

2023 Guidelines Grants for Arts Programs (GAP)

Deadline: June 16, 9pm

For exemplary arts programming in Tompkins County that is open to the Tompkins County general public and our communities.



Administered by:

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

Applicants can be:

a Tompkins County not-for-profit organization, or
individuals/small groups using a not-for-profit sponsor

**Guidelines, Application, Budget form: ArtsPartner.org
or click [HERE](#) for our grants page.**

Grant Funders, and Goals

The Community Arts Partnership's GAP grant, Artist in Community Grant, and Arts Education grant are part of **New York State Council on the Arts** (NYSCA) Statewide Community Re-grants Program.



SCR is 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 SCR in Tompkins County. **Tompkins County** provided additional funding for 2023!

Grant Advice, Questions, Draft Review

Excellent Handout: Grant Writing Examples and Advice

Find this PDF on our [grant page](#)

Advice, Brainstorming, and Questions

After reading these guidelines, email Robin for advice, to brainstorm, and with questions.

Grant Draft Review

Robin can review drafts of your grant applications. Please send at least a week before the deadline if you can. She will review drafts right up until June 15th.

Be advised that CAP staff does not make funding decisions. Although Robin facilitates the panel meetings, she does not participate in rating the requests. Any recommendations or suggestions that she may communicate when reviewing a draft do not constitute a guarantee of funding.

Previous Applicant Alert

Funding is never guaranteed. The funding preferences, panelists, and NYSCA directives used by the panel may change from year to year, as does the amount of funding available and the number of competitive requests. It is entirely possible that a request that has received high ratings in the past may now be competing with other requests that will receive higher ratings.

About the GAP Grant

- **Grants for Arts Programs (GAP)** provides funds to support community-based organizations, groups, collectives, or individual artists for specific arts programs or projects open to the general public.

- **Programs can be live or virtual** (and can be adjusted to any government health restrictions codes that need to be followed.)
- **Programs must have at their core** an activity that is fundamentally arts related and in-line with art forms funded by NYSCA (visual art exhibitions, performances of theatre, music, dance; poetry, storytelling, fiction or creative non-fiction readings; and the like.) as opposed to an activity the outcome of which is primarily rehabilitative, educational, therapeutic, or recreational.
- **Programs must be open to, targeted to, available to, promoted to and easily accessible to** the general public of Tompkins County. Programs can be geared towards specific communities, cultures, or regions, as long as anyone who wishes to attend can attend.
- 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.
- **Programs must take place between June 1, 2023 and February 1, 2024.**
- Live programs must be wheelchair accessible.
- Funded requests collectively reach broad and diverse audiences throughout the towns and villages of Tompkins County, and the City of Ithaca.

Who Can Apply to the GAP Grant?

Tompkins County not-for-profit organizations

- can apply directly, or can act as a sponsor for individual artists or small groups. The applicant organization must be located in Tompkins County with a Tompkins County mailing address, have as their primary mission providing services to residents of Tompkins County, and have an active local board of directors which meets at least 4 times/year.
 - The not-for-profit can be: a 501(c)(3), incorporated under Section 502 of the NYS not-for-profit Corporation Law; and/or have a current NYS Charities registration, or a municipality.
 - See “Direct NYSCA applicants” below for information about organizations that already apply directly to NYSCA for funding.

Individual artists on small groups, with a sponsor.

- Individual artist applicants must be 18 or over and not enrolled or planning to enroll in a full-time degree program in 2023.
- Individuals or small groups must have a not-for-profit sponsor.
 - **The sponsor must fit above criteria**
 - **Sponsors cannot be “Direct NYSCA applicants,”** listed below. The sponsor does not have to be an arts organization.

- **Sponsors are responsible for:** signing a form acknowledging understanding of these guidelines and the sponsored groups project (send immediately after the deadline), signing the contract if the request is funded, and receiving and giving funds to the funded artist(s).

Direct NYSCA applicants

The following organizations are “Direct NYSCA Applicants” (DNA) and usually cannot apply for this NYSCA grant. However, in 2023, Tompkins county money was added to this fund, which means that DNA can apply and if a grant is awarded, it will come from the County contribution.

Cayuga Chamber Orchestra, Hangar Theatre, Civic Ensemble, Community Arts Partnership, Kitchen Theatre, Community School of Music and Arts, Cornell University, Dorothy Cotton Jubilee Singers, 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, Sciencenter, The Cherry Arts, Opera Ithaca, Trumansburg Conservatory of Fine Arts, OJI:SDA Sustainable Indigenous Futures, and Cinemapolis.

Using a DNA as a Venue:

- A grantee can hire or book a DNA for a service, or for use as a venue. The applicant must pay for any direct costs related to the use of the DNA venue such as staff or custodial costs.
- The DNA cannot benefit from the GAP program financially and cannot handle the box office. The funded GAP program must not be advertised as part of the DNA’s season/programming but can be included on their website as a NYSCA GAP supported program.

More Funds in 2023, Two Deadlines

For 2023, CAP has \$230,000 to distribute, up from \$60,480 in previous years.

- \$230,000 is for all three CAP administered NYSCA grants: the Grants for Arts Programs (GAP) grant, the Artist in Community Grant, and the Arts Education Grant.
- CAP applied for and received a big increase from New York State Council on the Arts, and the Tompkins County government contributed a match!
- **Two deadlines in 2023**
- In 2023, there are two annual deadlines for the above three grants in 2023: One in January and one in June.

Request amount, numbers

Grant Amounts

- The January round received 73 requests. \$175,500 was distributed to 64 applicants with an average grant of \$2,740, ranging from \$1,000 to \$4,000. Even though the max grant was \$5,000, we were not able to award \$5,000 for single requests.
- We expect fewer applicants for Cycle 2 and have allotted \$54,500. It is likely that the average grant for cycle 2 will be the same as cycle one, with no awards given over \$4,000. The number of applicants is unpredictable so this is only a guess.
- Applicants can apply for one or more of the three grants listed above for different programs, or different aspects of a larger program.
- There is a three request limit for one organization. Note: If a not-for-profit is acting as a sponsor for individuals or small groups, those requests are not considered part of their \$5,000 or three project limit.
- The maximum grant is \$5,000 annually for all SCR grants. If an applicant is applying for a GAP grant and an Arts Education grant, for example, the total request for both cannot exceed \$5,000.
- Applicants to the January 2023 round of funding can apply for this round as well and the \$5,000 limit applies. For example, applicants who received \$2,500 in the January cycle can apply for \$2,500 this cycle.

The GAP Grant can fund

- Costs directly related to the performance or showing of the proposed public program such as artistic performance fees, admin fees, marketing and publicity, postage, printing, space rental, technical personnel, and the like.
- Equipment or software directly related to being able to provide the proposed program. Requests for equipment cannot exceed \$1,000.
- Supplies and materials that can include consumable equipment such as art supplies. Requests for supplies cannot exceed \$1,000.

The GAP Grant cannot fund

- The GAP grant cannot fund artistic fees for creating or developing the art being presented. For example: payment to artist for music rehearsals for a performance is fundable, but not the writing of the piece being rehearsed. A visual art exhibit is fundable, but not the creation of the art being presented. (Note: The Artist in Community grant does fund the creation of art, and has a strong community component requirement.)

- Capital expenditures, construction, mortgage or rent payments.
- Staff salaries, utilities, organization improvements, or expenditures for establishment of new organizations.
- Fees paid to students of universities, high schools, middle or elementary schools.
- Travel costs to bring in artists from out of State (unless that artist's work is not represented in Tompkins County artists.)
- Fundraising events; money for awards, prizes, lobbying costs; reception costs; food, drink.
- Activities which are targeted to an insular group, a limited audience, 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 the spirit of targeted to the general public.
- Activities where the core activity is mainly recreational, rehabilitative, religious, scientific, educational or therapeutic.
- Magic or illusion shows, science shows, animal shows, art therapy, and similar.
- Activities taking place at a private home, or other locations not generally open to the public.
- Programs with a prohibitive admission fee. Programs must be affordable to the larger general public. Sliding scales are optional but appreciated.
- New York State agencies and departments.
- Activities that are primarily geared towards an audience outside of Tompkins County or are likely to attract an audience that is not primarily a Tompkins County audience.
- Public school districts, their affiliates or components, which exclusively serve a student audience. Programs taking place in a school during the school day or immediately after. (See CAP Arts Education grants which fund artist residencies.)
- Acquisition of works of art.
- Activities that have taken place prior to June 2023 or take place after February 1, 2024.
- Previously funded projects that did not properly acknowledge CAP and NYSCA as per contract, or otherwise comply with contract requirements, such as submitting a final report.

GAP grant rating criteria

Each of the SCR grants has a separate 7 person panel, so at least 21 panelists are involved each year in decisions. Diverse groups of Tompkins County residents read the requests ahead of time, receive an orientation, and meet together to discuss each program's requests. Each panel completes a rating sheet which uses the following criteria to score each category from 0 to 5. The

ratings are tallied. Awards are based on each request's rating & budget, the number of high rated requests, and available funds.

Artist and Community Criteria:

Panelists choose requests so that as a whole, they reach into as many Tompkins County communities as possible that include rural audiences, culturally diverse segments of the county's population, and include broad demographics (age, ethnicity, race, economic...) both in audiences and participating artists.

Higher ratings are given to:

- Programs that demonstrate that they are successful in creating new audiences, especially from under-resourced communities.
- Programs that are responsive to community cultural needs.
- Programs whose artists reflect diversity, both in the artists themselves and the art presented.
- Requests that contribute to the artistic landscape of Tompkins County and its communities without duplicating existing programs.

Artistic Merit Criteria:

- Artistic quality and program quality.
- Caliber and credentials of artists.

Guidelines and Application Compliance:

- Adherence to these guidelines.
- Application clarity, completeness and neatness. Were all questions answered in full?

Program Feasibility and Promotional Efforts:

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

Applicant's History:

- Compliance and prior success with previous Programs.

After The Deadline

Note: There are no extensions given, except in the case of community wide electrical or internet outages.

- Applications will be checked for eligibility, completeness, and accuracy. Applicants may be contacted for clarification and/or additional information.
- Applicants will be informed of the decision regarding their requests in mid-July, or earlier.
- Grantees will be featured in CAP's publicity, website, and press.

Grantee Responsibilities if Funded

All awarded not-for-profits sign and return a NYS contract acknowledging receipt of the award funds. The contact person in charge of the program will sign an additional agreement which will outline obligations and the procedures for providing a final report, and proper credit of NYSCA, Tompkins County and CAP on all publicity materials.

Submit to programs@artspartner.org

You will receive an email reply within 24 hours

“Received”

If you do not receive a reply, please e-mail Robin to ensure that your submission was received.

The excel budget form and word application is available for download on the Grant page at ArtsPartner.org or [HERE](#).

1. GAP APPLICATION - submit as word document (preferred) or pdf.

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

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

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

(No board list is required from municipalities.)

Budget Form Instructions & Sample

- **Note: If an expense is in the budget, it should be mentioned and explained in the narrative.** For example, if you put “videographer” in expenses, there should be information in the narrative it.
- **The budget form is for cash expenses and cash income** relating to your program.
- **Do not include in-kind donations.** (There is a question about in-kind on the application itself.)
- **The breakdown explanations in column two are important.** Note example.
- **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. There are exceptions. For example, if a library is requesting funds for 4 storytelling events, we don’t need the entire library budget - just the budget for the 4 events.
- **The last column allows you to list which costs you’d like the grant to cover.** Refer to the guidelines to see what GAP can and cannot fund.

- The last row “grant request” and the total from the last column must be the same number.
- The second to last column: (Your expenses minus your income) might not be the same as the grant request. You may need more than our max grant, or you may have expenses that the grant cannot cover.
- You can add additional lines or expand lines, but stay as close to this format as possible.

PROJECT EXPENSES	PROVIDE DETAILED BREAKDOWN BELOW	EXPENSE AMOUNT	WHICH COSTS ARE PART OF YOUR GAP REQUEST?
Artistic Personnel	1 st event: 2 musicians. 2 nd : 1 musician. 3 rd : 3 musicians. (6 musicians @ \$200 ea) = \$1,200	\$1,200	\$1,200
Technical Personnel	Sound Engineer for 1st event	\$200	
Space Rental	\$100 CSMA rent 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 DETAILED BREAKDOWN BELOW		
Admissions	75 people / 3 concerts @ average of \$5/ea	\$1,125	
Merch or Other Sales	Ad sales	\$250	
Contributions Individual or Business	Friend donation	\$150	
Other (explain)			
	TOTAL INCOME	\$1,525	
	SUBTRACT: EXPENSES MINUS INCOME	\$1,409	
	YOUR CAP GRANT REQUEST (This is the same number of as the total from Column D “GAP Grant Request” above)	\$1,400	