

COAHSI REGRANT APPLICATION GUIDELINES

- » **All first-time applicants MUST** attend a workshop. **Applicants who HAVE NOT** received funding in the past 2 years should attend an application workshop. Application workshops will take place throughout Staten Island in September
 - » Workshop Video Tutorials will be available on our website, and will fulfill the requirement for workshop attendance. Please visit: www.statenislandarts.org/tutorials.html
 - » All COAHSI grants are online only, hard copies are no longer available
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IMPORTANT:

ALL APPLICANTS MUST SUBMIT A HARD COPY WORK SAMPLE WITH THEIR APPLICATION. For all applications to be considered complete, you must mail or hand-deliver your work sample to the COAHSI office by Friday, October 14, 2011.

A strong work sample is of the utmost importance, as this will be the only demonstration of your work that the panel will see or hear.

- » Visual artists must include 8 images on CD or DVD that includes Title, Date, Dimensions, and Media
 - » Musicians, performers, dancers, filmmakers, etc. must submit a CD or DVD (specify track if for music) cued up for a five-minute review by the panel. **This work sample must focus on the work of the applying artist(s) only**
 - » Poets and writers may submit up to six pages of a manuscript, double-spaced. Samples for plays should offer 1st page as a synopsis
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QUESTIONS? Racquel Cornali, Director of Grants Administration

718.447.3329 x1003 | rcornali@statenislandarts.org

Funding for these regrants are made possible by: New York State Council on the Arts (NYSCA) as part of their Decentralization Program for New York State, and New York City Department of Cultural Affairs (NYCDCA) as part of the Greater New York Arts Development Fund



2012 DCA PREMIER GUIDELINES

Purpose: To support Staten Island artists and art organizations that present programming of artistic merit and cultural significance. All art and artistic cultural disciplines—humanities and cultural studies, digital and interactive media, literary, performing and visual arts, crafts, folk arts—are considered. DCA Premier Grants, part of the 2012 COAHSI Arts and Humanities Grants program, are public funds made available for **partial funding** for art and cultural projects that constitute direct services to citizens and residents of Staten Island. Projects must be open to the public and take place on Staten Island during the calendar year 2012. *Grant request range is \$750 to \$3,000.* Preference will be given to the **Undeserved Disciplines for 2012: Literature and Dance.**

Who is eligible for Premier Grants? *Applicants may apply only for one grant.*

- **Individuals**--Individuals with proof of current Staten Island residency for 1 year and who have never received a grant from COAHSI. Those who have previously applied but have not been funded may reapply in the Premier category. Individual category can include collaborative groups of individuals.
- **Organizations**--Must be Staten Island based and have never received a grant from COAHSI. Must have non-profit status. Must have valid Federal Tax ID Number.

Who or what is *not* eligible?

- Organizations receiving direct or discretionary funds from NYCDCA in the same fiscal year (2012).
- Organizations with operating income budgets over \$100K for two of the last three fiscal years.
- Organizations that are not nonprofit.
- Programs that are essentially religious, recreational, rehabilitative or therapeutic.
- Expenses for health, welfare or other city or state funded programs or agencies.
- Universities, colleges, primary and secondary schools and districts, school affiliates or components, in-school activities or programs or activities that exclusively serve a student audience with no public component.
- Programs serving only the applicant organization's members.
- Operating expenses of privately owned facilities (e.g. homes and studios)
- Deficit budgets, capital improvements, equipment purchases, fundraising events, scholarships, juror fees, prizes, lobbying expenses, entertainment, reception or food expenses, any non-arts related expenses or administrative costs unrelated to project.

Application Process

All COAHSI re-grants are online applications, hard copy applications are no longer available. Applications can be found at: www.statenislandarts.org/all-grants.html.

All first-time applicants for Premier must attend an application workshop. Applicants who HAVE NOT received funding in the past 2 years should attend an application workshop, see workshop schedule:

www.statenislandarts.org/deadlinecalendar.html. Workshop Video Tutorials will be available on our website, and will fulfill the requirement for workshop attendance. Please visit: www.statenislandarts.org/tutorials.html. It is strongly suggested that **all applicants** discuss their proposals with the Grants Director before submitting applications. The Grants Director can also review applications that are brought in early enough.

REQUIRED ATTACHMENTS FOR INDIVIDUAL ARTISTS:

- Applicant resume, and resumes of any artistic personnel involved in the grant project
- Letter of commitment from all primary personnel working on the project with you, specifying services and fees
- Budget (see online form for template)
- Venue letter of agreement
- Proof of SI Residency
- Letter of support or recommendation

REQUIRED ATTACHMENTS FOR ORGANIZATIONS: *All of the above, plus*

- Proof of non-profit status: (must provide **one** of the following)
 - *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*
 - *Certificate of incorporation under S.402 of the NYS Not-for-Profit Law*
- Financial statement from applicant's most recently completed fiscal year: audited financial statement, treasurer's report, or applicant's most recent IRS Form 990
- Board of directors list with affiliations

ALL APPLICANTS MUST SUBMIT A HARD COPY WORK SAMPLE WITH THEIR APPLICATION. For all applications to be considered complete, you must mail or hand-deliver your work sample to the COAHSI office by Friday, October 14, 2011. **A strong work sample is of the utmost importance**, as this will be the only demonstration of your work that the panel will see or hear.

- » Visual artists must include 8 images on CD or DVD that includes Title, Date, Dimensions, and Media
- » Musicians, performers, dancers, filmmakers, etc. must submit a CD or DVD (specify track if for music) cued up for a five-minute review by the panel. **This work sample must focus on the work of the applying artist(s) only**
- » Literary artists may submit up to six pages of a manuscript, double-spaced. Samples for plays should offer 1st page as a synopsis

Selection Process

Decisions are made by a separate panel of experts for each grant category. Panels are comprised of representatives drawn from the disciplines eligible for funding. Panelists are professional artists, scholars, arts administrators, teachers of the arts and humanities, civic and business leaders, and community representatives. Based on the **criteria** (see below), the panelists vote on which projects are to be funded and recommend the monetary amount. Applicants will be notified of funding decisions no later than mid-December by mail.

Evaluation Criteria

- **Work Sample: 30%** = Does it show that the artist/organization can successfully create the project they propose from the work shown in the sample? Is the quality of the work sample sufficient? Does it have artistic merit/cultural significance?
- **Community Outreach (Public Component): 20%** = How will their project be available to the public? Is it accessible to everyone? Which communities does it serve? **Projects which address communities or artistic disciplines which are underserved will receive foremost attention.**
- **Narrative: 30%** = Is their project description, artist statement, and artist bio clear? Does it show that the applicant has experience creating this kind of work, or that they can successfully do what they propose? **Take into consideration their past work.** Does the project have meaning, and does it have a positive impact on the community?
- **Budget: 20%** = Are their numbers realistic? **Money can never be used for food/refreshments/purchasing equipment.** Do they have a realistic artist fee, materials fee, etc? **Artist fees, marketing and publicity expenses, direct administrative expenses, supplies and materials expenses are given priority.**

Online Application Tips

- For attachments, be aware that most file size limits are 1 mb. If the file you try to upload is too large, the application will not save
- The online application system accepts the following formats for uploading: .jpeg, .doc, .xl, .pdf
- In order to save attachments, you should scan all documents or images, or use "fax to file" on the left-hand side of the application
- Save your application every 30 minutes to prevent losing information

You can always call or email COAHSI if you have any questions, or have problems with the application. Please call Racquel at 718.447.3329 x1003 or email: cornali@statenilandarts.org. **Good luck!**

APPLICATION DEADLINE: Friday, October 14, 2011, Midnight

Funding for these regrants are made possible by New York City Department of Cultural Affairs (NYCDA) as part of the Greater New York Arts Development Fund



2012 DCA ART FUND GUIDELINES

Purpose: To support Staten Island artists and art organizations that present programming of **artistic merit** and **cultural significance**. All art and artistic cultural disciplines—humanities and cultural studies, digital and interactive media, literary, performing and visual arts, crafts, folk arts—are considered. DCA Art Fund Grants are public funds made available for partial funding for art and cultural projects that constitute direct services to citizens and residents of Staten Island. Projects must be open to the public and take place on Staten Island during the calendar year 2012. **Preference will be given to the Undeserved Disciplines for 2012: Literature and Dance.**

Who are eligible for DCA Art Fund Grants? All applicants must be Staten Island residents. *Individuals may apply for one grant with a request range of \$750 to \$5000 (maximum grant). Organizations may apply for up to three grants, the total amount not to exceed \$5000 (maximum grant).* **Applicants for Art Fund Grants must have previously received a COAHSI grant.**

- **Individuals**--Individuals with proof of current Staten Island residency for 1-year, and who have received a grant from COAHSI. Those who have previously applied but have not been funded may reapply in the Art Fund category. Individual category can include collaborative groups of individuals.
- **Organizations**--Must be Staten Island based and have received a grant from COAHSI. Must have non-profit status. Must have valid Federal Tax ID Number.

Who or what is *not* eligible?

- Organizations receiving direct or discretionary funds from NYCDCA in the same fiscal year (2012).
- Organizations with operating income budgets over \$100K for two of the last three fiscal years.
- Organizations that are not non-profit.
- Programs that are essentially religious, recreational, rehabilitative or therapeutic.
- Expenses for health, welfare or other city or state funded programs or agencies.
- Universities, colleges, primary and secondary schools and districts, school affiliates or components, in-school activities or programs or activities that exclusively serve a student audience with no public component.
- Programs serving only the applicant organization's members.
- Operating expenses of privately owned facilities (e.g. homes and studios)
- Deficit budgets, capital improvements, equipment purchases, fundraising events, scholarships, juror fees, prizes, lobbying expenses, entertainment, reception or food expenses, any non-arts related expenses or administrative costs unrelated to project.

Application Process

All COAHSI re-grants are online applications, hard copy applications are no longer available. Applications can be found at:
www.statenislandarts.org/all-grants.html.

How to Apply

Applicants who HAVE NOT received funding in the past 2 years should attend an application workshop, see workshop schedule:
www.statenislandarts.org/deadlinecalendar.html. Workshop Video Tutorials will be available on our website, and will fulfill the requirement for workshop attendance. Please visit: www.statenislandarts.org/tutorials.html. It is strongly suggested that **all applicants** discuss their proposals with the Grants Director before submitting applications. The Grants Director can also review applications that are brought in early enough. Applicants apply for Art Fund directly (conduits are not necessary).

REQUIRED ATTACHMENTS FOR INDIVIDUAL ARTISTS:

- Applicant resume, and resumes of any artistic personnel involved in the grant project
- Letter of commitment from all primary personnel working on the project with you, specifying services and fees
- Budget (see online form for template)
- Venue letter of agreement
- Proof of SI Residency
- Letter of support or recommendation

REQUIRED ATTACHMENTS FOR ORGANIZATIONS: *All of the above, plus*

- Proof of non-profit status: (must provide **one** of the following)
 - *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*
 - *Certificate of incorporation under S.402 of the NYS Not-for-Profit Law*
- Financial statement from applicant's most recently completed fiscal year: audited financial statement, treasurer's report, or applicant's most recent IRS Form 990
- Board of directors list with affiliations

ALL APPLICANTS MUST SUBMIT A HARD COPY WORK SAMPLE WITH THEIR APPLICATION. You must mail or hand-deliver your work sample to the COAHSI office by Friday, October 14, 2011. **A strong work sample is of the utmost importance**, as this will be the only demonstration of your work that the panel will see or hear.

- » Visual artists must include 8 images on CD or DVD that includes Title, Date, Dimensions, and Media
- » Musicians, performers, dancers, filmmakers, etc. must submit a CD or DVD (specify track if for music) cued up for a five-minute review by the panel. **This work sample must focus on the work of the applying artist(s) only**
- » Literary artists may submit up to six pages of a manuscript, double-spaced. Samples for plays should offer 1st page as a synopsis

Selection Process

Consideration of proposals is competitive. Funding decisions are made by a separate panel of experts for each grant category. Panels are comprised of representatives drawn from the disciplines eligible for funding. Panelists are professional artists, scholars, arts administrators, teachers of the arts and humanities, civic and business leaders, and community representatives. Based on the **criteria** (see below), the panelists vote on which projects are to be funded and recommend the monetary amount. Applicants will be notified of funding decisions no later than mid-December by mail.

Evaluation Criteria

- **Work Sample: 30%** = Does it show that the artist/organization can successfully create the project they propose from the work shown in the sample? Is the quality of the work sample sufficient? Does it have artistic merit/cultural significance?
- **Community Outreach (Public Component): 20%** = How will their project be available to the public? Is it accessible to everyone? Which communities does it serve? **Projects which address communities or artistic disciplines which are underserved will receive foremost attention.**
- **Narrative: 30%** = Is their project description, artist statement, and artist bio clear? Does it show that the applicant has experience creating this kind of work, or that they can successfully do what they propose? **Take into consideration their past work.** Does the project have meaning, and does it have a positive impact on the community?
- **Budget: 20%** = Are their numbers realistic? **Money can never be used for food/refreshments/purchasing equipment.** Do they have a realistic artist fee, materials fee, etc? **Artist fees, marketing and publicity expenses, direct administrative expenses, supplies, and materials expenses are given priority.**

Online Application Tips

- For attachments, be aware that most file size limits are 1 mb. If the file you try to upload is too large, the application will not save
- The online application system accepts the following formats for uploading: .jpeg, .doc, .xl, .pdf
- In order to save attachments, you should scan all documents or images, or use "fax to file" on the left-hand side of the application
- Save your application every 30 minutes to prevent losing information

You can always call or email COAHSI if you have any questions, or have problems with the application. We are available to help. Please call Racquel at 718.447.3329 x1003 or email: rcornali@statenilandarts.org. **Good luck!**

APPLICATION DEADLINE: Friday, October 14, 2011, Midnight

Funding for these regrants are made possible by New York City Department of Cultural Affairs (NYCDCA) as part of the Greater New York Arts Development Fund



2012 Encore Guidelines

Purpose: To support Staten Island artists and nonprofit organizations that present programming of **artistic merit** and **cultural significance**. All art and artistic cultural disciplines—humanities and cultural studies, digital and interactive media, literary, performing and visual arts, crafts, folk arts—are considered. The **Encore** grant is public funds made available for partial funding of art and cultural projects which constitute direct services to citizens and residents of Staten Island. Projects must be open to the public and take place on Staten Island during the year 2012. **Preference will be given to the Undeserved Disciplines for 2012: Literature and Dance.**

Who is eligible for Encore Grants? *Individuals may apply for one grant with a request range of \$500 to \$5000 (maximum grant). Organizations may apply for up to three grants, the total amount not to exceed \$5000 (maximum grant). If applying separately to the DCA Art Fund, it must be made clear that it is for a different project or program.*

- **Staten Island non-profit organizations**— Must be Staten Island-based and have non-profit status.
- **Individuals and for-profit organizations**— Who are Staten Island-based can apply through a non-profit conduit which is Staten Island-based.

Who or what is *not* eligible?

- Organizations seeking funds directly from NYSCA in the same fiscal year regardless of their application's status.
- Programs that are essentially religious, recreational, rehabilitative or therapeutic.
- Expenses for health, welfare or other city or state funded programs, agencies or departments.
- Universities, colleges, primary and secondary schools and districts, school affiliates or components, in-school activities or programs or activities which exclusively serve a student audience with no public component.
- Past grant recipients who have not filed their final reports.
- Programs serving only the applicant organization's members.
- Operating expenses of privately owned facilities (e.g. homes and studios)
- Deficit budgets, capital improvements, equipment purchases, fundraising events, scholarships, juror fees, prizes, lobbying expenses, entertainment, reception or food expenses, any non-arts related expenses or administrative costs unrelated to project.
- Applicants or conduits who cannot present a valid tax-exempt Federal ID number.

Application Process

All COAHSI re-grants are online applications, hard copy applications are no longer available. Applications can be found at: www.statenislandarts.org/all-grants.html.

How to Apply

Applicants who HAVE NOT received funding in the past 2 years should attend an application workshop, see workshop schedule: www.statenislandarts.org/deadlinecalendar.html. Workshop Video Tutorials will be available on our website, and will fulfill the requirement for workshop attendance. Please visit: www.statenislandarts.org/tutorials.html. It is strongly suggested that **all applicants** discuss their proposals with the Grants Director before submitting applications. The Grants Director can also review applications that are brought in early enough. Applicants applying for Encore will need a conduit.

REQUIRED ATTACHMENTS FOR INDIVIDUAL ARTISTS WITH CONDUIT

- Applicant resume, and resumes of any artistic personnel involved in the grant project
- Letter of commitment from all primary personnel working on the project with you, specifying services and fees
- Budget (see online form for template)
- Venue letter of agreement
- Proof of SI Residency
- Letter of support or recommendation
- Proof of CONDUIT non-profit status: (must provide **one** of the following)
 - *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*
 - *Certificate of incorporation under S.402 of the NYS Not-for-Profit Law*

- Financial statement from CONDUITS most recently completed fiscal year: audited financial statement, treasurer's report, or applicant's most recent IRS Form 990
- Board of directors list for CONDUIT with affiliations

REQUIRED ATTACHMENTS FOR ORGANIZATIONS:

- All of the above EXCEPT Proof of Staten Island residency

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- » Visual artists must include 8 images on CD or DVD that includes Title, Date, Dimensions, and Media
- » Musicians, performers, dancers, filmmakers, etc. must submit a CD or DVD (specify track if for music) cued up for a five-minute review by the panel. **This work sample must focus on the work of the applying artist(s) only**
- » Literary artists may submit up to six pages of a manuscript, double-spaced. Samples for plays should offer 1st page as a synopsis

Selection Process

Consideration of proposals is competitive. Funding decisions are made by separate panels of experts for each grant category. Panels are comprised of representatives drawn from the disciplines eligible for funding. Panelists are professional artists, scholars, arts administrators, teachers of the arts and humanities, civic and business leaders, and community representatives. Based on the **criteria** (see below), the panelists vote on which projects are to be funded and recommend the monetary amount. Applicants will be notified of funding decisions no later than mid-December by mail.

Evaluation Criteria

- **Work Sample: 30%** = Does it show that the artist/organization can successfully create the project they propose from the work shown in the sample? Is the quality of the work sample sufficient? Does it have artistic merit/cultural significance?
- **Community Outreach (Public Component): 20%** = How will their project be available to the public? Is it accessible to everyone? Which communities does it serve? **Projects which address communities or artistic disciplines which are underserved will receive foremost attention.**
- **Narrative: 20%** = Is their project description, artist statement, and artist bio clear (does the narrative leave you asking a lot of questions)? Does it show that the applicant has experience creating this kind of work, or that they can successfully do what they propose? **Take into consideration their past work.** Does the project have meaning, and does it have a positive impact on the community?
- **Budget: 30%** = **Are their numbers realistic? Money can never be used for food/refreshments/purchasing equipment.** Do they have a realistic artist fee, materials fee, etc? **Artist fees, marketing and publicity expenses, direct administrative expenses, supplies and materials expenses are given priority.**

Notification

Applicants will be notified of funding decisions no later than mid-December by mail.

Online Application Tips

- For attachments, be aware that most file size limits are 1 mb. If the file you try to upload is too large, the application will not save
- The online application system accepts the following formats for uploading: .jpeg, .doc, .xl, .pdf
- In order to save attachments, you should scan all documents or images, or use "fax to file" on the left-hand side of the application
- Save your application every 30 minutes to prevent losing information

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2012 ORIGINAL WORK GRANT GUIDELINES

Purpose of the Grant- This is a \$2,500 grant for individual artists of all disciplines— literary, performing, visual arts, digital and new media, crafts, folk arts, etc.--for the creation of new work created for this project that broadens the applicant's scope and addresses the concept of community.

Who May Apply

Individual artists who have resided on Staten Island for at least one year may apply to fund a project that is community-based in the inspiration and/or production of the project. Artist must supply proof of residency with a street address; post office boxes are not acceptable. Sponsors or conduits are not necessary but applicant must be able to present a valid Social Security number. This grant may **not** be used as additional funding for existing programs (such as arts-in education or recreational programs) or other COAHSI grants; however, individual artists who are applying in other categories (such as Premier or Encore) may apply for this grant, if it is for a different project. Artists who have received an Original Work grant in the last five years are not eligible. Artists must be at least 18 years old. Artists who are enrolled in high school or university degree programs or trade school certificate programs are not eligible

Application Process

All COAHSI re-grants are online applications, hard copy applications are no longer available. Applications can be found at: www.statenislandarts.org/all-grants.html. **Applicants who HAVE NOT** received funding in the past 2 years should attend an application workshop, see workshop schedule: www.statenislandarts.org/deadlinecalendar.html. Workshop Video Tutorials will be available on our website, and will fulfill the requirement for workshop attendance. Please visit: www.statenislandarts.org/tutorials.html. It is strongly suggested that **all applicants** discuss their proposals with the Grants Director before submitting applications. The Grants Director can also review applications that are brought in early enough.

REQUIRED ATTACHMENTS FOR INDIVIDUAL ARTISTS:

- Artist Bio

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- » Visual artists must include 8 images on CD or DVD that includes Title, Date, Dimensions, and Media
- » Musicians, performers, dancers, filmmakers, etc. must submit a CD or DVD (specify track if for music) cued up for a five-minute review by the panel. **This work sample must focus on the work of the applying artist(s) only**
- » Literary artists may submit up to six pages of a manuscript, double-spaced. Samples for plays should offer 1st page as a synopsis

Selection Process

Only four (4) awards are given in Original Work, each award is \$2500. A panel of working artists will review examples of work and will evaluate project narrative and biographical information. They will then recommend support based on the Criteria listed below. The panel's final recommendations are reviewed by the Board of

COAHSI and by the New York State Council on the Arts. Applicants will receive a letter in late December informing about funding decisions.

Evaluation Criteria

- **Work Sample: 40%** = Does it show that the artist can successfully create the project they propose from the work shown in the sample? Is the quality of the work sample sufficient? Does it have artistic merit/cultural significance
- **Community Outreach (Public Component): 25%** = How will their project be available to the public? Is it accessible to **everyone**? Which communities does it serve? **Projects which address communities or artistic disciplines which are underserved will receive foremost attention. Project must take place between January 1, 2011 and December 31, 2011.**
- **Narrative: 25%** = Is their project description, artist statement, and artist bio clear (does the narrative leave you asking a lot of questions)? Does it show that the applicant has experience creating this kind of work, or that they can successfully do what they propose? Does the proposed project broaden the artists' scope? **Take into consideration their past work.** Does the project have meaning, and does it have a positive impact on the community?
- **Budget: 10%** = Are their numbers realistic? **Money can never be used for food/refreshments/purchasing equipment.** Do they have a realistic artist fee, materials fee, etc?

Online Application Tips

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