

LOWER MANHATTAN CULTURAL COUNCIL MANHATTAN COMMUNITY ARTS FUND (MCAF)

2012 PROGRAM GUIDELINES

ABOUT THE PROGRAM

The Manhattan Community Arts Fund (MCAF) was established in 1983 as part of the New York City Department of Cultural Affairs' Greater New York Arts Development Fund. LMCC administers MCAF for the borough of Manhattan. MCAF seeks to provide local seed grants for individual artists, collectives and small arts organizations to bring high quality arts projects to Manhattan communities. The program supports projects and activities that will enable the public to directly experience and engage with the arts.

An MCAF grant is often one of the first grants an artist or group receives, and can help grant-recipients to leverage financial support from other sources. Each year, the program supports over 120 arts projects, including concerts, performances, public art, exhibitions, screenings, festivals, workshops, readings and more.

HOW MCAF WORKS

Grants ranging from \$750 to \$5,000 are awarded to Manhattan-based non-profit organizations and individual artists for arts projects with a public component accessible to Manhattan communities. Individual artists can apply directly to MCAF without a fiscal sponsor. In our most recent cycle, MCAF awarded 120 grants totaling over \$230,000 to enable projects across Manhattan neighborhoods.

APPLICATION ASSISTANCE

Information Sessions:

Get an overview of Manhattan Community Arts Fund and learn about the components of a well-prepared application. **First-time applicants and applicants who have not attended an information session since 2008 are required to attend.**

For dates and locations: http://www.lmcc.net/grants/info_sessions

Attention: Applications can now be submitted online!

If you have trouble filling out the Online Application Form or have questions about MCAF, LMCC staff are available to assist you in person or on the phone. Contact: Prachi Patankar, Program Manager, at mcaf@lmcc.net or 212-219-9401 x117.

APPLICATION DEADLINE: SEPTEMBER 13, 2011

All components of the application must be submitted to LMCC by **5PM on Tuesday, September 13, 2011. This includes the online application and printed supporting documents.**

Applicants will be notified in January 2012 whether their projects have been funded.

APPLICANT ELIGIBILITY

Applications will be accepted from Manhattan-based individual artists or nonprofit organizations such as arts organizations, social service agencies, senior centers, faith-based organizations, folk societies and cultural centers. Applicants must meet the following criteria to apply:

- Organizations must be based in Manhattan
- Organizations must have operating budgets under \$100,000 for two of the last three fiscal years
- Individual artists must reside in Manhattan
- Unincorporated and collaborative groups must show a minimum three-year working relationship, and an artistic lead residing in Manhattan must apply on behalf of the group.
- Individuals cannot apply or receive funds on behalf of a non-profit organization or a for-profit entity
- First time applicants and applicants who have not attended an information session since 2008 are required to attend a session before applying. For dates, locations and to RSVP for a session near you, visit: www.lmcc.net/grants/info_sessions

PROJECT ELIGIBILITY

Applications will be accepted for recurring or new projects in any artistic discipline. Projects must meet the following requirements:

- Project activities must take place between January 1, 2012 and December 31, 2012
- Project must include a public component: an opportunity for the public to experience and engage with the arts. The opportunity must be promoted and available to the general public. Note: Projects that are intended to be experienced solely through or by the Internet will not be considered
- Project activities, including the public component, must be located in Manhattan
- Applicants may only submit one (1) proposal requesting support for one (1) project
- Applicants may not be a lead artistic facilitator or key partner in more than one proposal
- If applying as an organization, the project budget must show at least 25% of planned project income from sources other than MCAF

FUNDING RESTRICTIONS

Under this program funding is **not** available for:

- Organizations receiving institutional support or program support (*including council member items*) from the New York City Department of Cultural Affairs (DCA) or otherwise receiving support for the project from DCA
- Public school districts, affiliates or components exclusively serving student audiences such as in-school and after school programs
- Organizations requesting support for in-school arts-in-education programs
- New York City agencies and departments
- Any organization previously funded with outstanding final reports to LMCC
- Cultural activities restricted to an organization's membership; eligible projects must be promoted, and remain available to the general public
- Proposals from educational, health or welfare institutions unless they can demonstrate a history of providing arts programs
- Arts programs that are solely socio-economic, recreational, rehabilitative, religious or therapeutic in nature
- Purchase of equipment, fundraising events; or non-project related administrative expenses
- General operating support
- Work-in-progress showings solely for the development of new work
- Humanities projects
- Proposals requesting support solely for educational workshops; eligible projects must have a culminating event that is promoted and available to the general public

REVIEW PROCESS AND CRITERIA

A panel of artists and arts professionals will review projects using the following four criteria:

- Artistic merit of the proposed project
- Clarity of project proposal
- Project feasibility, taking into consideration budget, timeline, and stated goals
- Appropriateness of the outreach plan to reach the proposed community

The criteria are not listed in order of priority; each is equally important. Please make sure that your application materials, taken as a whole, address these criteria.

Priority consideration will be given to artists and arts organizations that have applied to MCAF for 3 consecutive years without receiving funding.

Proposals should accurately describe the project, the target audience, and the project's impact. Project budgets and budget narratives should be precise, reflect actual needs, and demonstrate the ability to raise funds from additional sources.

GRANT REQUIREMENTS

The grant award is a contract for arts services; grantees are required to provide the following during the grant period:

- Sign and return grant contract to LMCC
- Include funding credit and logos on all marketing and event materials, print and electronic

- Submit event notification form six weeks before your event (a representative of LMCC may be present to monitor your project)
- Submit final report, no later than 30 days after completion of all project activities

Grantees who do not comply with the above requirements will jeopardize their funding status and future grant consideration. LMCC may also require grantees to submit interim reports and/or attend an LMCC Grant Clinic (one-on-one grant assistance) to maintain eligibility to apply.

APPEALS PROCESS

Applicants may appeal decisions within 10 days of funding notifications. Applicants must request an appeal in writing, effectively arguing the case for appeals based on the criteria below. Dissatisfaction with either an unfavorable decision or the recommended level of support cannot be used as an appeal.

Grounds for appeals are limited to the following:

- Misrepresentation of information: an applicant's information was improperly presented by the LMCC staff in a way that may have adversely affected the review process
- Non-presentation of information: the applicant's information was not presented by the LMCC staff prior to or as part of the panel's decision-making process
- Improper procedure: conflict of interest on part of a panelist

APPLICATION INSTRUCTIONS

We are pleased to announce that the Manhattan Community Arts Fund application can now be completed and submitted online. However, certain supporting documents will need to be mailed or delivered in hard copy to complete the application. Applicants must complete both an Online Application Form AND submit organizational documents by mail before 5PM on Tuesday, September 13, 2011.

Follow these **THREE STEPS** to apply:

STEP 1: READ

Thoroughly read all sections of these program guidelines before starting the application process. Make sure your project is eligible for consideration before you apply.

STEP 2: COMPLETE AND SUBMIT ONLINE APPLICATION FORM

You may view the Online Application Form at any time. Unfinished applications can be saved online and resumed at a later time through an user email and password system. Application forms are not considered final until submitted.

The Online Application Form includes the following sections:

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|------------------------------|--|
| 1. Applicant Profile: | Submit general information including: contact information, electoral district numbers, funding history, annual operating budgets, organizational mission and demographic information. Applicants with fiscal sponsors should provide the sponsor's general information. |
| 2. Project Profile: | Submit important details about your proposed project, including project venue/location, project summary, artistic discipline and audience information. |
| 3. Project Narrative: | Describe in detail the essentials of your project and how you plan to promote it and carry it out successfully. Include biographies of key artistic personnel. |
| 4. Project Timeline: | Submit a timeline for planning & carrying out your project. Be sure to include the anticipated date(s) of your public event(s). |
| 5. Project Budget: | List your project expenses, income and in-kind contributions. |
| 6. Work Samples: | Upload or provide weblinks to samples of past or current work. Applicants who only have CD or DVD recordings can submit them by mail or deliver in person to LMCC. Include written details for each sample. See Work Sample Instructions at the end of this document for |

complete instructions on preparing your work samples.

7. Certification of Application: Verify the information in the application form and confirm you have attended an information session.

We strongly recommend that you view the Online Application Form and instructions in advance and maintain a backup copy of your responses in a separate document offline. Once you have submitted the form, you will not be able to make changes or resubmit.

[View the Online Application Form for detailed instructions.](#)

STEP 3: MAIL OR DELIVER INDIVIDUAL OR ORGANIZATIONAL DOCUMENTS

In addition to completing the Online Application Form, you must **submit by mail or deliver in person one (1) printed copy** of each of the following items for you, your organization or fiscal sponsor.

Required documents include:

1. If applicant is an individual artist, one (1) copy of one (1) of the following as proof of Manhattan address:
 - Utility bill (e.g. electricity, cable, gas, etc)
 - Driver's license (address on the Driver's license must be same as contact/ mailing address, otherwise utility bill must be provided)

If applicant is an organization, one (1) copy of *each* of the following three (3) items:

Item a. Proof of nonprofit status for your organization. Choose ONE (1) of the following options:

- Letter of determination of 501(c)(3) status from U.S. Internal Revenue Service
- Form: BSM 189 from the Department of State
- Certificate from the NY State Office of Charity Registration
- Certificate of Incorporation under NY State Section 402 (Non-profit)
- Charter issued by Board of Regents under NY State Section 216 (Education)

Item b. Audited financial statement for the most recently completed fiscal year or, if unavailable, a copy of the most recently filed IRS Form 990, signed by your treasurer, bookkeeper or accountant

Item c. Projected organizational budget for the fiscal year in which the proposed project takes place (i.e. FY12 or FY13)

2. One set of support materials related to the project or the applicant. Examples include press clippings or printed promotional materials. Please limit this to 5 printed pages or items maximum

3. If you are using a fiscal sponsor for this application, one (1) copy of *each* of the following two (2) items:

Item a. Signed letter from your fiscal sponsor confirming the relationship and

Item b. Proof of nonprofit status of the fiscal sponsor (choose options from Item 1 above)

4. Include your work sample CDs or DVDs if you are not submitting audio or video samples online.

Submit documents and work samples disks (if applicable) in ONE package received (not postmarked) by LMCC before the application deadline: 5PM, Tuesday, September 13, 2011.

Submit to:

Manhattan Community Arts Fund
Lower Manhattan Cultural Council
125 Maiden Lane, Second Floor
New York, NY 10038

WORK SAMPLE INSTRUCTIONS

Work samples are a critical element of your application. Prepare a well-organized presentation that best represents your work and relates to the proposed project. The grant review panel will spend approximately five minutes reviewing your work samples.

The aim of the work sample is to bring the panel as close as possible to an actual experience of the work. Submit samples of work created and/or presented in the last three years. Do not submit edited promotional or interview materials.

WORK SAMPLE FORMATS

Upload or submit weblinks to samples of past and current work through the Online Application Form in ONE (1) of the following formats, based on the discipline or form of your projects. Contact our staff if you wish to combine formats.

PERFORMING ARTS, FILM, MEDIA AND OTHER TIME-BASED PROJECTS

Submit recordings via YouTube, Vimeo or SoundCloud: 2 samples maximum

Submit for up to two (2) recordings of past/current works or projects in performing, media, music, film or other time-based art forms. LMCC accepts time-based samples in two formats:

1. **Weblinks** to video or audio clips hosted on external sites, preferably YouTube.com, Vimeo.com, SoundCloud.com.
 - You must include these links in the Online Application Form.
 - Samples should be accessible online through February 2012.
 - Do NOT submit personal website URLs.
2. **CDs or DVDs**, mailed or delivered to LMCC offices before the application deadline.
 - Indicate in the Online Application Form that you are submitting CDs or DVDs.
 - Mail or deliver your work samples disks to LMCC before the application deadline.
 - Include a self-addressed stamped envelope (SASE) if you want the samples to be returned to you.
 - Label your CD/DVD as "[applicant name]: Sample #". Use a permanent marker. Do not submit stickers on DVDs or CDs as these can jam equipment.

The selection panel will view each recording for up to 2.5 minutes. However, we encourage you to submit full-length work, if possible. Provide a cue point for any work sample that is longer than three (3) minutes total.

Theater artists without video documentation should consult the staff about alternative work sample formats.

LITERARY PROJECTS

Upload manuscripts: 10 pages maximum

Submit samples no longer than ten (10) pages of scripts, poetry or prose. Submit one (1) document in PDF, Microsoft Word or JPEG format. Maximum file size: 5MB. The manuscript must be typed, 8 1/2" x 11" page formatting. Minimum font size is 12pt.

VISUAL ARTS PROJECTS

Upload images: 10 maximum

Submit documentation of past/current works or projects in painting, sculpture, photography or other image-based art forms. Submit a maximum of ten (10) digital images. Images must be in JPEG format, no larger than 800 x 800 pixels at 72 dpi. File size for each image should not exceed 2MB. Each filename should be saved as "Applicant Name #" (e.g. ArtsOrg01.jpg, ArtsOrg02.jpg, etc.).

QUESTIONS OR TECHNICAL ISSUES?

CONTACT: Prachi Patankar, Program Manager, Grants & Services
212-219-9401, ext. 117 ppatankar@lmcc.net
<http://www.lmcc.net/mcaf>