

COMMUNITY **ARTS** PARTNERSHIP

2021 Guidelines Grants for Arts Programs (GAP)

Deadline: midnight, Friday, October 23, 2020



Free and Recommended Grant Information Sessions

A grant information zoom session is highly recommended for all CAP grant applicants. The session will provide information about CAP's grants, and grant writing advice. Registration is required and links to the dates/times below can be found on the grant page at www.ArtsPartner.org

Thursday, September 17, 2:00pm / Wednesday, September 23, 7:00pm/ Monday, September 28, noon
Tuesday, October 6, 11:00am / Wednesday, October 7, 7:00pm

Contact for Advice, Brainstorming, Draft Review, and Questions

Robin Schwartz, Grant and Program Director, programs@artspartner.org. It is highly recommended that applicants submit a draft application well before the due date for comments. (At least two weeks is best, but last minute is doable. The earlier a draft is sent, the more detailed our response will be.)

Information about all of CAP's grants (and programs): ArtsPartner.org

Artist Emergency Relief Fund - Due Sept. 21

SOS Grant - Due Oct. 9

Grants For Arts Programs - Due Oct. 23

Artist in Community Grant - Due Oct. 30

Arts Education Grant - Due Nov. 19

Grants for Arts Programs for Exemplary Arts Programming

”GAP” 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, and administered in Tompkins County by the Community Arts Partnership.

Applicant Eligibility

- **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, with local board members. 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.
- **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.

A Note about Local Arts Organizations that apply Directly to NYSCA

Direct NYSCA or RED-C Applicants for 2020/2021 can not apply for this GAP grant, nor can they provide fiscal sponsorship. These organizations include the Cayuga Chamber Orchestra, Hangar Theatre, Kitchen Theatre, Community School of Music and Arts, Cornell University, Ithaca College, Historic Ithaca, 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.

However, a GAP grant applicant may hire or book the above organizations for a service with a paid fee. The direct NYSCA applicants can offer their venue to a GAP funded project. The GAP grantee must pay for any direct costs related to the use of the venue such as custodial costs. The direct NYSCA applicant must 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.

2021 Considerations for 2020 grantees due to COVID-19

- The impact of 2020 grantee projects or 2020 changes in project delivery will not negatively influence 2021 funding decisions.
- 2020 awardees that indicated that unspent 2020 funds would go towards 2021 can apply for additional 2021 funding. Saved 2020 funds can appear in the income budget line.

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.
- 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.

GAP Grant Details

- Grants for Arts Programs provide support to community-based organizations, groups, collectives, or artists for specific arts and cultural projects such as performances, exhibits, readings, and screenings.
- **NEW:** Funding can support virtual programming. Virtual audiences can be included in attendance tracking.
- **NEW:** 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 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.
- Community benefit of the project will be considered. Is programming available to geographically, ethnically and racially diverse segments of the county? Does the request support the development of cultural resources responsive to community needs?
- Projects must take place between January 1st and December 31st, 2021.
- 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.

GAP Grant Can Fund

- Expenses directly related to the proposed project such as artistic fees, marketing and publicity, postage, printing, supply and equipment costs, space rental, technical personnel, and the like. (Note: Requested artist fees can include payment for the execution or performance of works of art, but funds can not be awarded for costs related to the development the art to be shown/performed/read.)
- **NEW:** Costs related to planning and preparation for developing or learning 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.
- **NEW:** Equipment, software, subscriptions, and training directly related to the proposed project. Requests for equipment can not exceed \$1,000.

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.
- CAP will have about \$40,000 to distribute, and expects about 40 requests. The average grant amount is \$1,200. It is unlikely that an organization will be funded above \$2,500. Please adjust accordingly.
- **NEW:** 2021 applicants are not required to match requested funds with income from other sources.

Assistance and 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 (also **HIGHLY** recommended) 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.

Funding Preferences and Panel Review Criteria

Arts Organizations will be given 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.

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 at-risk audiences, targeted to an insular group.
- 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 taking place at a private home.
- Student projects or the creation of classroom materials.
- Projects with a prohibitive registration fee, or events with a small number of maximum attendees.
- 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.
- Projects where fees are paid to students of universities, high schools, middle or elementary schools.
- 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 will not be funded.)
- 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. (Requested artist fees can include payment for the execution or performance of works of art, but funds can not be awarded for fees that go towards developing the art to be shown/performed/read.)
- Activities that have taken place prior to 2021.
- Previously funded organizations that have failed to submit reports and/or comply with contracts.

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 November to make funding decisions. Applicants will be informed of the decision regarding their requests in late December of 2020.

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.

How and What to Submit to programs@artspartner.org

1. BUDGET FORM - submit as excel document

2. GAP APPLICATION - submit as word .doc or .docx

The excel budget form is available for download on 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.

Budget Instructions - See Sample Below

- The budget form is a separate excel document found on the Grant page at www.ArtsPartner.org.
- The form is for actual cash expenses and cash income relating to your project. Do not include in-kind.
- Provide explanations or breakdowns for income and expenses as demonstrated below.
- (*) These fields in the excel document have locked formulas that will add and subtract automatically.
- We'd like to see your full "PROJECT EXPENSES," while the "REQUEST" column allows you to specify which costs you'd like the GAP Grant to cover. Refer to the guidelines to see what GAP can and can not fund.
- (**) Note that your "REQUEST" column total and the "CAP GRANT REQUEST" must be the same amount.
- Your "EXPENSES MINUS INCOME" number may not be the same as your "CAP GRANT 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.
- Note that any expenses should be outlined in your project narrative.

Sample Budget: Find Excel Document at ArtsPartner.org

PROJECT EXPENSES	Provide Breakdown Below	Amount	REQUEST
Artistic Personnel	1 st concert: 3 musicians. 2 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
Equip. Rental, Supplies			
Travel			
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 / 3concerts @ 5 ea	\$1,125	
Membership, Dues			
Workshops, Sales			
Contributions Individual		\$150	
Contributions Corporate		\$250	
Other Grants-not GAP			
Other (explain)			
	TOTAL INCOME	\$1,525 *	
	EXPENSES MINUS INCOME	\$1,409 *	
	CAP GRANT REQUEST	\$1,400 **	