

Queens Arts Fund FAQs

ELIGIBILITY

Q: What types of artistic disciplines are eligible?

A: The Queens Arts Fund is open to artists in all disciplines. Within the application, you will be asked to select one of the following disciplines that best reflects your creative practice today:

- Craft/Textiles (including: ceramics, glass, wood, metal, fiber, and mixed media)
- Choreography / Dance (all forms of dance and choreography)
- Community arts
- Design/Architecture (environmental and functional design)
- Digital/Electronic Arts (works where technology is an essential element of the work's creation)
- Folk/Traditional Arts (works of traditional folk art and creative and cultural expressions)
- Interdisciplinary Work (integrate knowledge and methods from different disciplines within a single piece or body of work)
- Literary arts (including fiction, non-fiction, poetry, playwriting and screenwriting)
- Music/Sound (composers working in any and all styles of music)
- Theater and performance (including directing, live action, and puppetry)
- Video/Film (all forms)
- Visual Arts (Painting, Photography, Printmaking, Drawing, and Sculpture)

Q: I meet all the eligibility criteria but I have received a Grant from NYFA in the past. Am I still eligible?

A: Yes. All past recipients of any NYFA grants are eligible to apply. However, the previously funded project must be completed and all NYFA reports must have been successfully completed.

Q: Can I apply if I am a student?

A: No. Regardless of your field of study, lead applicants cannot be full or part-time students, either currently enrolled at the time of application or who will be enrolled in 2023. This includes degree programs and certificate programs.

Q: For individual artists and unincorporated artist collectives, do I have to be a U.S. Citizen to apply?

A: No. You do not need to be U.S. Citizens to apply. You must be able to provide a W-9 with a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) or EIN (after selection).

Q: For individual artists and unincorporated artist collectives, do I need a Fiscal Sponsor to apply?

A: No. You do not need to have a Fiscal Sponsor for their project. If your project already has a Fiscal Sponsor and you wish to include this organization in the funding process, you can.

Q: I am working on multiple projects, can I apply more than once?

A: No. You can only apply one time with one project. Collectives must choose between applying for the New Work Grant or the Arts Access Grant. Any duplicate applications will be removed from review.

Q: What does “new work” mean?

A: The New Work Grant supports emerging individual artists and artist collectives in their creation of new work. “New Work” is defined as work that has not been produced or presented to an audience before.

Q: What is the public component requirement?

A: Proposed projects must include a public component that takes place in Queens within the 2023 calendar year (January - December 2023) and provides Queens community members with the opportunity to experience dynamic, easily accessible arts and cultural events. Public Components can include, but are not limited to: exhibitions, performances, festivals, screenings, readings, and workshops. Projects may be in any artistic discipline.

Q: Where can my project's public component take place? Can it be held online?

A: The public component of your project can take place in-person, virtually, or both. All public components taking place virtually must include some type of live component (i.e. an artist talk, Q&A, listening, or viewing event), and mainly target Queens-based audiences. If planned in-person, public components must take place in Queens.

Q: Can I charge an entry fee to my project's public component?

A: Yes, but priority is given to public components that are free or have a sliding scale fee to participate.

APPLICATION INFORMATION

Q: How can I apply / where can I find the application form?

A: If eligible, please apply via the Submittable platform. A link to the application will appear on this page on November 8 and will also be available here:

<https://apply.nyfa.org/submit>

If you haven't already, you will need to create a free Submittable account to be able to access the application. [Visit www.submittable.com to start a free account.](https://www.submittable.com)

Q: How do I use Submittable to submit my application?

A: Step by step guidance for using the Submittable platform and setting up a free account [is available here](#).

Q: I am running into technical issues either accessing Submittable or attempting to complete my application on Submittable. What should I do?

A: We highly suggest using a laptop desktop computer to complete your application on the platform. For a smoother performance, we recommend using either [Firefox](#) or [Chrome](#) as your browser. If you're already using Chrome, please [clear the browser cache and cookies](#). Additionally, please make sure you are using the most up to date version of your browser.

If you are still running into technical issues, you can reach out to Submittable's Support team directly via the contact form, [Submitter Support](#), or via the support email address submittersupport@submittable.com so that they can troubleshoot directly.

NYFA staff do not have access to your Submittable account.

Q: What if I encounter technical difficulties and can't submit my application on time?

A: We strongly encourage that you apply at least 2 days before the deadline in case technical difficulties come up to allow us time to assist your application. In the event you encounter technical difficulties on the last day and as a result cannot get your application in on time, NYFA cannot extend the deadline regardless of the cause of the problem you may have encountered.

Please email apply@nyfa.org to request an accommodation or assistance in applying by Tuesday, December 20.

Q: Can I submit a hardcopy application or submit an application via email?

A: No. All applications must be submitted online via the Submittable platform. To request an accommodation or assistance in applying, please email apply@nyfa.org.

We ask that requests for accommodation be made as soon as possible, and no later than Tuesday, December 20, to allow adequate time for staff to support you before the deadline.

Q: How can I convert paper documents to digital files if I don't have a scanner?

A: Instructions for scanning documents on an iPhone, iPad, or iPod Touch are [available here](#). Instructions for scanning documents on an Android device using Google Drive [are available here](#).

Q: What types of work samples are acceptable?

A: Work samples should be representative of your grant project. You can submit up to 5 work samples.

Work samples can be: images, a manuscript (5 pages max), audio recording (5 min max), or short video clips (5 min max). If you are unable to edit your audio/video files down to 5 minutes, you will need to provide timestamps for the 5 minute segment that the panel will review. Once you have selected and uploaded your file, an additional metadata field will appear in the application form. Please include any timestamps here.

Including recent work samples produced in the past three years is highly recommended. If you are providing older work samples, consider providing an explanation as to why you chose to provide an older work sample.

If providing video work samples, you have the option to submit up to two links to Youtube or Vimeo in addition to uploading files. Be sure to include passwords in work sample descriptions if applicable. Promotional videos, reels, or links to interactive websites are not eligible work samples.

Q: What file types can I upload to my application form?

A: The application form accepts the following file types: .doc, .docx, .pdf, .jpg, .png, .mp3, .mp4

Q: How do I convert my file to the required file type?

A: [This free online tool](#) can help you convert to a wide variety of file types.

Q: How do I supply further information to the panel about my work samples?

A: You have the option of including notes and comments about your work samples in the metadata field. Once you have selected and uploaded your file, an additional metadata field will appear in the application form. Please include additional information about the work samples here.

Q: What budget information is needed for the application?

A: Applicants are asked to submit a detailed project budget using NYFA's template. This allows for ease of review for jurors and NYFA staff.

NYFA cannot be the sole funder for proposed projects. Please make sure to show that you can cover at least 10% of your project's expenses with funds or support from other sources (for example: cash, in-kind, or other funding resource).

Applicants will also be asked to list individual budget items that they plan to use with the QAF, if awarded. Be sure to read the [New Work Guidelines](#) and [Arts Access Guidelines](#) to see what expenses can and cannot be covered by Queens Arts Fund Grants. If ineligible expenses are included in the list of individual budget items that you plan to use with the QAF, your application will be deemed ineligible and will not move forward to the panel review process.

Q: Why are you collecting demographic data from applicants and who has access?

A: By completing this information, you are helping NYFA secure future funding, collect general information about our audience, and properly assess our effectiveness in serving the creative community. Your responses will remain confidential and will only be reviewed by NYFA staff members. Any personally identifying data will be removed prior to sharing the demographic data with third parties.

NYFA is committed to supporting individuals from all backgrounds and disciplines and will continue to work towards values of equity, diversity, inclusion, and accessibility across all programs. [Read NYFA's DEIA statement on our website.](#)

REVIEW, RECEIVING FUNDS, AND REPORTING

Q: How will applications be selected for funding?

A: Applications are first reviewed for eligibility, and then all eligible applications are reviewed by panelists based on artistic discipline. Each panelist will then participate in a virtual panel review with 2-4 other panelists to select recipients and recommend funding. A single panelist cannot ensure an applicant's success or failure.

Q: How are panels assembled?

A: NYFA is accepting nominations for the Queens Arts Fund panel. Panelists are an integral part of the Queens Arts Fund grant-making process. Panelists are artists, cultural workers, educators, and community leaders who are familiar with Queens and care about the people who live there.

NYFA makes every effort to assemble diverse panels, considering gender, ethnicity, cultural background, and geographic location. Panelists' names are kept confidential until the awards are announced.

Q: Can I nominate myself or someone else to be a panelist?

A: Yes! [Please submit your panel nomination\(s\) here](#) by December 13, 11:59 PM EST. Early submissions are encouraged. If all spots are not filled by the deadline, nominations will remain open. NYFA staff will reach out to submitted nominees on a rolling basis, no later than January 2023 if they are selected for a panel.

Q: When will I be notified about the outcome of my application?

A: All applicants will receive notification on the outcome of their application by the end of April 2023. Please do not email us regarding the status of your application.

Q: How much funding is awarded to each project?

A: New Work Grants award \$3,000 per project, and Arts Access Grants award \$1,000 to \$5,000 per project.

Q: If awarded, what can the funds be used for?

A: Please review the [New Work Guidelines](#) and [Arts Access Guidelines](#) for a full list of eligible and ineligible grant expenses.

Please note: If ineligible expenses are included in the list of individual budget items that you plan to use with the Queens Arts Fund, your application will be deemed ineligible and will not move forward to the panel review process.

Q: Will I need to submit a report once my project is completed?

A: Yes. The Final Report Form is due within 30 days after completion of the project or by December 31, 2023, whichever comes first. If a project extension is approved in writing by NYFA, the Final Report Form must be completed within 30 days after completion of the project or by June 30, 2024, whichever comes first.