

**Lower
Manhattan
Cultural
Council**

EMPOWERING ARTISTS,
INVESTED IN COMMUNITY

UMEZ ARTS ENGAGEMENT

FREQUENTLY ASKED QUESTIONS

Who is *UMEZ Arts Engagement* for?

If you are an Upper Manhattan-based individual artist or collective with a fiscal sponsor, or a nonprofit arts organization with a budget under \$750,000 that presents or plans to present arts events and activities in Upper Manhattan that are open to the public, you should consider applying to *UMEZ Arts Engagement*.

For the purposes of this program, Upper Manhattan has a defined catchment area of north of 98th Street on the east side of Fifth Avenue; and north of 110th Street on the west side.

ELIGIBILITY

Can I apply to *UMEZ Arts Engagement* for general operating support?

UMEZ Arts Engagement provides project-based grants. Administrative costs related to your project are eligible for funding, however requests for general operating support will not be considered.

Can I apply to support my full year of arts programming?

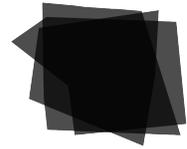
Applicants who offer programming year-round or many different arts series and events should not request support for the entirety of their programming activities in a given year, however, a *UMEZ Arts Engagement* project might include a single exhibition or event, or a series of events/performances that share an artistic thread and project goals. In other words, your project might include multiple events/performance under a single programming strand or series and this could be considered a project.

I'm not based in Upper Manhattan, but my project is taking place in Upper Manhattan, can I apply?

No. *UMEZ Arts Engagement* is Upper Manhattan-specific and requires proof of address in Upper Manhattan. For individual artists this is a residence, for organizations this is the address of your headquarters or main office address. For a list of funding opportunities available to individual artists, visit our [Online Resources](#) and click on Fundraising. Please see LMCC's *Creative Engagement* and *Creative Learning* grant programs for Manhattanwide support.

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 and a fiscal sponsor's headquarters cannot be used to meet geographic eligibility requirements of the program.

All individuals and collectives must apply with a fiscal sponsor. More detail on fiscal sponsorship can be found below and in the program guidelines.

I'm an individual artist, can I apply?

Yes. *UMEZ Arts Engagement* will award grants to individual artists. However, individual artists —and individual artists applying on behalf of collectives— must have a fiscal sponsor. For full details about requirements for individual artists, please refer to the program guidelines.

As an individual artist or unincorporated group, do I need a fiscal sponsor to apply to *UMEZ Arts Engagement*?

Yes, you must apply with a fiscal sponsor. The fiscal sponsor must be an organization that offers a formal fiscal sponsorship program for artists that has published submission requirements and clear contract terms with its sponsored projects. Fiscal sponsors must be based in New York City and preferably have an arts and culture focus. For a list of organizations in New York City that offer fiscal sponsorship programs for artists and arts projects, visit our [Fiscal Sponsorship Fact Sheet](#).

What is a fiscal sponsor?

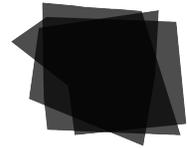
A fiscal sponsor is a nonprofit, tax-exempt organization that extends its nonprofit status for fundraising purposes to an artist or group that does not have its own tax-exempt status. Grants are awarded to the fiscal sponsor, who in turn makes the grant funds available to the artist. Typically, the artist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

Can I submit two separate proposals for two different projects?

No. An applicant may only submit one proposal for one project per application cycle.

My organization applied to the Upper Manhattan Empowerment Zone (UMEZ) for funding. Can I apply to *UMEZ Arts Engagement*?

If your arts organizations applied to UMEZ and was **not** funded, you can apply for funds from *UMEZ Arts Engagement*. However, if you applied to UMEZ and have been awarded a grant or have an application pending with UMEZ, you are not eligible to apply for funds from *UMEZ Arts Engagement* within the same fiscal year.



If I applied to, or have been funded by *Creative Engagement* or *Creative Learning*, can I apply to *UMEZ Arts Engagement*?

Yes. Applicants may submit a proposal to *UMEZ Arts Engagement* for the same or for a different project in the same fiscal year, regardless of funding status with *Creative Engagement* or *Creative Learning*.

The *UMEZ Arts 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. For individual artists this may also include participating in publicized open studio events – for example, the *Uptown Arts Stroll* open studios.

I plan to present my event(s) at Upper Manhattan venue(s). Do the venues need to be confirmed for me to apply?

No, but you are required to tell us where you plan to hold your events. You may indicate in the application if this is not yet confirmed. Please note that should you be awarded funds, they must be used for public events in Upper Manhattan or risk cancellation of the grant.

My project events take place in many neighborhoods, including Upper Manhattan. Can I apply for support for the entire project?

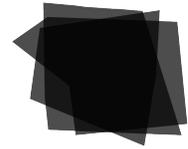
No. We welcome introductory information on the full scope of your project so that we understand its vision, but please focus the substance of your application narrative and your budget on those activities taking place in Upper Manhattan only. Contact our staff for further guidance.

Can I use the grant for a work-in-progress showing?

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

Can I use the grant for my film’s production costs?

UMEZ Arts 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, 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 occur during the grant period and are related to the public component (including artist fees).

I am applying for a project that includes a competition, can 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 UMEZ Arts Engagement 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.

Can I apply for a project that includes 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 to support the commission if the timing of the commission and the public component fall 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 as part of your application.

Does UMEZ Arts Engagement support arts education activities?

No. UMEZ Arts Engagement funding is targeted to support the production and presentation of arts projects and programming, such as exhibitions, public art, screening, concerts, performances, festivals, and readings. Projects that center on sequential arts education, arts instruction or training (for youth or adults) are not eligible for support through *UMEZ Arts Engagement*. In addition, projects of public or private schools, colleges or universities, or humanities projects in which art is not the primary focus are not eligible to apply.

Please see LMCC's Creative Learning grant program for support of arts education, creative aging or adult arts enrichment/training projects in a community-based setting.

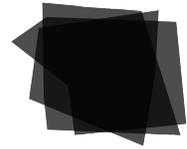
APPLICATION PROCESS

How do I create a Submittable account?

Access the Online Application Form through lmcc.submittable.com to create a Submittable.com account. Returning applicants may use their existing Submittable accounts. For technical assistance you should contact Submittable. 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.

Applicants working with a grantwriter please note: we recommend using your own Submittable account (rather than having the application connected to the



grantwriter's account) so that you may maintain access to the application and to any LMCC correspondence about the application.

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 some required fields will only appear after related information is entered.

The Form requires the upload of electronic documents or files, some of which should be submitted using templates (in Microsoft Excel) provided by LMCC. These uploads will require additional preparation time.

If uploading audio or video recordings for your work sample submission, the conversion process may take several hours. Please be sure to factor this time into application preparation. We recommend doing this well before the deadline to avoid unexpected technical delays.

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. Please note: if the form is open in multiple windows on your desktop, Submittable will auto-save the version that is last open.

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.

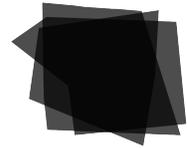
Email UMAE@lmcc.net to set up an appointment for your *UMEZ Arts Engagement* application.

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

No. The application form and all required documents and work samples should 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.

Email UMAE@lmcc.net to set up an appointment for your *UMEZ Arts Engagement* application.

If you are unable to submit work samples online, LMCC will accept CD or DVD submissions provided they are received at our offices by the deadline.



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

To locate electoral district numbers, visit: www.nyc.pollsiteregulator.com

For community board numbers, visit: www.nyc.gov/html/cau/html/cb/manhattan.shtml

BUDGET

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 published rates or another 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, "good deals," borrowed equipment or use of already-owned equipment will not be considered as in-kind contributions. Neither will access to a public space like a library's community room or your own staff time on the project. You are welcome to mention these in your narrative, but do not include them in your budget. LMCC encourages payment of all lead personnel and requires that participating artists be paid a fee.

For detailed guidance, see LMCC's [In-Kind Contributions Fact Sheet](#).

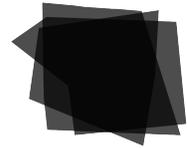
Are in-kind contributions calculated as part of my Total Project Budget?

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.

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. Your project budget must show at least 25% of planned project income from sources other than *UMEZ Arts Engagement*. In other words, you must demonstrate that you are working to raise 25% of your total project budget through earned (artist fees) or contributed revenue (grants, donations, sponsorships) from other sources. 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. Individual artists please note: self-funding is not considered income for the purposes of this program.

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



WORK SAMPLES

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 provide video documentation of their work.

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

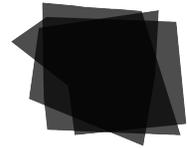
For YouTube, visit the Help page for uploading instructions: support.google.com/youtube/answer/57924?hl=en

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 in the Online Application Form. Please keep your online samples accessible through July 2018 and do not change your password.

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 only. Do not submit links to a website containing embedded samples, or other file share platforms, such as Dropbox.



SUPPORT MATERIALS

The *UMEZ Arts Engagement* guidelines mention a need to demonstrate a history of public-facing arts programming. How is this defined and how do I provide proof?

UMEZ Arts Engagement requires a history of past participation or presentation of in publicly accessible arts events in two of the last four years. Activities may include self-produced exhibitions or performances, open studio events, displaying work at an art fair, having your work presented by a venue or festival, etc.

You will be required to upload documentation of this participation in the application form. Accepted materials include promotional materials, brochures, event listings, social media announcements, press clippings, programs, etc.

DEADLINE

Do you offer extensions on the grant deadline?

No, we do not offer grant deadline extensions. The only way to be sure your application can be considered is to submit by the deadline. 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 x113

By email: UMAE@lmcc.net

To read more about *UMEZ Arts Engagement* and download printable guidelines go to: <http://lmcc.net/program/umez-arts-engagement/>

Program funding is provided by the Upper Manhattan Empowerment Zone Development Corporation (UMEZ). The UMEZ Arts Engagement program is administered by Lower Manhattan Cultural Council (LMCC).

