

**Lower
Manhattan
Cultural
Council**

EMPOWERING ARTISTS,
INVESTED IN COMMUNITY

MANHATTAN ARTS GRANTS CREATIVE ENGAGEMENT & CREATIVE LEARNING

FREQUENTLY ASKED QUESTIONS

1. Who is *Creative Engagement* for?

If you are a Manhattan-based individual artist, collective, or nonprofit organization seeking funding for an arts project taking place in Manhattan, and **do not** directly access funding from the State via New York State Council on the Arts (NYSCA) and/or the City via New York City Department of Cultural Affairs (DCLA), you should consider applying to *Creative Engagement*.

2. What happened to the *Manhattan Community Arts Fund (MCAF)* and *The Fund for Creative Communities (The Fund)*?

They haven't really gone away. *Creative Engagement* is a grant program that allows applicants to access City funds, previously accessible through *MCAF*, and State funds, previously accessible through *The Fund*, through a single application process. Eligibility requirements remain largely the same. If you were previously eligible to apply to *MCAF* and *The Fund**, you are encouraged to apply to *Creative Engagement*.

*Past applicants to *MCAF* and *The Fund* should note a few important program changes:

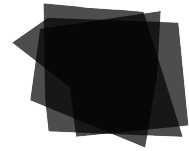
- Eligible applicants can now apply for City and State funds by submitting a single proposal, for one project, and request up to \$8,000.
- All applicants, including individuals and organizations, must show at least 25% of planned project income from sources other than *Creative Engagement*. This may be in cash or in-kind contributions.
- Fiscal Sponsorship requirements for State funding have changed, please review new guidelines under Applicant Eligibility.
- For workshops and participatory programs, applicants may be better suited to the *Creative Learning* program.

3. Who is *Creative Learning* for?

Creative Learning is designed to support and develop the capacity of Manhattan's individual teaching artists and arts organizations to provide meaningful arts education and enrichment projects and programming serving youth, adults and/or seniors. If you **do not** directly access funding from the State via New York State Council on the Arts (NYSCA) and/or the City via New York City Department of Cultural Affairs (DCLA), you should consider applying to *Creative Learning*.

4. What happened to *Creative Curricula*?

In 2017, following a year-long research process, LMCC refocused its arts education funding away from in-school K-12 classroom projects under the previous *Creative Curricula* program, to support activities that take place in community-based settings



such as after-school programs, senior centers, and community centers under *Creative Learning*.

ELIGIBILITY

5. Can I apply to *Creative Engagement* or *Creative Learning* for General Operating Support?

Creative Engagement and *Creative Learning* are project-based grants. Administrative costs related to your project are eligible for funding, however general operating support is not applicable. Applications should not include all programming activities in a given year, however, a *Creative Engagement* project might include a series of events/performances or a *Creative Learning* project would include at least three contact sessions. In other words, your project might include multiple sessions, workshops, or performances under a single programming strand or series and this is an eligible request.

6. I'm not based in Lower Manhattan, can I apply?

Yes. *Creative Engagement* and *Creative Learning* support artists and nonprofit organizations that are based anywhere in Manhattan. Projects may take place anywhere within the borough.

7. I am an individual artist living in Brooklyn, Queens, Staten Island, or the Bronx, but I have a studio and/or work in Manhattan, can I apply? My non-profit is based in Brooklyn, Queens, Staten Island, or the Bronx, but my project activity takes place in Manhattan, can I apply?

No. LMCC's grant programs are borough-specific and require proof of residence or proof of address in Manhattan. If you reside in a borough other than Manhattan, please contact your borough's arts council to see if you are eligible for their programs.

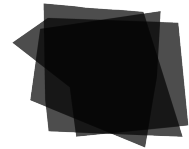
- Bronx: Bronx Council for the Arts (BCA) bronxarts.org
- Brooklyn: Brooklyn Arts Council (BAC) brooklynartscouncil.org
- Queens: Queens Council on the Arts (QCA) queenscouncilarts.org
- Staten Island: Staten Island Arts statenislandarts.org

8. Can unincorporated groups apply?

Yes. Collectives, project-based collaborations, and unincorporated groups may apply, but they must designate a lead artist (director, or equivalent) to apply as an individual on behalf of the group. The lead artist must meet the eligibility and application requirements for individual artist applicants.

The lead artist will act as the primary entity responsible for the application and grant, if awarded. For example, the artistic director of the unincorporated arts group can act as the lead artist for the project. Guest artists or temporary programming staff will not be considered a lead artist.

9. I'm an individual artist, can I apply?



Yes. Both *Creative Engagement* and *Creative Learning* award grants directly to individual artists. However, individual artists who wish to request State funds must apply with an eligible Partner Organization. For full details about City and State requirements for individual artists, please refer to the program guidelines.

Please note if you receive grant funds as an individual, make sure you are informed about how to report on this income and related expenses in your tax returns.

10. As an individual artist or unincorporated group, do I need a fiscal sponsor to apply LMCC's grant programs?

No, you do not need a fiscal sponsor. LMCC's grant programs directly support individual artists and collectives without a fiscal sponsor.

If you wish to apply with a fiscal sponsor, LMCC highly recommends that applicants work with organizations with existing fiscal sponsorship programs (e.g. Fractured Atlas, NYFA, The Field, etc.). Please note that individual artists or collectives applying for State funding with a Partner Organization may only designate their Partner Organization as fiscal sponsor.

11. What is a fiscal sponsor?

A fiscal sponsor is a nonprofit, tax-exempt organization that extends its nonprofit status for fundraising purposes to an artist or group that does not have its own tax-exempt status. Grants are awarded to the fiscal sponsor, who in turn makes the grant funds available to the artist. Typically, the artist or group pays a fee to the fiscal sponsor for its services. To learn more, check out LMCC's [Fiscal Sponsorship Fact Sheet](https://goo.gl/Me8e8u) (<https://goo.gl/Me8e8u>).

12. What is a Partner Organization?

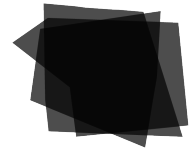
Individual artists and collectives applying for State funds are required to apply with a Partner Organization. A Partner Organization is a nonprofit that takes on responsibilities to help realize the project, often providing cash and other kinds of resources.

For example, a Partner Organization can be a community center where the project activities are taking place or a non-arts organization presenting the project to audiences and providing a fee to the artist.

Please refer to the application guidelines for specific eligibility requirements for Partner Organizations.

13. Can I submit two separate proposals for two different projects if I'm applying for City and State funds?

No. An applicant may only submit one proposal for one project per year. Applicants eligible for both City and State funds can request up to \$8,000 for a single project, and applicants applying for either City or State funds can request up to \$5,000.



To help navigate your eligibility for City and State funds, please review the [Eligibility Flow Chart](https://goo.gl/WUW8Hy): (<https://goo.gl/WUW8Hy>).

14. I've applied to the New York State Council on the Arts (NYSCA) for funding, can I apply to LMCC's grant programs?

No, if you applied to NYSCA, you are not eligible to apply to *Creative Engagement* or *Creative Learning* for State funds within the same fiscal year, even if you are not awarded a grant through NYSCA.

15. I've applied to the New York City Department of Cultural Affairs (DCLA) for funding, can I apply to LMCC's grant programs?

Yes, if you applied to DCLA and were **not** funded, you can apply for City funds from *Creative Engagement* or *Creative Learning*. However, if you applied to DCLA and have been awarded a grant, you are not eligible to apply for City funds from *Creative Engagement* or *Creative Learning* within the same fiscal year.

16. I'm applying to the LMCC SU-CASA senior center artist residency program, can I apply to *Creative Learning* or *Creative Engagement*?

Yes. However, if you are requesting City funds through *Creative Learning* or *Creative Engagement*, the proposal must be for a different project.

17. If I'm applying to *Creative Engagement*, can I also apply to *Creative Learning* this year?

No. Applicants may only submit one proposal to *Creative Engagement* or to *Creative Learning* per year.

18. The *Creative Engagement* guidelines mention a need for a "public component." How is this defined?

A public component is an event or activity that provides an opportunity for audiences to access and engage with the arts. The event must be promoted and available to the general public. Examples include concerts, dance or theater productions, visual art exhibitions, film screenings, etc.

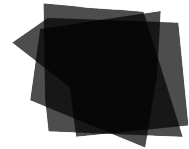
19. I am applying for a project that includes a competition, could I request grant funds to provide cash awards?

No, funding is not available for cash prizes. It should be clear in your Project Budget that LMCC funding will not be used to fund cash awards for competition winners if they are part of your project.

Please note we do not support competition projects for which artists must pay an entry fee to participate.

20. Can LMCC fund an artist commission?

If you are applying for a project in which a central artistic contributor will be



commissioned, a portion of the funds can be used if the timing of the commission falls within the grant period. Stand-alone commissioning projects without a public component will not be considered. We strongly recommend that you provide a work sample by the artist to be commissioned.

21. Does my *Creative Learning* project have to be designed to engage all ages?

No. Projects supported by *Creative Learning* can be dedicated to a discrete group of participants, such as a dance workshop series for seniors or writing series for teenagers. Program registration must be accessible to the target participants and reflected accordingly in promotional plans.

APPLICATION PROCESS

How do I create a Submittable account?

Access the Online Application Form through lmcc.net to create a Submittable.com account. Returning applicants may use their existing Submittable.com accounts. For technical assistance you should contact [Submittable](http://Submittable.com). For program information you should contact LMCC staff.

Additionally, please note the applicant must maintain access to the Submittable.com account throughout the application and notification process. This is how you will receive LMCC correspondence.

22. How long will it take to complete the online application on Submittable.com?

Completion time for the Online Application Form varies. We recommend creating an account and reviewing the application form as soon as possible to understand the scope of required information. This year's application form uses conditional logic so that some required fields will only appear after basic information is entered.

The Form requires uploading electronic documents or files, some of which are templates provided by LMCC. These uploads will require additional preparation time.

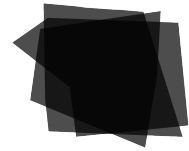
Unfinished applications can be saved online and resumed at a later time through your Submittable.com account. Each time you save, the latest draft will be kept for 21 days. If you're inactive for 21 days, the draft will be lost. Please note: if the form is open in multiple windows, [Submittable](http://Submittable.com) will auto save the version that is last open.

23. I don't have a computer or reliable Internet access and I am having trouble filling out the Online Application Form. What should I do?

Appointments are available with LMCC staff during office hours to use one of LMCC's computers. Appointments are first-come, first-served.

Visit calendly.com/creativeengagement to set up an appointment for your *Creative Engagement* or *Creative Learning* application.

24. Do I have to mail or deliver any materials to LMCC to complete my application?



No. All of the required documents and work samples can be submitted online. If you need assistance converting required documents into digital formats for the Online Application Form, appointments are available with LMCC staff during office hours to scan your documents. Appointments are first-come, first-served.

Visit calendly.com/creativeengagement to set up an appointment for your *Creative Engagement* or *Creative Learning* application.

25. Where do I find information about my electoral districts required in the application?

To locate electoral district numbers, visit: www.nyc.pollsitenlocator.com
For community board numbers, visit: www.nyc.gov/html/cau/html/cb/manhattan.shtml

BUDGET

26. How do I value in-kind contributions in my budget?

In-kind contributions are donations of goods or services, instead of cash. Examples of in-kind contributions: a graphic designer's donated time and service you would otherwise contract, donated materials, a donated venue you would otherwise rent, etc.

Account for in-kind services and goods that have a clear basis for determining their market value. Example: donated professional services may be valued as a hourly wage, rate per day, or standard fee; donated materials can be valued based on current selling prices, etc. Discounts and "good deals" will not be considered in-kind contributions. Neither will access to a public space like a library's community room or your own staff time on the project. LMCC encourages payment of all lead personnel.

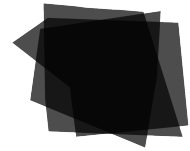
For detailed guidance, see LMCC's [In-Kind Contributions Fact Sheet](https://goo.gl/azUPIq) (<https://goo.gl/azUPIq>).

27. Are in-kind contributions calculated as part of my Total Project Budget?

Yes. Use the designated section provided at the bottom of the budget template to track in-kind contributions separately from cash income & expenses. In order to calculate your Total Project Budget, add the total value of your in-kind contributions to your total cash expenses. This calculation is built into the Project Budget Template.

28. How can I meet the 25% eligibility requirement for planned project income?

Refer to the Project Budget Template for a breakdown of how to accurately calculate this percentage. Please note: the Project Budget Template has been updated to further clarify this requirement. Please make sure you are using the 2018 template. Your project budget must show at least 25% of planned project income from sources other than *Creative Engagement* or *Creative Learning*. If you are pursuing multiple funding sources to meet the remaining costs, you can note that on the Project Budget Template and in the narrative application question.



Financial contributions from other sources, both secured and pending, speak to the overall feasibility and financial planning of your project.

29. Can I use the grant for a work-in-progress showing? Can I use the *Creative Engagement* grant for my film's production costs?

We encourage applicants in all disciplines to apply with finished works instead of works-in-progress. LMCC cannot fund work-in-progress showings solely for the development of new work. Additionally, we want to avoid the potential conflict of an applicant applying for an LMCC grant for a work that has been previously funded by LMCC.

Creative Engagement is open to all artistic disciplines, including film. Keep in mind, these are grants for the presentation of the work, not solely for the creation of the work. All projects must include an opportunity for the public to experience or engage with the project (e.g. film screenings, panel discussions, etc.) in a public setting. The public engagement must occur during the grant period (one year), therefore we strongly recommend that films be in the post-production stage at the time of application. Your project budget should reflect the presentation costs for the public component of your project and can include relevant film production/post-production costs that are related to the public component (including artist fees).

WORK SAMPLES

30. I'm a theater artist and I am worried about Actors Equity Association (AEA) rules on video documentation. What should I do regarding work samples?

Every code and contract with AEA contains specific media rules, so make sure to check your contract first. If your contract or code does not allow filming or taping, contact the AEA Media Department to inquire about acquiring a Media Agreement for grantseeking purposes. For more information, visit the AEA website: <http://www.actorsequity.org/newsmedia/filmtaping.asp>

If you don't have any video samples, contact our staff to seek guidance about submitting a combination of image and/or manuscript samples and support materials that could help round out your proposal.

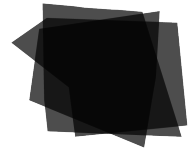
Please refer to your AEA contract or code, or contact them directly with further questions.

We strongly encourage theatre artists to have video documentation of their work.

31. How do I upload my time-based work samples to Vimeo, YouTube, or SoundCloud?

For help with Vimeo, visit the Help Center and read the section on uploading: vimeo.com/help/faq/uploading-to-vimeo

For YouTube, visit the Help page for uploading instructions: support.google.com/youtube/answer/57924?hl=en



For Sound Cloud, visit their Help page:
help.soundcloud.com/

If you don't want your sample to be publicly accessible, you will need to make it "private" for Vimeo and SoundCloud and "unlisted" on YouTube. If you choose to keep your video private, please be sure to provide the passwords on the Online Application Form. Please keep your online samples accessible through March 2018.

When uploading videos, the conversion process may take several hours. The conversion process for Vimeo tends to be longer than YouTube as it allows for higher resolution uploads on the site. We strongly suggest that you upload your videos well in advance of the application deadline to avoid unexpected delays.

Make sure to provide the direct link to the video or audio samples on YouTube, Vimeo, or SoundCloud. Do not submit links to your website containing embedded samples, or other online platforms, such as Dropbox.

DEADLINE

32. Do you offer extensions on the grant deadline?

No, we do not offer grant deadline extensions. Applicants are encouraged to contact our staff with any questions. Our staff is available to support you through technical assistance prior to the deadline.

Further Questions?

By phone: 212-219-9401 x129

By email: Creativeengagement@lmcc.net

To read more about *Creative Engagement* and *Creative Learning* and download printable guidelines go to: <http://lmcc.net/artist-resources/manhattan-arts-grants/>