**ARTSTART GRANT PROGRAM 2019**

**INFORMATION and GUIDELINES FOR SUBMITTING A REQUEST FOR AN ARTSTART GRANT**

**INTRODUCTION:**

The Newark Arts Council was created to advance and expand the artistic and cultural resources of the City of Newark. It fulfills its mission to bring the transformative power of the arts into the lives of those who live in, work in, and visit Newark through programs, advocacy, promotion, education, and coordination.

Newark Arts established the ArtStart Grant Program in 2001 specifically to nurture arts and cultural activities throughout the City of Newark and to enhance the capacity of Newark’s non-profit organizations, schools, and individual artists to provide arts-based projects throughout the City’s five wards. ArtStart events must take place between July 1, 2019 and June 30, 2020.

Newark Arts gratefully recognizes the long-time generous supporters of the ArtStart Grant Program: Prudential Foundation, Bank of America, New Jersey State Council on the Arts, the Geraldine R. Dodge Foundation, M&T Bank, and the Turrell Foundation.

**Why, Who, and How Much We Fund:**

**Why:** ArtStart projects must demonstrate that cultural assets are a vital part of community life, education, well-being, and economic development. Programs should be designed to serve as a catalyst for cultural activity that is *either not available, sporadic, or available only in limited supply* within a local community.

**Who: ArtStart Grants** provide seed money to arts and cultural organizations, schools, and individual artists to grow the number of quality arts and cultural offerings available to individuals living in neighborhoods where there is less access, more poverty, greater social disruption, and where most of the more established arts and cultural groups do not have an on-going presence. Programs that engage children ages 0-5 are highly encouraged to apply as there is specific funding for this age group. Proposals from Newark area arts organizations, schools, and individual artists who provide creative visual, literary, performing, film, and public arts projects that meet these criteria are invited.

**\*** Organizations without 501(c)3 status must apply with a tax-exempt organization serving as their fiscal agent. A Memorandum of Understanding (MOU) (see sample attached) is required as evidence of this relationship.

**How Much**: Applicants may request a maximum of $3,000.

**PRIORITIES**

Newark Arts seeks to support all types of arts projects in an array of disciplines. We encourage artists of all backgrounds to apply. Our goal in supporting projects is to serve those underserved or overlooked by traditional programs. Applicants who recognize these needs and clearly address how their project supports them will stand out during the review process. Therefore, projects that (a) engage underserved populations of Newark, (b) occur in areas of the city where the arts are less concentrated than downtown, and (c) address the social ills of our residents are looked upon strongly.

**Newark Arts will give paramount consideration to projects that:**

* Engage early learning/arts programs for early childhood (0-5 years)
* Enhance recognition of the value of the arts as a catalyst to address social issues
* Engage with neighborhood or community based organizations and are developed to address their identified needs
* Take place in local neighborhoods, stimulating creativity and community engagement
* Engage youth and/or seniors and people with special needs
* Support academic achievement
* Are provided by small organizations and individual artists, enhancing their future capacity

**EVALUATION CRITERIA**

Artistic and Programmatic excellence

Administrative capabilities of the applicant demonstrated by:

* programs that have comprehensive and realistic implementation strategies
* programs that have thorough evaluation/assessment plans
* a well-written narrative (without typos), appropriate budget, required support material

Programs that address a specific community issue or concern demonstrated by:

* documented collaboration with one or more community organizations
* description of how and why the specific project was selected
* how the project will benefit the targeted audience

Programs that clearly benefit underserved communities

Note: Past recipients who plan to present the same project must explain why the project should be funded again.

### DEADLINES and RELATED INFORMATION

* **Applications Available**: January 9, 2019
* **Grant Preparation Workshops:** January 12, January 14, and January 16; It is mandatory that first time applicants attend an information session.

### Application Deadline: March 22, 2019 Important: In case there are problems with the on-line system, applications must be received no later than midnight on Friday, March 22. Late or incomplete proposals will not be reviewed. Early submissions welcome!

* **Notification of Awards:** June 21, 2019
* **Funding Period:** July 1, 2019 – June 30, 2020
* **Midterm Report:** January 2020
* **Final Report Due:** June 2020

**SUPPORT MATERIAL**

**^**Memorandum of Agreement, as necessary

**^**Proof of Commitment from professionals you plan to hire

**^**Proof of Commitment from location where your project takes place

**^**Resumes of project coordinators, artists, and other professionals involved with the project

**^**Sample support material (5 pieces), including photos, attesting to your ability to successfully complete the project.

^Organizations must submit last completed annual budget

### ELIGIBILITY CRITERIA

### Organizations that wish to provide a community-based arts program within the City of Newark are eligible to apply. However, to request this grant, your organization must either be a federally tax-exempt, section 501(c)3 charitable organization with an annual budget of *less than* $1.0 million dollars or an accredited school or public agency. Exceptions:

* **Individual artist projects** *must* partner with a non-profit organization, school, or agency serving as their fiscal agent. A Memorandum of Understanding is required as evidence of this relationship.
* **Organizations that do not have an IRS determination letter** *must* partner with a tax-exempt organization who will serve as a fiscal agent. A Memorandum of Understanding is required as evidence of this relationship.
* **Newark schools (public, private and charter)**may apply for support of summer and in or out of school time creative arts projects.
* **Past recipients** who plan to present the same project must explain in their narrative why this project should be funded again.

**PROCESS**

An organization may submit one 2019 ArtStart Grant application for no more than $3,000 for projects taking place between July 1, 2019 and June 30, 2020. Staff will review the application packets for completeness only. A professional Peer Review Panel will review the applications based on the Evaluation Criteria. The results of their deliberations will be provided to the Newark Arts Board of Directors which has final decisions for funding decisions and awards.

* **\*Important Note:** Schools and other applicants who are partnering with schools should take special note of this timeline. Applications are due in March 2019 with notification occurring in June 2019. Programs occurring in or with schools cannot not start before July 1, 2019 and may continue throughout the school year 2019-2020 (September-June).

**What May Grant Funds Be Used For?**

* Artist fees, coordinators, technical crew, and other professional fees
* Space rental, props, transportation costs, and other material fees integral to the project or related to making it accessible to people with disabilities (e.g. sign language interpreter; audio-description)
* Operating expenses such as printing, photocopying, supplies, and materials
* Promotional expenses related to the project**.** If you have an expense not listed, please call Newark Arts to discuss your specific needs.

Top of Form

### What is NOT funded by ArtStart grant funds?

* Programs in service of individuals outside of Newark
* Treatment programs such as substance or alcohol abuse; however, a creative arts program (poetry, music, visual arts, etc.) with such a population is allowed
* Athletic teams or events
* Fundraiser or gala events
* Advocacy or research groups
* Capital or building construction projects
* Endowment campaigns
* Receptions/hospitality costs (food and beverages)
* General operating support
* Support of permanent staff doing their usual job
* Personal/solo exhibitions
* Scholarships

**BUDGET INFORMATION**

**Project Budget**

All applicants are required to complete the Project Budget Form. On this excel form, there is an untitled column of listed expenses; two columns describing the sources of the funds used to pay these expenses: (Column A) equals the expenses covered by the requested grant funds and (Column B) which equals the additional expenses that will be the match from your organization necessary to pay for project costs beyond the grant amount. The third column (Column C) represents the totals. Be sure to check that all your figures add up correctly and correspond to the figures you provide in answer to Narrative Question 8. It is not necessary to have a figure on each line on the form; complete only what is applicable to your project. Requested grant funds may be allocated to one or more categories.

### FREQUENTLY ASKED QUESTIONS

**What is the success rate for ArtStart applicants?**

As funds are limited, grants are very competitive. Historically, approximately one in every three proposals have been funded. Please be aware that projects may not be fully funded.

**Can Newark Arts Staff help me with my application?**

Members of Newark Arts will answer specific questions about the application materials and forms. However, Newark Arts *does not review full proposals or provide edits to texts or budgets.* In advance of the deadline, you may contact the office to speak to staff if you have specific questions.

**I’m not from Newark; can I still apply for an ArtStart Grant?** Organizations/Artists not from Newark seeking funding support for programs *specifically in service of Newark residents* are welcome to apply. As long as your program happens within the City of Newark and benefits its communities, you are eligible for an ArtStart Grant.

**What if only *part* of my program happens in Newark?** Newark Arts *only* support projects that happen in Newark. If part of your project occurs outside of the city, you must clearly demonstrate that the grant funds you are requesting are being applied only to the portion happening in Newark. However, we strongly recommend that proposed projects happen here in their entirety, and benefit only Newark and its communities.

**If I plan to partner with other organizations, should I list them in my proposal?**

Local partnerships are integral to the success of any community-based project. You must mention your partners, indicate whether they are confirmed or proposed, and tell us how they will be involved. A letter of support from the executive director(s) is also required.

**I have a great idea for a project, but nowhere to hold it! What should I do?** Applicants must secure space to run their program *prior* to submitting their proposal. Our panel will be looking at how realistic your program is to implement, based on the details you provide and your program history/experience. Projects proposed without a definite space are deemed “less realistic.”

**What is the ADA and how does it affect my program?**

The Americans With Disabilities Act (ADA) is a civil rights law that prohibits discrimination against individuals with disabilities in all places that are open to the general public. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else.  This means that your venue should be accessible to people who have mobility impairments and you should seek to accommodate people who are hearing or visually impaired or have other disabilities *by asking them to let you know in advance of special needs.* It is advisable to have an organizational ADA plan which describes those accommodations that are currently available and notes those that are being planned for.

### How should I notify the Newark Arts Council if my email or mailing address changes after I submit my ArtStart grant application?

Contact us at 973-643-1625 or info@newarkarts.org to let us know. Be sure to provide your contact information, the name of your organization, old address information, and any updated contact information in the email.

### Are ArtStart grants transferable?

 Grant funds are not transferable. Funds may be spent *only* on those activities specified in the grant application or approved in a project or budget revision. Applicants must submit a written request to the Newark Arts Council prior to implementing any project or budget revisions. If the project cannot, for any reason, be implemented as described, the grant check must be returned to the Newark Arts Council.

**I applied for a $3,000 grant but only received $2,000. Will I receive the rest of the funds I requested?**

### No. If partial funding is awarded, grant recipients will be required to submit a revised budget and narrative explaining the effect of the reduction and demonstrating how the program will be conducted. Further information will be in your official award letter.

**What happens if part of my proposal falls through *after* I’ve been awarded an *ArtStart* Grant?**

Major changes to your project (such as population served, staffing, funding, timeline, location, partners) must be approved by Newark Arts prior to proceeding. You must submit a written request for approval explaining the proposed changes before moving forward with your project. If the alteration to your project changes the initial scope/benefit/impact of your awarded proposal, you may not receive your funding.

**If I'm awarded a grant, what are the requirements and payment information?**

You may not spend grant dollars until you have received an official award letter, submitted a revised budget (if necessary) and signed a contract. Within 30 days following the conclusion of the project end, you must submit a final report form (which will be provided), describing the project, how grant funds made a difference, the number and demographics of the participants and audience, and a completed final budget form. *Failure to submit a complete final report in a timely manner will affect future funding.*  Grant funds will be disbursed in two or more payments. The first (75%) after the contract is signed; the second is a reimbursement payment and is provided upon approval of the Final Report.

### Will you send us a grantee kit?

Resources are available at [www.newarkarts.org](http://www.newarkarts.org) to help you promote your partnership with us. Recipients of ArtStart Grants are provided with all necessary documentation, ArtStart posters, and proper logos as well as instructions for how to properly credit the Newark Arts Council as a funder after the award is given. Organizations receiving support are encouraged to promote receipt of the award through press and social media.

**If I’m a first-time applicant, how do I make sure I’m successful?**

Newark Arts Staff strongly recommend that you choose a reviewer for your application. Have someone whom you trust review your application to check for typos and anything you may have missed! Did you include all the required attachments? Did you answer each question to the best of your ability? Select a friend/colleague to check over your application before submission.