



BROOKLYN **ARTS**
— **COUNCIL**

2024 Guidelines

BROOKLYN ARTS FUND & LOCAL ARTS SUPPORT

Deadline: October 8, 2023

Kevin Batchelor of NYC Ska Orchestra, 2023 Brooklyn Arts Fund Grantee. Photo courtesy the artist.

FUNDING IS MADE POSSIBLE BY:



BROOKLYN ARTS FUND

The Greater New York Arts Development Fund of the New York City Department of Cultural Affairs (DCLA)



LOCAL ARTS SUPPORT

The Statewide Community Re-grants (SCR) Program of New York State Council on the Arts (NYSCA)

INFORMATION SESSIONS

Accessing Info Sessions is Accessing Support. Attending/Watching Info Sessions Increases your chances of getting the money.

At an Info Session, we give you hints on how to write a successful application. We highly recommend that you attend. On-demand recordings and a schedule of in-person sessions will be available through our website brooklynartscouncil.org.

TO APPLY

Please review these application guidelines thoroughly before beginning your application to make sure you are eligible. The Submittable application form is available at brooklynartscouncil.org.

Submit online, via Submittable, by 11:59pm EST on Sunday, October 8, 2023.

ELIGIBILITY GUIDELINES

The guidelines below apply to the **Brooklyn Arts Fund** and **Local Arts Support** programs. Refer to each specific grant opportunity for funding priorities and additional restrictions.

BASIC ELIGIBILITY

PROJECTS MUST BE:

- Public (ADA accessible when possible)
- In the calendar year 2024 (Jan - Dec)
- In Brooklyn
- Described in a complete application

BASIC INELIGIBILITY

APPLICANTS MUST NOT:

- Have an outstanding Final Report for a Brooklyn Arts Council grant in the last three (3) years.
- Be under the age of 18.
- Be a full-time student in a higher education program.
- Be applying for NYSCA or DCLA funds directly or in another county/borough for 2024.
- Be a New York City public school district, public, private, or parochial school, New York State agency or department, and/or public college or university.

FUNDING CANNOT BE PROVIDED FOR:

- **Other Awards**
Regranting programs; cash prizes; juried shows; fellowships; educational scholarships; awards/stipends to students.
- **GOS & Admin Expenses not directly related to project**
Major expenses for establishing a new organization; major equipment purchases (upwards of \$1,000); property or mortgage payments; capital improvements such as building construction or renovation.
- **Private Facilities Operating Expenses**
Like privately-owned homes and studios
- **Parties and Party Expenses or Party Entertainment**
Galas; openings; receptions; balloons; clowns
- **Private Programs**
including organizational membership activities that are not open to the public.
- **Education in Closed Classrooms**
Arts Education programs/residencies that take place in school, during the school day or after school, and have no public component; Creation of textbooks or classroom material.
- **Programs that are essentially recreational, rehabilitative, or therapeutic; Martial Arts; Culinary Arts**
- **Travel expenses outside of NYC**
- **Acquisition of works of art**
- **Contingency funds**
- **Lobbying expenses**
- **Fees paid to children**
- Award request CANNOT exceed the amount left after you minus project income from project expense.



José Pérez & Anabel Lugones De León in "QUINCE", written by Camilo Quiroz-Vazquez & directed by Ellpetha Tsivicos of One Wale's Tale, 2023 Brooklyn Arts Fund Grantee. Photo by Catharine Krebs.

REVIEW CRITERIA

Brooklyn Arts Council gives our grants to all kinds of artists from all over Brooklyn. To do so, we need applications from Brooklyn artists and Panelist nominations from all Brooklyn communities.

ARTISTS - Why You, Why Brooklyn, Why Now?

In your application, tell us how your work contributes to the quality and diversity of Brooklyn's cultural life.

PANELISTS - Why You, Why Brooklyn, Why Now?

Panelists, selected and trained by Brooklyn Arts Council, make the funding recommendations. Panelists represent a range of ethnicity, gender, age, neighborhood, disciplines, and style to ensure diversity. This is a great learning opportunity for artists to see the grants process from the other perspective. Participating will enhance grant writing skills and Brooklyn community connections in the field.

To nominate yourself, a colleague, or mentor for panel service, visit brooklynartscouncil.org to find and complete a short nomination form. Panel nomination is open to the public!

PANELISTS USE THE FOLLOWING EQUALLY IMPORTANT CRITERIA, SO KEEP THESE IN MIND AS YOU WRITE YOUR PROPOSAL:

ARTISTIC MERIT of the proposed project

- Emotionally moving
- Lasting impact and/or resonance – Project stays on the mind, in the heart, and/or with community.
- Technical skill
- Deep and long commitment to the practice - how long have you been doing this?
- Unique and authentic voice - Be You!
- Deeply considered concept and clearly outlined elements of your project.

QUALITY & CLARITY of application and narrative budget

- A complete application with consistent ideas.
- All questions answered and budget complete.
- Budget expenses matching what is described in project description.
- Work samples included and described in work sample narrative.

DEMONSTRATED COMMUNITY SUPPORT & INTEREST

- "Community" is whoever your people are.
- For you, "community" might be a geographic area; cultural, social, racial, or socio-economic group; and/or an artistic community.
- Tell us who your community is and your relationship to that community.
- People attending, watching, or speaking up for your project.
- Share previous audience/collaborator numbers; community partnerships; production/exhibition history; recommendation letters from students/audience members or other community members and organizations.

NON-DUPLICATION

- Considers what is distinct and authentic about your project.
- Unique programming, geographic area, and/or community served.
- A distinct idea, process, or approach.
- An underserved audience or a new way of serving an audience.

AUDIENCE BENEFIT

- How your work helps others.
- It can be demonstrated by defining your audience, describing the experience they will have, and describing how that experience will help the audience and or help you achieve program/project goals.

ABILITY TO COMPLETE YOUR PROJECT

- Considers your reliability.
- Demonstrated with a clear timeline; a thorough budget; an established practice; work samples; and resumes.



BROOKLYN ARTS FUND

Grant Range: \$2,000 - \$5,000

Supported by the New York City Department of Cultural Affairs (DCLA) Greater New York Arts Development Fund

DEADLINE: Sunday, October 8, 2023

APPLY TO BROOKLYN ARTS FUND (BAF) FOR UP TO \$5,000

Who: Brooklyn-based individual artists, collectives, nonprofits, and 501c3 organizations.

What: Support for community arts projects in all disciplines, genres, and styles.

Why: To empower Brooklyn's artists, arts organizations, and audiences by supporting performances; exhibitions; pop-up galleries; workshops; reading series; festivals; public art; and more.

In 2023, Brooklyn Arts Fund distributed more than half a million dollars to 136 projects across Brooklyn.

Funded by the NYC Department of Cultural Affairs, this money is for arts and cultural projects that contribute to creative experiences for audiences in Brooklyn. The best proposals share how the project will impact the cultural life of their audience and community.

Program areas of funding include:

Dance; Film; Cultural Heritage; Interdisciplinary Arts; Literary Arts; Multi-disciplinary projects; Music/Opera; Theatre; and Visual Arts/Crafts.

ELIGIBILITY GUIDELINES

Who **CAN** Apply?

- Brooklyn residents with proof of residency
- Individuals
- Nonprofit organizations or unincorporated groups (Must designate one person to serve as primary contact if applying as a group or organization.)

Fiscal Sponsorship?

- Fiscal sponsorship is not necessary and won't affect the panel decision.
- If you are fiscally sponsored, sponsors must have IRS 501c3 status and be incorporated within the five boroughs of NYC.
- If your fiscal sponsor gets funding from DCLA, your sponsor should NOT be a collaborator on your project.

Who **CAN'T** Apply?

- Organizations with operating budgets over \$100,000 for two of the last three fiscal years (FY21-23).
 - These organizations should apply directly to the New York City Department of Cultural Affairs.
- Organizations that have applied for funding from the NYC Department of Cultural Affairs for FY24.
- Organizations that have received City Council Member Discretionary Funding, contracted through the NYC Department of Cultural Affairs for FY24.

Brooklyn Arts Council **CANNOT** be the sole funder for proposed projects. Please make sure to show that you can cover at least 10% of your project's expenses with funds or support from other sources (either cash or in-kind).

APPLICATIONS SHOULD INCLUDE:

- Work samples
- Realistic timeline that shows project can be done within calendar year 2024
- Participation of experienced personnel
- Promo plans
- Artist statement/Organization mission

APPLICANTS MAY SUBMIT ONE BAF REQUEST PER YEAR.

You can submit a proposal for the same or a different project to Local Arts Support, too. Eligible applicants may apply to both programs for the same project, or they may apply to both programs for different projects.



DreamboxXx featuring artist Julia Sinelnikova presented by Death by Audio Arcade (DBAA) & Dreamhouse at The Spectrum. DBAA is a 2023 Brooklyn Arts Fund Grantee. Photo by Walter Włodarczyk for Gothamist.

LOCAL ARTS SUPPORT

Grant Range: \$2,000 - \$5,000

Supported by the New York State Council on the Arts Statewide Community Re-grants (SCR)

DEADLINE: Sunday, October 8, 2023

APPLY TO LOCAL ARTS SUPPORT (LAS) FOR UP TO \$5,000

Who: Brooklyn-based individual artists, Brooklyn-based nonprofit organizations, and NYC-based individual artists working in partnership with Brooklyn-based nonprofit organizations.

What: Support for community arts projects in all disciplines, genres, and styles.

Why: To empower Brooklyn's artists, arts organizations, and audiences by supporting performances; exhibitions; pop-up galleries; workshops; reading series; festivals; public art; and more.

In 2023, Local Arts Support distributed \$255,000 to 56 projects across the borough.

Funded by the New York State Council on the Arts (NYSCA), this money is for nonprofit organizations and artist-nonprofit partnerships developing high-quality local arts projects and programs that focus on community engagement. The best proposals identify their community, demonstrate engagement with that community, and thoughtfully describe anticipated outcomes.

Program areas of funding include:

Dance; Film; Cultural Heritage; Interdisciplinary Arts; Literary Arts; Multi-disciplinary projects; Music/Opera; Theatre; and Visual Arts/Crafts.

ELIGIBILITY GUIDELINES

Who CAN Apply?

- Brooklyn-based nonprofit organizations
- Brooklyn-based individual artists working with a Brooklyn-based nonprofit partner.
- NYC-based artists working in Brooklyn with a Brooklyn-based fiscal sponsor.
 - Brooklyn-based nonprofit organization (applicant, partner, or sponsor) must have an active board.
 - Brooklyn-based nonprofit organization (applicant, partner, or sponsor) must be able to provide proof of nonprofit status in Kings County using one of the following forms:
 - Internal Revenue Service 501c3 letter (*not an EIN assignment letter)
 - Charter from Board of Regents under Section 216 of the NY State Education Law
 - NYC Charities Registration (Article 7A)
 - Certificate of Incorporation under S.402 of the NY State Not-for-Profit Law

Who CAN'T Apply?

- Nonprofit partner and/or fiscal sponsor who has applied directly to NYSCA or LAS for FY24.

Brooklyn-based individual artists applying in partnership with an organization that meets the above criteria, should also submit a letter of commitment outlining their terms of partnership; i.e.; venue/space, marketing support, community engagement, staff/admin support, etc. Funds, if awarded, will be paid to the individual artist.

Individual artists working but not living in Brooklyn applying under fiscal sponsorship with an organization that meets the above criteria, should also submit a letter of agreement outlining their terms of sponsorship; i.e. sponsorship fees, pay schedule, venue/space, marketing support, community engagement, staff/admin support, etc. Funds, if awarded, will be disbursed directly to the fiscal sponsor.

LAS REQUIREMENT UPDATES

- There is NO match requirement (you do NOT have to show 10% of other sources of income in the overall project budget).
- Plan to use most of the money on people. A maximum of \$1,000 of grant funds may be used for supplies; materials; software subscriptions; training; equipment; or materials related to the proposed project.
- Virtual programming and audiences can be included.
- Grants can prioritize program quality over quantity of viewers/participants.
- The impact of 2020-2023 (due to Covid-19) on grantee projects or changes in project delivery will not negatively influence funding decisions for 2024.

APPLICATIONS SHOULD INCLUDE:

- Work samples
- Realistic timeline that shows project can be done within calendar year 2024
- Participation of experienced personnel
- Promo plans
- Artist statement/Org Mission

APPLICANTS MAY SUBMIT ONE LAS APPLICATION PER YEAR.

You can submit a proposal for the same or a different project to Brooklyn Arts Fund, too. Eligible applicants may apply to both programs for the same project, or they may apply to both programs for different projects.



Broken Box Mime Theater, 2023 Local Arts Support Grantee. Photo by Savanna Lim.

APPLICATION MATERIALS (BAF & LAS)

Applicants submitting to more than one grant opportunity or fund must complete separate online applications for each. All application materials can be found and submitted online at brooklynartscouncil.org or on BAC's [submission page](#) by **11:59pm on Sunday, October 8, 2023**.

PROJECT NARRATIVE

Includes basic applicant and project information, detailed description of the proposed project, and projected outcomes.

PROJECT BUDGET

Complete a Project Budget on the Excel form provided by Brooklyn Arts Council in the Submittable application. The budget form guides applicants to ensure that budget requirements - request amount, percentage of project budget, eligible materials, etc. - are met.

WORK SAMPLE

Work samples make your proposal better. Work samples should show recent work, illustrate artistic merit, and demonstrate ability to complete the proposed project. Submit a work sample narrative and up to 10 work samples via uploaded files and/or online links. Files can be images, audio, or video; acceptable files are indicated in the application form itself. Time-based submissions (video or audio) should be five (5) minutes or less.



REQUIRED DOCUMENTS - INDIVIDUAL APPLICANTS

- **Proof of Brooklyn Residency**
 - Prove Brooklyn residency with either a New York City or State-issued driver's license or ID card; utility bill; lease or sublease, or tax document with their Brooklyn address.
- **Fiscal Sponsor Materials (for BAF or LAS applicants applying with a fiscal sponsor only)**
 - A signed letter of agreement between fiscal sponsor and applicant on fiscal sponsor's letterhead.
 - Proof of the fiscal sponsor's appropriate nonprofit status and residency.
 - *NOT required for applicants sponsored by Fractured Atlas, NYFA, NY Live Arts, or The Field.
- **Nonprofit Partner Materials (for LAS applicants applying with a nonprofit partner only)**
 - A signed letter noting partnership terms from the nonprofit organization on nonprofit partner's letterhead.
 - Proof of the nonprofit partner's appropriate nonprofit status and Brooklyn residency.

REQUIRED DOCUMENTS - ORGANIZATIONAL APPLICANTS

- **Board List**
- **Organization Budget**
 - Organizations on a calendar fiscal year: Projected FY24 budget and most recent completed financial statement.
 - Organizations on a non-calendar fiscal year: Current FY23 budget and most recent completed financial statement.
 - Financial statement can be: audited financial statement, treasurer's report, Profit & Loss Statement, or IRS Form 990. An IRS Form 990-N (e-postcard) is not acceptable.
- **Proof of Nonprofit Status**
 - Usually the IRS Section 501c3 letter.
 - A vendor tax exempt certification or EIN assignment letter is NOT valid.
 - If the original address on the 501c3 letter is not in Brooklyn, one (1) copy of additional proof of Brooklyn residency is required to support the 501c3 letter. (This can be a utility bill, piece of mail, etc.)
 - LAS applicants without 501c3 status may supply one of the following instead:
 - NYS Not-for-Profit Charter from Board of Regents under Section 216 of the Education Law
 - NYS Charities Registration (Article 7A), with the organization's registration number; or
 - Certificate of incorporation under S.402 of the NYS Not-for-Profit Law

SUPPORTING DOCUMENTS

Please upload all applicable materials to your application:

- **Press Kit**
 - Can also be a set of publicity materials from past projects (e.g. recent press release; brochures/postcards/identity pieces; clear photo documentation of previous work; quotes pulled from past reviews).

- **Resumes**

- For up to two (2) principal personnel involved in the project.
- Typically, only the individual applicant's resume is needed, or the resume of the project director.
- Applications with an educational aspect should always include the resume of the teaching artist.
- Resumes may not exceed two (2) pages each.

- **Support Letter / Venue Letter of Commitment**

- Up to two (2) submissions are permitted.
- This can include letter of interest from a potential venue, or a screenshot of an email of interest or confirmation.
- Artists planning to partner with a specific school, organization, etc. may also include a letter of support or commitment from the project partner.

BAF & LAS GRANTEE HIGHLIGHTS



MELINDA GONZALEZ | 2023 (BAF)

Melinda Gonzalez's "Juntos con la Bomba, Part 2" explores community building through Bomba, a music and dance tradition developed by enslaved Africans centuries ago. In a post-pandemic reality, Gonzalez more fully understands the importance of elevating cultural traditions and artistic expression. Bomba serves as a bridge that connects her back to Puerto Rico and grounds her community in a cultural identity and place in the world.



THE OCTAVIA PROJECT | 2023 (LAS)

The Octavia Project uses the creative power of speculative fiction and community to envision new futures and greater possibilities for our world. Octavia Project fosters spaces of imagination and exploration for teens and tweens in Brooklyn, blending creative writing, art, science, and technology to encourage critical thinking, build confidence, and develop skills in a myriad of subjects. Octavia Project's free summer programs bring together young women and trans and nonbinary youth to build new worlds. Octavia Project believes that their ideas are vital to a more just and equitable future and provides them with the support and tools to build their dreams.

POST-SELECTION: GRANTEE MATERIALS

Funds for Brooklyn Arts Council grants come from public dollars and that comes with some responsibilities. All BAC grantees must:

- **Submit a Change of Scope Form** after being notified that they got the award to update or confirm their project description and budget.
- **Sign and Submit a Contract** with Brooklyn Arts Council that outlines award amount, project's projected start and end dates.
- **Submit a W-9**
- **Include BAC and funders' logos and provided crediting text** on all promotional materials for the funded project.
- **Share publications and promotional materials** at least two (2) weeks in advance of the funded project.
- **Provide two (2) complimentary tickets** to the funded event, if applicable.
- **Submit a Final Report** within 30 days of project completion, or January 15, 2025, whichever is sooner.

Brooklyn Arts Council's Grants staff strives to support our community of artists and is available throughout the year for project troubleshooting, reporting help, and project marketing.

APPEALS

Applicants can submit an appeal if they believe BAC Grants Department staff made a serious administrative error that caused their proposal not to have a fair hearing.

Applicants should ONLY appeal if, after discussing panel notes with the Grants Department, they have reason to believe that one of the following occurred at panel:

- **Non-presentation** - Pertinent information, included in the application, was not presented
- **Misrepresentation** - Pertinent information, included in the application, was misrepresented
- **Improper procedure**

If an applicant wishes to appeal based on the above criteria, they can write to the Grants Department at grants@brooklynartscouncil.org requesting an appeal review and stating why.

Applicant must send this appeal request within **10 business days** of the date on which they were notified of funding denial. A separate Appeals Panel will meet to examine the grounds for the appeal, and to determine whether the appeal is justified based on the above criteria. The quality of the project in question will not be revisited by this panel.

Organizations or artists who receive funding at less than the requested amount are not eligible to appeal.

2024 BAF & LAS GUIDELINES

FUND	APPLICANT TYPE	RESIDENCY / OPERATING LOCATION REQUIREMENTS	OTHER ELIGIBILITY REQUIREMENTS	FUNDING GOES TO
BROOKLYN ARTS FUND	Individual	Individual: Lives in Brooklyn	Has not applied to DCLA funds at another Borough Arts Council	Individual
BROOKLYN ARTS FUND	Individual Representing a Group/Collective	Individual (Lead Applicant): Lives in Brooklyn	Has not applied to DCLA funds at another Borough Arts Council	Individual (Lead Applicant)
BROOKLYN ARTS FUND	Individual OR Individual Representing a Group/Collective with a 501c3 Fiscal Sponsor	Individual (Lead Applicant): Lives in Brooklyn	If the 501c3 fiscal sponsor has applied to/received DCLA for 2024 funding or received funding from a City Council Member contracted through DCLA, the proposed project candidate cannot be in collaboration with the fiscal sponsor. <i>Ex. An individual cannot apply with Venue X as a fiscal sponsor in order to exhibit at Venue X, if Venue X applied to DCLA for 2024</i>	501c3 Fiscal Sponsor
		501c3: Operates in NYC or Brooklyn		
BROOKLYN ARTS FUND	501c3	Operates in Brooklyn	Has not applied to NYC DCLA, received DCLA funding contracted through a City Council Member, or applied to DCLA funds.	501c3
LOCAL ARTS SUPPORT	Nonprofit (does not have to be 501c3)	Operates in Brooklyn	Has not applied to or received funding from NYSCA for FY2024.	Nonprofit
LOCAL ARTS SUPPORT	Individual or Group/Collective with Nonprofit Fiscal Sponsor	Individual (Lead Applicant): Lives in NYC or Brooklyn	Has not applied to or received funding from NYSCA for FY2024.	Nonprofit Fiscal Sponsor
		Nonprofit Fiscal Sponsor: Operates in Brooklyn	Has not applied to or received funding from NYSCA for FY2024. However, a fiscal sponsor can sponsor more than one individual for LAS.	
LOCAL ARTS SUPPORT	Individual or Group/Collective with Nonprofit Partner	Individual (Lead Applicant): Lives in NYC or Brooklyn	Has not applied to or received funding from NYSCA for FY2024.	Individual (Lead Applicant)
		Nonprofit Partner: Operates in Brooklyn		

2024 GRANTEE TIMELINE

1

AUG - SEPT '23

Info Sessions; Q&As; Narrative Reviews; Panelist Open Call

2

OCT '23 - JAN '24

APPLICATIONS DUE OCTOBER 8

BAC staff reviews applications for eligibility; Panels held

3

FEB '24

Funding decisions made; Award notifications begin to go out; Grantees receive Contracts, Grantee Handbook, & One-Stop-Shop

4

MAR '24

Appeals reviewed; Change of Scope due (acts as "acceptance" of grant); Feedback Calls begin

5

APR '24

Signed Contracts & W9s due; Payments begin to go out (80% initial payments for BAF, full amounts for other awards); Formal grantee announcement / You can publicize your BAC grant!

6

MAY - DEC '24

Grantee Celebration; Final Reports due 30 days after completion, no later than Jan 15, 2025; Extension requests can be filed by mid-Dec