Staten Island Arts Project Grant Application Guidelines

>> **All first-time applicants MUST** attend an application information session. **Applicants who HAVE NOT** received funding in the past two years should attend an application information session. Sessions will take place online November- January.

>> **All first-time applicants MUST apply for a DCLA Premier Grant**. This is our gateway grant. You must receive funding in this category in order to apply for other DCLA grant programs (First-time applicants are also welcome in the NYSCA ABC Regrant category).

>> **All Staten Island Arts grants applications (including work samples) are online only**. Hard copies are no longer available or accepted. If you have limited access to a computer or the internet please contact us. Our office can provide computer access and wifi.

>> **Applicants must be in good standing with Staten Island Arts**, including completion and acceptable performance on previous grant projects, submission/approval of final reporting, or timely project updates if the project is in extension. If you are unsure of your standing, please email Deputy Director/Grants Administrator Gena Mimozo at gmimozo@statenislandarts.org.

THINGS YOU SHOULD KNOW:

Staten Island Arts offers grants for artists, arts and cultural organizations, and arts-in-education programs. **All grant-funded projects must be completed within the designated calendar year**.

Staten Island Arts staff do not make funding decisions. Funding decisions are made by an outside panel of experts for each grant category. Panels are composed of professional artists, scholars, arts administrators, teachers of the arts and humanities, civic and business leaders, and community representatives drawn from the disciplines eligible for funding.

All applications are evaluated based on the following **evaluation criteria** (exception: NYSCA ABC Regrant):

- ⊠ Narrative – Your project description should be clear and concise. Make sure you have the experience necessary to do what you say you want to do (or that you are working with someone who does!). Your past work will be taken into consideration. Make sure you submit an up-to-date resume/bio/artist statement.

- ➢ Community Benefit – Your project must be available and accessible to the public. We strongly suggest all venues used to host/present grant-funded projects be ADA compliant. It is important to engage the community with your work. Projects which address communities or artistic disciplines that are under-resourced will receive foremost attention.

➢ Budget – A healthy budget has various sources of support. Applicants are highly encouraged to source additional funding or support for their projects outside of the SI Arts grant. Additional funds could be in the form of other grants, income from sales, ticketing, donations, crowdfunding, etc.

Grant funds can never be used for food/refreshments/purchasing equipment*. You can use the funds for artist fees, venue rental fees, marketing/publicity expenses, direct administrative expenses, and supplies and materials. Make sure your numbers are realistic.

**Exception for NYSCA applicants ONLY - equipment, software, subscriptions, and training needed to produce a virtual project. Individual items may not exceed $1,000. Examples: cameras, lighting equipment, subscriptions associated with virtual programming, and training to utilize these tools.*

➢ Work Sample – All applicants are required to submit a digital work sample with their application. **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. Consider speaking with the grants administrator for guidance!

- ❖ Visual artists must include up to 8 images (make sure to include Title, Date, Dimensions, and Media);
- ❖ Musicians, performers, dancers, filmmakers, etc. must submit up to five minutes of audio **OR** video;
- ❖ Poets and writers may submit up to six pages of a manuscript, double-spaced. Samples for plays should offer the first page as a synopsis.

TIPS:

☒ The best work samples are videos that also incorporate still images and narration. If you are unable to produce a video that includes those things please remember the sample **must focus on the work of the applying artist(s) only and should speak to the proposed project.**

☒ Looking for a venue? Check out our Staten Island Cultural Venue List. Crowdsourced and updated annually, it is a survey list of Staten Island sites interested and willing to host performances, events, exhibits, private events, or workshops. They range in zip code, capacity, rates, and availability. You can access this and other resources here: https://statenislandarts.org/resources/

☒ SI Arts staff is available to review a draft of your application and **provide feedback**. In order to receive a review, you must complete a draft of your application in our online grants portal. Contact the grants administrator for more information regarding making appointments.

QUESTIONS? Gena Mimozo, Deputy Director, 718-218-4338 | gmimozo@statenislandarts.org

Theresa Figueroa, Grants and Programs Coordinator | tfigueroa@statenislandarts.org

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NYC Cultural Affairs

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