

Administered by:

Community Arts Partnership, ArtsPartner.org
Robin Schwartz, Grant and Program Director, programs@artspartner.org.

Contact Anytime for Advice, Brainstorming, and Questions

Robin can zoom, e-mail or talk on the phone anytime if you'd like advice, to brainstorm projects, and ask questions. E-mail a couple of dates/times when you are available if you'd like to talk.

Draft Review

It is **HIGHLY recommended** that all applicants contact the Program Director at CAP (Robin Schwartz) well before the deadline via e-mail to discuss program ideas and get technical assistance in developing their request. Draft reviews of applications can be reviewed right up until the deadline but more care will be given to applications e-mailed to Robin at least two weeks before the deadline.

Please be advised that **CAP staff does not make funding decisions**. Although the Program Director facilitates the panel meetings, she does not make recommendations or state her opinions to the panel. Any recommendations that she may make does not constitute a guarantee of funding.

Grants for Arts Programs (GAP) for Exemplary Arts Programming

The Community Arts Partnership ReStart Grant, GAP grant, Artist in Community Grant, and Arts Education grant are part of New York State Council on the Arts (NYSCA) Statewide Community ReGrants (SCR) 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, and administered in Tompkins County by the Community Arts Partnership.



Applicant Eligibility

Not for Profit Organizations

Applicants must be not-for-profit organizations located in Tompkins County with a Tompkins County mailing address whose primary mission is providing services to residents of Tompkins. See list below of exceptions **. Local board members must meet at least 6 times a year. Not-for-profit status must be from one of the following: Determination letter from the Internal Revenue Service as a 501(c)(3) ; Documentation of incorporation under Section 502 of the NYS not-for-profit Corporation Law; Current New York State Charities registration; An arm of local government, or a tribal organization.

Individual Artists on Small Groups

Tompkins County individual artists or small groups can apply through a fiscal sponsor that fits the above criteria. Sponsors are responsible for: signing a form acknowledging understanding of these guidelines and the sponsored groups project, signing the contract if the request is funded, receiving and disbursing funds.

Lead applicants must be 18 years of age

at the time of submission and may not be enrolled in a full-time degree program

**** Local Arts Orgs Applying Directly to NYSCA in 2022 Can Not Apply**

Direct NYSCA Applicants

Local not-for-profit organizations that are applying directly to NYSCA for 2022 can not apply for CAP's grants (GAP, Artist in Community Grant, Arts Education Grant) and can not serve as a fiscal sponsor. The list may include the Cayuga Chamber Orchestra, Hangar Theatre, Kitchen Theatre, Community School of Music and Arts, Cornell University, The History Center, Ithaca College, Historic Ithaca, the State Theatre, Saltonstall

Foundation, Ithaca Shakespeare, NYS Early Music Association, Trumansburg Conservatory of Fine Arts, Opera Ithaca, Opus School of Music, Running to Places, The Cherry Arts, and Cinemapolis. Please contact programs@artspartner.org for an updated list.

However, a GAP grant applicant CAN hire or book a direct NYSCA applicant

for a service with a paid fee or for use as a venue. The GAP grantee must pay for any direct costs related to the use of the venue such as staff or custodial costs. The direct NYSCA applicant can not benefit from the GAP program financially and cannot handle the box office. The GAP program must not be advertised as part of the direct NYSCA applicant's season/programming but may be included on their website as a NYSCA GAP supported project.

Previous Applicant Alert

Funding is never guaranteed. The funding preferences, panelists, panel review criteria, and NYSCA directives used by the panel shift from year to year. New requests come in each year and all requests are judged competitively against other.

Meet with Robin Schwartz. Long time applicants are welcome to meet with the grant coordinator to discuss ways to continue to make requests rise up in the panel rating process.

Grants can prioritize program quality over quantity of viewers/participants in this time of Covid. The impact of the pandemic on 2020 and 2021 funded projects, or changes in project delivery should not negatively influence FY2022 funding decisions.

GAP Grant Details

- **GAP provides support to community-based organizations, groups, collectives, or artists for specific arts and cultural projects such as performances, exhibits, readings, and screenings, live or virtual.**
- Projects must have at their core an activity that is **fundamentally arts related** and considered an art form, as opposed to an activity the outcome of which is rehabilitative, educational, therapeutic, or recreational.
- **Audiences sizes** can be limited in scope to meet NYS COVID-19 social distance protocols.
- Grants are available for arts programs of **high artistic merit and exemplary quality**. The qualifications and caliber of participating artists is a large part of the evaluation process. Resumes of participating artists are required (or short bios if multiple artists are involved.)
- **Projects must take place between January 1st and December 31st, 2022.**
- **Projects must be open to, targeted to, available to, promoted to and easily accessible to the general public** of Tompkins County and not just an organization's membership. Projects that are of specific interest to a small group won't be funded even if opened to the general public.
- **In-person funded programs must be handicapped accessible.**
- **Community benefit of the project will be considered**, along with whether the programming is available to geographically, ethnically and racially diverse segments of the county, and if the request supports the development of cultural resources responsive to community needs.

GAP Grant Can Fund

- **Expenses directly related to the proposed project** such as artistic performance fees, marketing and publicity, postage, printing, supply and equipment costs, space rental, technical personnel, and the like. (Note: GAP can not fund the creation of the art to be presented, i.e. for painting the art on exhibit; for writing the play to be performed; for composing the music to be performed. Check out the Artist in Community Grant which can fund these activities.)

- **Costs related to planning and preparation** for developing new ways to deliver programming
- **Supplies and materials** that can include consumable equipment such as art supplies, sheet music, hardware, memory cards, and other consumable equipment. Requests for supplies can not exceed \$1,000.
- **Equipment**, software, subscriptions, and training directly related to the proposed project. Requests for equipment can not exceed \$1,000.

GAP Can Not Fund

- Capital expenditures, construction, mortgage or monthly rent payments
- Staff salaries, utilities, improvements, or expenditures for establishment of new organizations.
- Activities which are targeted to an insular group, or exclusively to at-risk audiences.
- Activities that announce that they are open to the general public but are not easily accessible or not promoted to the general public, or are not in spirit targeted to the general public.
- Activities where the core activity is recreational, rehabilitative, religious, educational or therapeutic (e.g. magic shows, science shows, balloon art, juggling, clowns, animal shows, and art therapy can not be funded.)
- Activities taking place at a private home.
- Student projects or the creation of classroom materials.
- Projects with a prohibitive or admission fee. Projects must be affordable to the general public.
- New York State agencies and departments.
- Activities that are primarily geared towards an audience outside of Tompkins County.
- Public school districts, their affiliates or components, which exclusively serve a student audience.
- Projects taking place in a school during the school day or immediately after. Requests should not reflect activities targeted primarily to school audiences and school-based programs. (See CAP Arts Education grants)
- Fees paid to students of universities, high schools, middle or elementary schools.
- Travel costs to bring in artists from out of State.
- Fundraising events, or money for awards, prizes, lobbying costs, reception costs, food, and drink.
- Acquisition of works of art.
- Costs related to the development or creation of art, including the costs of framing visual art.
- Activities that have taken place prior to 2022.
- Previously funded organizations that have failed to submit reports. properly acknowledge CAP and NYSCA as per contract, or otherwise comply with contract requirements.

Request Amount, Number of Projects Accepted, Award Average

Organizations can apply for up to three separate projects, as long as the total for all requests does not exceed \$5,000. That same not-for-profit can also be a fiscal sponsor, even if doing so exceeds \$5,000..

Funding Preferences, and Panel Review Criteria

Arts Organizations will be given first preference.

Community Benefit:

- Projects that demonstrate that they are providing successful access to as broad and diverse an audience as possible .
- Projects that make exemplary arts programming available to geographically, ethnically, and racially diverse communities.
- Projects that support the development of local cultural resources responsive to community cultural needs.
- Requests that contribute to the artistic landscape of Tompkins County and its communities.

Artistic Merit:

- Artistic quality and program quality.

- Caliber and credentials of artists, supported by artist resumes or work samples (for visual art).

Guidelines and Application:

- Adherence to these guidelines, and alignment with funding preferences
- Application clarity, completeness and neatness.

Feasibility:

- Clearly defined project objectives, budget, project implementation and management.
- Demonstrated ability of personnel to administer project.
- Demonstrated community interest, support & benefit, without duplicating existing programs.
- Effectiveness of proposed promotional efforts throughout the community.

Applicant's History:

- Compliance and prior success with previous projects.

After The Due Date

- Applications will be checked for eligibility, completeness, and accuracy. Applicants may be contacted for clarification and/or additional information.
- A panel composed of area community leaders, artists, business people, educators, etc. will be sent the applications immediately after the due date. They have about five weeks to read the requests. The panel will meet virtually in late December to make funding decisions. Applicants will be informed of the decision regarding their requests in early January 2022.

Grantee Responsibilities if Funded

All awarded organizations sign and return a contract which will outline all agreements with regard to fulfilling obligations and the procedures for providing a final report, and proper credit of NYSCA and CAP on all publicity materials.

Submit to programs@artspartner.org

1. BUDGET FORM - submit as excel document (preferred) or pdf

The excel budget form is available for download on the Grant page at ArtsPartner.org.

2. GAP APPLICATION - submit as word .doc or .docx (preferred) or pdf

The application form is available for download on the Grant page at ArtsPartner.org.

3. BOARD NAMES & EMAILS— submit as separate document. excel preferred

(If the applicant is government -Town, Village, City - or a library, no board list is required.)

4. OPTIONAL

You can include scanned supporting materials such as a brochure or flyer from a previous project, news clippings, photographs, etc but no more than 3 pages.

Specific Budget Instructions - See Sample Below

- The form is for actual cash expenses and cash income relating to your project. Do not include in-kind. (There is a question about in-kind on the application itself.)
- Provide explanations or breakdowns for income and expenses as demonstrated below.

- We'd like to see your full project expenses. For example, if you are requesting money for a concert, we'd like to see all of the concert expenses, not just the musicians.
- The "SPECIFY GAP REQUEST" column allows you to list which costs you'd like the grant to cover. Refer to the guidelines to see what GAP can and can not fund.
- Note that the "SPECIFY GAP REQUEST" column total and the last line of the budget (GAP REQUEST) must be the same number.
- Your "EXPENSES MINUS INCOME" might not be the same as your request. This can occur if your deficit is larger than what the grant can cover, or if you have many expenses that the grant can not cover.
- You can add additional lines, but please stay as close to this format as possible.

Sample Budget:

PROJECT EXPENSES ITEMS	Provide Breakdown Below	EXPENSE AMOUNT	SPECIFY GAP REQUEST
Artistic Personnel	1 st concert: 3 musicians. 2 nd : 6 musicians. 3 rd : 3 musicians. (12 musicians @ \$100 ea) = \$1,200	\$1,200	\$1,200
Technical Personnel	Sound Engineer	\$200	
Space Rental	\$100 at CSMA x 3 concerts	\$300	\$200
Admin			
Equip. Rental, Supplies			
Advertising Promotion	3 display ads @ \$200 ea (\$600) / Mailing (\$189) printed mailing (\$45)	\$834	
Remaining Operating Expenses (itemize)	Rental Scores (\$250) Custodian for 3 concerts \$50 x 3 (\$150)	\$400	
	TOTAL EXPENSES	\$2,934	\$1,400
PROJECT INCOME	Provide Breakdown Below		
Admissions	75 people / 3 concerts @ 5 ea	\$1,125	
Membership, Dues			
Workshops, Sales	Ad sales	\$250	
Contributions Individual		\$150	
Contributions Corporate			
Other Grants-not GAP			
Other (explain)			
	TOTAL INCOME	\$1,525	
	EXPENSES MINUS INCOME	\$1,409	
	CAP GRANT REQUEST (Must Match "GAP Grant Request" Above)	\$1,400	