

The Tri-State Relief Fund to Support Non-Salaried Workers in the Visual Arts

→ Application questions and requirements: **CYCLE 4**

This document is designed to assist potential applicants in preparing materials to apply for *The Tri-State Relief Fund to Support Non-Salaried Workers in the Visual Arts*

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

Questions: freelance@nyfa.org

APPLICATION TIMELINE

Application opens: Wednesday, November 18, 2020 at 10:00AM EDT

Application closes: Monday, December 14, 2020 at 11:59PM EDT

Applicants notified: Friday, January 15, 2021

Qualifying applicants will be selected for funding each cycle via a lottery process

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DOCUMENT UPLOAD CHECKLIST

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

Question	Type of Information	No. Docs.
Evidence of a sustained commitment to behind-the-scenes visual arts from 2017 to 2020	<ul style="list-style-type: none"> ● An up-to-date work specific CV/resume ● Any one (1) of the following forms of evidence from different years: <ul style="list-style-type: none"> ○ Letters of agreement from past employers, ○ copies of 1099 listing relevant employer(s) ○ Copy of IRS Schedule-C or ○ letters of recommendation/confirmation of past freelance/contract employment. 	<p>2 required</p> <p>File types: PDF, JPG, PNG, DOC, DOCX</p>
Evidence of scheduled and cancelled work activity from March 1 to December 14 2020 due to COVID-19 <ul style="list-style-type: none"> ● Work activities must be related to your nominated visual-arts field 	<p>- Confirmation and cancellation of scheduled work activities between March 1 to December 14, 2020. Documentation of scheduled work that was cancelled as a direct result of COVID-19 Pandemic from (March 1 – December 14, 2020)</p> <p>Each item needs to clearly outline the projects/scope of work, outline of date/s of activity and fee to be paid. This can be in the form of</p> <ul style="list-style-type: none"> ● signed contracts ● email confirmations ● letters of agreement ● Text-message exchange with date and time stamp <p>*up-to 6 individual documents can be uploaded</p>	<p>Up-to 6</p> <p>File types: PDF, JPG, PNG, DOC, DOCX</p>
Evidence of currently living and working in the Tri-State area: New York, New Jersey and Connecticut <ul style="list-style-type: none"> ● Provide 1 documents from any time between March 2020 to November 2020 	<p>Documentation submitted must be:</p> <ul style="list-style-type: none"> ● On an official company document/letterhead ● Clearly state applicant's name ● Clearly state the date ● Clearly state a Tri-state address. <p>This evidence can be but is not limited to:</p> <ul style="list-style-type: none"> ● Utility bill ● Bank statement or bill ● Valid government ID issued <i>in 2020</i> ● Residential or studio lease. 	<p>1 required</p> <p>File types: PDF, JPG, PNG, DOC, DOCX</p>
Government Issued ID	Any form of government issued ID that clearly shows your full legal name and date of birth.	1 required

		File types: PDF, JPG, PNG, DOC, DOCX
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APPLICANT GENERAL INFORMATION

To answer the following questions you will need to provide either short answer or select from a radio list

- Short Answer are indicated with a “S”
- Radio List answer are indicated with a “R”
- Document upload are indicated with a “UP”
- All required questions are indicated with a *
- Under each question is the prompt that is given to assist applicants in answering the question

1) Name [*, S]

a) *Please enter your full legal name as it appears on government issued identification*

2) Artist Name [S]

a) *An artist name or stage name is the name you are recognized by or published under, different from the name you use on government issued forms of identification.*

3) Address [*, S]

a) *ELIGIBILITY REQUIREMENT: Applicants must be a residents Tri-State area: New York, New Jersey and Connecticut*

4) State [*, S]

5) City [*,S]

6) Zip Code [*,S]

7) Phone Number [*, S]

a) *Enter numbers only. DO NOT include spaces or hyphens, commas etc.*

8) Email [*,S]

9) Website [S]

a) *Please enter a direct link (http://.....)*

10) Sign-up for NYFA News email [R]

- a) Yes
- b) No

APPLICANT SUPPORT STATEMENTS AND DOCUMENTATION

The following questions are short answer or require applicants to upload a document or provide a link

- Short Answer are indicated with a “S”
- Document upload are indicated with a “UP”
- Radio List answer are indicated with a “R”
- Checkbox answers are indicated with a “CH”
- All required questions are indicated with a *

SECTION INFORMATION:

This section is broken up into 3 sections

SECTION 2.1: Evidence of a sustained commitment to behind-the-scenes visual arts.

SECTION 2.2: Evidence of scheduled work activity from March 1 to December 14, 2020

SECTION 2.3: Evidence of currently living and work in the Tri-State area: New York, New Jersey and Connecticut

To be eligible for this fund, applicants must be able to supply:

- Evidence of a minimum of 3 years (2017 to 2020) working as a freelance, contract or non-salaried cultural worker in one of the 11 eligible areas.
- Proof of scheduled and cancelled work activity due to COVID-19.
- Short narrative, up to 100 words, outlining your current financial emergency from loss of income due to the COVID-19 pandemic.
- Evidence of currently living and working in the Tri-State area: New York, New Jersey and Connecticut

SECTION 2.1: Evidence of a sustained commitment to behind-the-scenes visual arts.

1) Please indicate which area of the visual arts you primarily work in [* , R]

- Archivists
- Art handlers
- Artist/photographer’s assistants
- Cataloguers
- Database specialists
- Digital assets specialists
- Image scanners/digitizers
- Registrars
- Arts Educator
- Arts Publication Editor
- Arts Curator

2) Up-to-date work specific CV/Resume [* ,UP]

TYPES OF FILES ACCEPTED: PDF, DOC, DOCX, JPG and PNG

NUMBER OF DOCUMENTS ACCEPTED: 1

Please include an artist CV no more than 2 pages in length.
Your CV/resume should outline freelance, contract or non-salaried cultural worker for a minimum of 3 years (2017 -2020)

3) 1 additional support documents [* , UP]

TYPES OF FILES ACCEPTED: PDF, DOC, DOCX, JPG and PNG

NUMBER OF DOCUMENTS ACCEPTED: 1

- a) Please provide one (1) of the following forms of evidence supporting your commitment to the field:
- Letters of agreement from past employers
 - Copies of 1099
 - IRS Schedule-C
 - Letters of recommendation/confirmation of past freelance or contract employment.

SECTION 2.2: Evidence of scheduled and cancelled work activity from March 1 to December 14, 2020

4) Please upload documents to support your confirmed and cancelled activities: [* , UP]

TYPES OF FILES ACCEPTED: PDF, DOC, DOCX, JPG and PNG

NUMBER OF DOCUMENTS ACCEPTED: up-to 6

- a) Applicants must show scheduled work activities from March 01 to December 14, 2020. Please upload documentation in the form of signed contracts, email confirmations, letters of agreement, text message exchange with date stamp or other forms of official documentation.
Each item needs to clearly outline the projects/scope of work, outline of date/s of activity and fee to be paid.

5) Please give a short description of the confirmed/cancelled activity(ies): [* , S]

- a) Short narrative, up to 100 words, outlining what activities have now been cancelled or postponed in your documentation. Bullet points preferred.

6) Please outline your current financial emergency: [* , S]

- a) Short narrative, up to 100 words, outlining your current financial emergency from loss of income due to the COVID-19 pandemic.

7) Access to Resources: [CH]

Please select all that apply to your situation

- I do not have medical insurance
- I am a single parent
- I do not have a financial safety net to support emergency medical expenses
- I am financially responsible for dependent/s
- I have a disability
- I am unable to apply for unemployment
- My residency status restricts me from accessing benefits
- I am an arts worker/artist of color

SECTION 2.3: Evidence of living and working in the Tri-State area: New York, New Jersey and Connecticut

Applicants must be current residents of the Tri-State area.

Please provide 1 document as evidence of residency from any period between March 2020 to November 2020.

Eligible documents must clearly show the applicant's name, Tri-state address, date and be on an official letterhead.

Documents can be, but are not limited to: utility bill, bank statement or bill, valid government ID issued in 2020, and or residential or studio lease.

8) Document 1 : [* , UP]

TYPES OF FILES ACCEPTED: PDF, DOC, DOCX, JPG and PNG

NUMBER OF DOCUMENTS ACCEPTED: 1

- a) Must be on an official company document/letterhead, stating your name, date and Tri-state address

9) Government Issued ID [* , UP]

TYPES OF FILES ACCEPTED: PDF, DOC, DOCX, JPG and PNG

NUMBER OF DOCUMENTS ACCEPTED: 1

- a) Any form of government issued ID that clearly shows your full legal name.

APPLICANT DEMOGRAPHICS

Applicant Demographics

NYFA is committed to supporting artists and arts works from every background, and at all stages in their creative careers. We strongly encourage artists and arts workers of color, LGBTQ+ artists, artists with disabilities, and artists living outside of the metropolitan area to apply.

The following information is requested so that the New York Foundation for the Arts may properly assess its effectiveness in serving the artistic community. This information will not be made available to the panel.

10) 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]

11) Do you consider yourself to be: (Please select one) [* , R]

- Asexual

- Bisexual
- Gay
- Straight (heterosexual)
- Lesbian
- Pansexual
- Queer
- Prefer not to disclose
- Prefer to self-describe
- [Write-in option]

12) 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]

13) Do you identify as someone with a disability? [* , R]

- Yes
- No
- Prefer not to say

14) Please select your age range [* , R]

a) *ELIGIBILITY REQUIREMENT: Applicants must be 21 years or older on or before November 18, 2020.*

- 21 to 24
- 25 to 29
- 30 to 34
- 35 to 39
- 40 to 49
- 50 to 54
- 55 to 59
- 60 to 64
- 65 to 69
- 70+
- Prefer not to say

15) 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]

SUBMIT

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