NYFA
New York Foundation for the Arts

Keep NYS Creating Project Grant

→ **Application Questions and Requirements**

This document is designed to assist potential applicants in preparing materials to apply for the *Keep NYS Creating Project Grant.*

This is NOT the application form.

Applications are **only accepted** via the Submittable platform.

The application form will be available here: **apply.nyfa.org/submit**

APPLICATION TIMELINE

Applications Open: **June 9, 2020 at 10am EDT**

Applications Close: **June 17, 2020 at 5pm EDT**

Applicants Notified: **Week of July 1, 2020**

Please keep an eye on the NYFA website as all dates are subject to change.

Qualifying applicants will be selected for funding through a drawing.

Document Index:

APPLICATION:

To answer the questions in this application you will need to either upload a document, provide a short answer, or select an option from a list or check box. Below is a key that will help you identify the requirements of each question in the application. Under each question is the prompt that is given to assist applicants in answering the question.

- *Short Answer* is indicated with a "**S**"
- *Upload a Documen*t is indicated with a **"UP"**
- *Radio List* answers are indicated with a "**R**"
- *Dropdown* answers are indicated with a "**D**"
- *Checkbox* answers are indicated with a "**C**"
- All required questions are indicated with a *****

SECTION 1: APPLICANT GENERAL INFORMATION

1) **Project Leader's Full Legal Name [*, S]**
   Please enter your full legal name as it appears on government issued identification. In applying for this grant, you confirm that you are the project leader for this project. Your full name should match the name that you used to apply to the NYSCA/NYFA Artist Fellowship with in 2018, 2019, and/or 2020.

2) **Is Your Project a Collaboration? [C]**
   ❏ *Please check "YES" if your artistic project is a collaboration.*
      If "YES" Enter the full legal name(s) of all collaborators. Please separate names with a comma. Collaborations are limited to three individuals. [, S]*
      If NO, skip and move on to the next question.

3) **Current New York State Region of Residence [*,R]**
   Please select the New York State Region you are currently living in:
      ❏ *Western New York*
      ❏ *Finger Lakes*
      ❏ *Southern Tier*
      ❏ *Central New York*
      ❏ *North Country*
      ❏ *Mohawk Valley*
      ❏ *Capital District*
      ❏ *Hudson Valley (Mid-Hudson)*
      ❏ *Long Island*

ELIGIBILITY REQUIREMENT: Applicants must be current residents of eligible New York State regions, and have maintained residency in said region, and or/residency in one of the Indian Nations located therein, for the past 12 months. New York City residents are not eligible to apply.

For assistance in identifying the region you live in, you can see this map of New York State Regions.

4) **Address [*, S]**

5) **City [*, S]**

6) **State [*,D]**

7) **Zip Code [*,S]**

8) **Phone Number [*, S]**
   Enter numbers only. DO NOT include spaces, hyphens, commas, etc.

9) **Email [*,S]**
   Please enter the email address you use most frequently.

10) **Artist Website [S]**
    Applicants have the option of including a link to their artist website.

11) **Copy of a Government issued ID [*,UP]**
    Upload a digital copy of your passport or state-issued ID.
    <u>TYPES OF FILES ACCEPTED:</u> PDF, DOC, DOCX, JPG and PNG
    <u>NUMBER OF DOCUMENTS ACCEPTED:</u> 1

ELIGIBILITY REQUIREMENT: Applicants must be 25 years or older on or before June 9, 2020.

SECTION 2: APPLICANT SUPPORT STATEMENTS & MATERIALS

This section is broken into 2 parts:
PART 2.1: Demonstration of Artistic Activity
PART 2.2: Evidence of living and working in one of the eligible New York State Regions

---

PART 2.1: Demonstration of Artistic Activity

Applicants must demonstrate current artistic activity by providing an up-to-date artist CV/Resume, and they must share at least one of the following materials to support their activities:

- copies of press/exhibition materials
- recent grant award letters/email notification
- recent acceptance letters/email for a residency
- website link to artist webpage, gallery postings, or other online press

In addition, applicants will be asked to provide three short narratives, describing their project, how it was impacted by the COVID-19 crisis, and how the grant funds will be used to support their project. Applicants will also be required to identify the project expenses this grant would be used for if awarded.

1) **Select Your Discipline Category [*, D]**
   Please select the discipline category that best describes your primary practice.
   - ❏ Architecture/Environmental Structures/Design
   - ❏ Choreography
   - ❏ Craft/Sculpture
   - ❏ Digital/Electronic Arts
   - ❏ Fictions
   - ❏ Folk/Traditional Arts
   - ❏ Interdisciplinary Work
   - ❏ Music/Sound
   - ❏ Nonfiction Literature
   - ❏ Painting
   - ❏ Photography
   - ❏ Playwriting/Screenwriting
   - ❏ Poetry
   - ❏ Printmaking/Drawing/Book Arts
   - ❏ Video/Film

2) **In What Year Did You Most Recently Apply to the NYSCA/NYFA Artist Fellowship? [*,R]**
   Please select the cycle in which you most recently applied to the NYSCA/NYFA Artist Fellowship.
   - ❏ *2017/2018 cycle*
   - ❏ *2018/2019 cycle*
   - ❏ *2019/2020 cycle*

ELIGIBILITY REQUIREMENT: Only individuals that applied to the NYSCA/NYFA Artist Fellowship in the 2017/2018, 2018/2019, and/or 2019/2020 cycles will be considered for the Keep NYS Creating Project Grant.

3) **Up-to-date Artist CV/Resume [*,*UP*]**
   <u>TYPES OF FILES ACCEPTED:</u> PDF, DOC, DOCX, JPG and PNG
   <u>NUMBER OF DOCUMENTS ACCEPTED:</u> 1
   Please upload an up-to-date CV/Resume, no more than 2 pages in length, that demonstrates your recent artistic activities. Your CV/resume should outline exhibitions, public projects, artist talks, residencies, and/or related work experience for at least the <u>past three years (2018 -2020)</u>.

4) **Which Support Materials Are You Providing? [*, C]**
   Please check the box(es) for the types of support materials you would like to provide. You must supply <u>at least one</u> supporting material:
   - ❑ *Digital Copies of Press/Awards/Letters*
     <u>TYPES OF FILES ACCEPTED:</u> PDF, DOC, DOCX, JPG and PNG
     <u>NUMBER OF DOCUMENTS ACCEPTED:</u> 2
     - i) *Please upload at least one digital copy of supporting material that demonstrates recent artistic activity, including, but not limited to: Copies of press/exhibition materials; recent grant award letters; residency acceptance letters.* **[UP]**
     - ii) *Briefly describe the document you uploaded in the metadata.*
   - ❑ *Or; Website Link*
     - iii) *Please provide a website link to either your gallery's webpage, your artist webpage, recent press articles, or any link that will help demonstrate your current and ongoing artistic activity.* **[S]**

5) **Description of Current Artistic Project [*, S]**
   Short narrative, up to 200 words, describing your current artistic project.

6) **How Has Your Project Been Impacted By The COVID-19 Crisis? [*, S]**
   Short narrative, up to 100 words, describing how your individual project or community project was interrupted by the COVID-19 crisis.

7) **Project Expenses [*, C]**
   Please select all of the applicable expenses this grant would support if awarded. If awarded, you will be required to submit a budget report within the year, demonstrating how the grant was used for one or more of these expenses.

- ❏ Artist Fees
- ❏ Space Rental/Fees
- ❏ Supplies/Materials
- ❏ Technology/Equipment Rental
- ❏ Other (*If "Other," please list in the text box*) **[*, S]**
  Ineligible expenses include large electronic/technology purchases, travel or accommodation expenses, reimbursement for past expenses, all non-project related expenses, activities occurring outside of New York State, etc.

8) **How Will This Grant Support Your Project[*, S]**
   Short narrative, up to 100 words, describing how the $1,000 grant will support the project, elaborating on what expenses it will go towards.

PART 2.2: Evidence of living and working in one of the eligible New York State Regions
Applicants need to provide evidence of living and working in a location within one of the following eligible New York State Regions for the past 12 months: Western New York, Finger Lakes, Southern Tier, Central New York, North Country, Mohawk Valley, Capital District, Hudson Valley, and Long Island.

Evidence submitted must be on an official company document/letterhead, stating your name, date and address (the address does not need to be the same for each document).

This evidence can be a utility bill, bank statement or bill, valid government ID (issued in 2019 or before) and or residential or studio lease. Applicants will need to provide one document from 2020, and one document from 2019.

---

9) **2020 Document: [*, UP]**
   TYPES OF FILES ACCEPTED: PDF, DOC, DOCX, JPG and PNG
   NUMBER OF DOCUMENTS ACCEPTED: 1
   Must be on an official company document/letterhead, stating your name, date, and address (the address does NOT need to be the same for each document).

10) **2019 Document: [*, UP]**
    TYPES OF FILES ACCEPTED: PDF, DOC, DOCX, JPG and PNG
    NUMBER OF DOCUMENTS ACCEPTED: 1
    Must be on an official company document/letterhead, stating your name, date, and address (the address does NOT need to be the same for each document).

11) Not Currently Enrolled in a Degree-seeking Program [*, C]
ELIGIBILITY REQUIREMENT: By checking this box, you confirm that you are not currently enrolled in a degree-seeking program of any kind as of June 9, 2020.

SECTION 3: APPLICANT DEMOGRAPHICS

NYFA is committed to supporting artists of all backgrounds and will continue to work towards inclusivity and accessibility for all applicants. The following information is requested so that the New York Foundation for the Arts may properly assess their effectiveness in serving its artistic community. This information is for internal purposes only, and will not be associated with the review of your application.

---

1) **How would you describe yourself (Please select one)? [*, R]**
   ❏ Asian/East Asian/South Asian/ Southeast Asian
   ❏ Black/African/Caribbean/African-American
   ❏ Hispanic/Latinx/Chicanx
   ❏ Southwest Asian (Middle Eastern)/North African (SWANA/MENA)
   ❏ Multi-racial
   ❏ Native Hawaiian or other Pacific Islander
   ❏ Native American/Alaska Native/Indigenous/First Nations
   ❏ White/Caucasian
   ❏ Prefer not to say
   ❏ Not Listed (Please Specify)
      ❏ [Write-in option]*[S]*

2) **Do you consider yourself to be: (Please select one) [*, R]**
   ❏ Asexual
   ❏ Bisexual
   ❏ Gay
   ❏ Straight (heterosexual)
   ❏ Lesbian
   ❏ Panasexual
   ❏ Queer
   ❏ Prefer not to disclose
   ❏ Prefer to self-describe
      ❏ [Write-in option] *[S]*

3) **To which gender do you most identify (please select one)? [*, R]**
   ❏ Female

- ❏ Gender Variant/Non-conforming/Genderqueer
- ❏ Male
- ❏ Transgender Female
- ❏ Transgender Male
- ❏ Prefer not to say
- ❏ Not listed (Please Specify)
    - ❏ [Write-in option] [S]

4) **Do you identify as someone with a disability?** [*,R]
- ❏ Yes
- ❏ No
- ❏ Prefer not to say

5) **Date of Birth** [*, S]

6) **How did you hear about this opportunity?** [*,R]
- ❏ NYFA website
- ❏ NYFA Current blog
- ❏ NYFA News
- ❏ Social Media
- ❏ Friends / Family
- ❏ Advertising
- ❏ Local Arts Council
- ❏ Other
    - ❏ [Write-in option] [S]

7) **Check this box to receive NYFA's bi-weekly NYFA News email** [C]

SUBMIT

Once successfully submitted you will receive an email confirmation from Submittable.

Don't forget to **SAVE** your application frequently.

DOCUMENT UPLOAD CHECKLIST

The following is a list of the types of information you will be required to upload to your application form.

Document Type	Document Requirements	No. Docs.
Government Issued ID	- Legible copy of passport or state ID, showing your name and date of birth - File types: PDF, JPG, PNG, DOC, DOCX	**1;** required
Up-to-date Artist CV/Resume	- Demonstrates artistic activities for at least the past three years (2018 - 2020) - No more than 2 pages in length - File types: PDF, JPG, PNG, DOC, DOCX	**1;** required
Copies of Press/Awards/Letters or Website links	- Supporting material that demonstrates recent artistic activity, including, but not limited to: *Copies of press/exhibition materials; Recent grant award letters; Residency acceptance letters* - File types: PDF, JPG, PNG, DOC, DOCX, Web Link	**1;** required Up-to 3 materials accepted
Evidence of living in one of the eligible New York State regions. One document from each of the following years: ● 2020 ● 2019	Evidence submitted must be: - On an official company document/letterhead - Clearly state applicant's name - Clearly state the date - Clearly state an address in one of the eligible NYS Regions. (the address does not need to be the same for each document). This evidence can be but is not limited to: - Utility bill - Bank statement or bill - Valid government ID issued *in 2018 or before*, or - Residential or studio lease. - File types: PDF, JPG, PNG, DOC, DOCX	**2;** required