.*)
- **Include Letter:** If applying for an opportunity to which you have been invited, include written proof from a third party. Ideally this should be on organization letterhead, but a copy of an e-mail is fine. (No letter is required for a self-generated project or opportunity.)
- **Optional - Include Supplemental Materials:** Feel free to include images of materials that might assist the panel in understanding your opportunity. Do not send items unrelated to the project.
- **No work sample is required. Do not include one.**
- **Mail or E-mail:** Materials can be mailed or e-mailed. If mailing, plan to have your application arrive by the due date (not postmarked by the due date.) If e-mailing, please send the application to the e-mail above as a word document ideally (.doc). (2nd choice) .pdf.

SOS Tompkins Application October 2019

**Please retain the following format. Include/Keep both numbers and questions.
Please limit questions 1 - 14 to no more than 3 pages**

1. Artist Name:
2. Mailing Address:
3. Are you currently living in Tompkins County? If yes, since what date?
4. How many years to you plan on living in Tompkins County?
5. Phone:
6. Email:
7. Website:
8. Name of Project/Opportunity:
9. Date(s) of Project/Opportunity:
10. Is this an opportunity to which you have been invited?
11. **Narrative:**
 - a. (One or two sentences) Briefly describe your project or opportunity
 - b. (Up to four sentences) Briefly describe your artistic discipline. (e.g. I create mixed media sculpture...)
 - c. (Take all the space you need, noting the 3 page limit for the entire application.) Describe, **in great detail**, your project or opportunity. Details here are very important.
 - d. What are the grant funds needed for?
 - e. Describe, **in great detail**, how this project or opportunity impacts your professional career. **Specifics are important.**

12. **Budget:** Please see sample format in guidelines. Note that a clear description of each expense is required. You do not have to use this form but please use this format. (You can list all of your request expenses even if they total more than SOS can fund.)

PROJECT EXPENSES	Description & Provide Breakdown	Amount
	TOTAL	
PROJECT INCOME	Description and Provide Breakdown	
	TOTAL	
PROJECT DEFICIT	(Expenses minus Income)	
PROJECT REQUEST		

13. If your budget deficit exceeds the amount this grant can fund (or if you receive funding at a lower amount), how will you make up the difference (or decrease costs)?

14. Your signature certifies that the narrative, budget and supporting documentation are accurate and true. (If e-mailing as attachment, typing your name serves as your signature. The above sentence must appear with your signature.)

Applicant Signature _____