

Lower
Manhattan
Cultural
Council

EMPOWERING ARTISTS,
INVESTED IN COMMUNITY

MANHATTAN ARTS GRANTS CREATIVE ENGAGEMENT & CREATIVE LEARNING

FREQUENTLY ASKED QUESTIONS

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GENERAL

Who is *Creative Engagement* for?

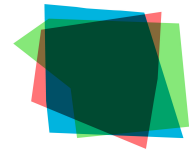
If you are a Manhattan-based individual artist, collective, or nonprofit organization seeking funding for an arts project taking place in Manhattan, and **do not** directly access funding from the State via New York State Council on the Arts (NYSCA) and/or the City via New York City Department of Cultural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

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*.

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*.



APPLICANT ELIGIBILITY

To help navigate your eligibility for City and State funds, please review the [Eligibility Flow Chart](#).

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.

I am not based in Manhattan, but my project activity takes place in Manhattan, can I apply?

No. LMCC's grant programs are borough-specific and require proof of address in Manhattan. For individual artists this is a residence or permanent workspace, for organizations this is the address of your headquarters or main office address. Please refer to the **Required Documents** section of the program guidelines for acceptable proof of address documents.

If you are based 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 statenilandarts.org

Please note applicants may not apply for DCLA (GNYADF) or NYSCA (Decentralization) funds in multiple counties/boroughs for the same fiscal year.

For a list of funding opportunities available to individual artists, visit our [Online Resources](#) and click on Fundraising.

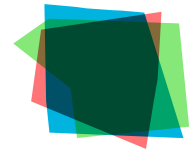
Can unincorporated groups apply?

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.

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.

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 formal fiscal sponsorship programs (e.g. Fractured Atlas, NYFA, The Field, etc.). A fiscal sponsor's headquarters cannot be used to meet geographic eligibility requirements of the program.

Please note that individual artists or collectives applying for State funding with a Partner Organization may only designate their Partner Organization as fiscal sponsor.

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](#).

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.

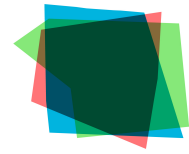
For example, a Partner Organization can be a community center where the project activities are taking place or a non-arts organization presenting the project to audiences and providing a fee to the artist.

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

Individual teaching artists applying to *Creative Learning* are encouraged to collaborate with community-based partners whether or not they are applying for State funds as it often increases capacity and strengthens the project's feasibility.

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.



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.

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.

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.

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.

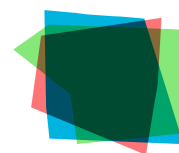
If I'm applying to *Creative Engagement*, can I also apply to *UMEZ Arts Engagement* this year?

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

PROJECT ELIGIBILITY

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.



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.

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.

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 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.

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

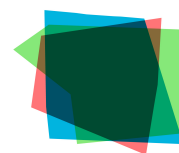
We encourage applicants in all disciplines to apply with finished works instead of works-in-progress. LMCC cannot fund work-in-progress showings solely for the development of new work. Additionally, we want to avoid the potential conflict of an applicant applying for an LMCC grant for a work that has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

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

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).

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.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. The 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 should be submitted using templates (in Microsoft Excel) provided by LMCC. These uploads will require additional preparation time.

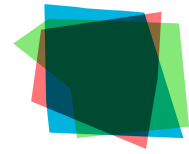
If uploading audio or video recordings for your work sample submission, the conversion process may take several hours. Please be sure to factor this time into application preparation. We recommend doing this well before the deadline to avoid unexpected technical delays.

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 CreativeEngagement@lmcc.net or CreativeLearning@lmcc.net to set up an appointment for your 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 CreativeEngagement@lmcc.net or CreativeLearning@lmcc.net to set up an appointment for your 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.pollsitemlocator.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.

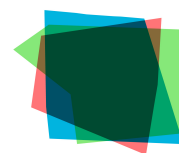
Account for in-kind services and goods that have published rates or another clear basis for determining their market value. Example: donated professional services may be valued as a hourly wage, rate per day, or standard fee; donated materials can be valued based on current selling prices, etc.

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. Please note: the Project Budget Template has been updated to further clarify this requirement. Please make sure you are using the 2019 template.

Your project budget must show at least 25% of planned project income from sources other than *Creative Engagement* or *Creative Learning*. 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.

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

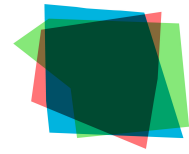
How do I upload my time-based work samples to Vimeo, YouTube, or SoundCloud?

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 on the Online



Application Form. Please keep your online samples accessible through March 2019 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. Do not submit links to your website containing embedded samples, or other online platforms, such as Dropbox.

DEADLINE

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?

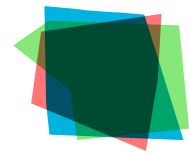
By phone: 212-219-9401 ext. 113

By email: CreativeEngagement@lmcc.net or CreativeLearning@LMCC.net

Para asistencia en español, por favor contacte a Lina Alfonso, Program Associate, Grants 212-219-9401 ext. 129

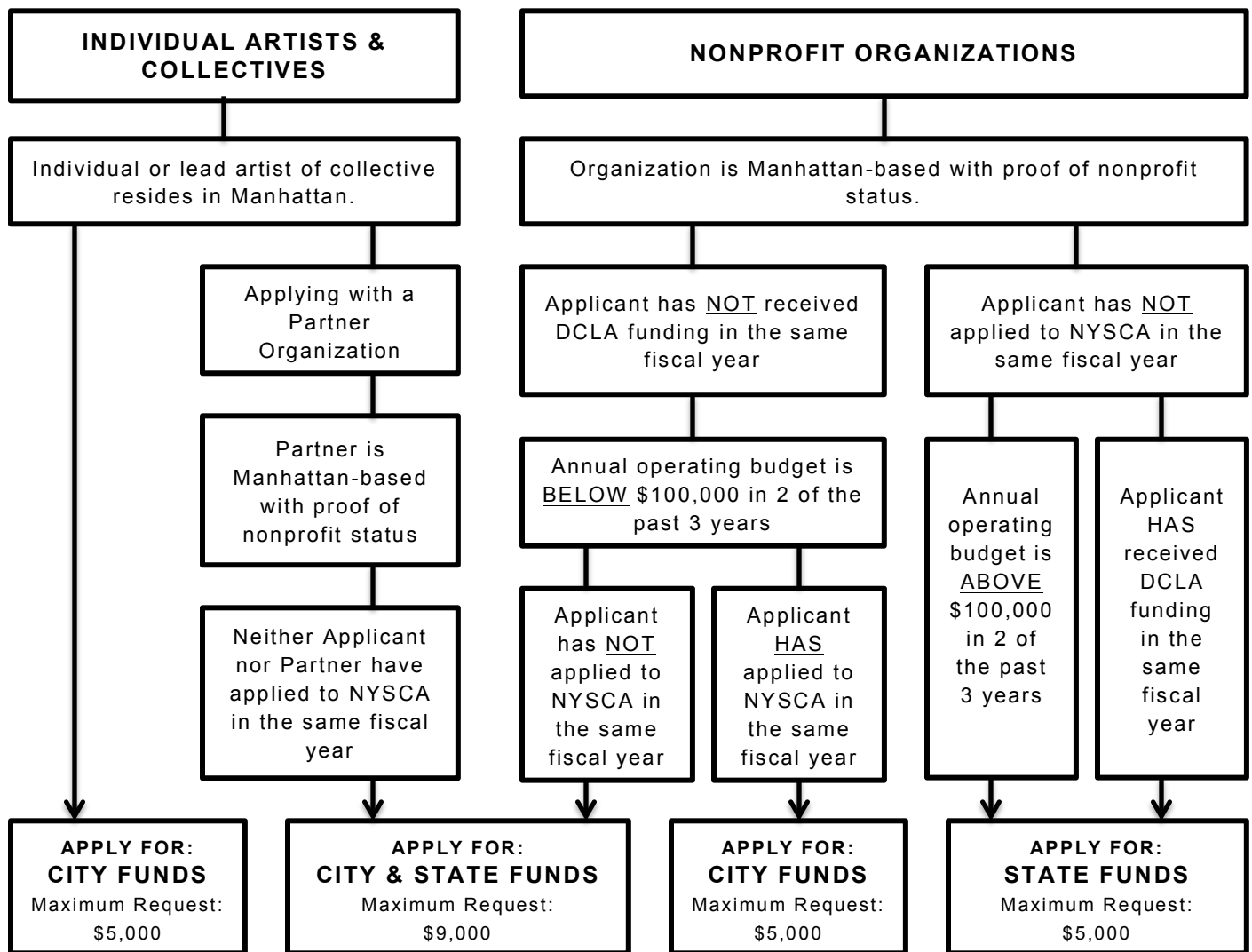
若要用普通话留言, 请致电 212-219-9401 分机 132

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



CITY AND STATE FUNDS: WHICH SHOULD I APPLY FOR?

LMCC's *Creative Engagement* and *Creative Learning* grant programs award City funds provided by the New York City Department of Cultural Affairs' Greater New York Arts Development Fund, and State funds provided by the New York State Council on the Arts' (NYSCA) Decentralization program. These programs are intended to support artists and organizations that are not able to apply directly to the City and/or State for arts funding.



This chart is designed to help applicants navigate the eligibility requirements for City and State funds. There are additional project eligibility considerations for both *Creative Engagement* and *Creative Learning*. Please consult the full program guidelines for complete details.