

Queens Arts Fund FAQs

ELIGIBILITY

Q: What types of artistic disciplines are eligible?

A: The Queens Arts Fund is open to artists creating work 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)
- 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/Performance (including Directing, Live Action, and Puppetry)
- Video/Film (all forms)
- Visual Arts (including: Painting, Photography, Printmaking, Drawing, and Sculpture)

PLEASE NOTE: The artistic discipline you select will help determine which panel reviews your proposal.

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 other NYFA grants are eligible to apply. However, the previously funded project must be completed and all NYFA reports must have been successfully completed.

Applicants who received funding in 2023 for QAF New Work Grant are not eligible for the 2024 New Work Grant.

Applicants that received an Arts Access Grant consecutively for the past three years (2021, 2022, 2023) are not eligible for the 2024 Arts Access Grant.

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 2024. 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 per year. 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 2024 calendar year (January - December 2024) 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 projects with 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 September 19 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, November 7.

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, November 7, 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: 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.

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: Are there any tips for how to select the best work samples to submit?

A: Work samples should be representative of your proposed grant project. This can include a combination of in-progress work samples that show the status of your proposed project, as well as completed work samples that demonstrate previous work.

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, and how they relate to your proposed grant project.

Q: Is there anything I should avoid when selecting work samples?

A: Do not submit edited promotional or interview materials. **Do not** include recordings with voice over narration or multiple artistic works compiled into a single recording or image. Each upload or video link should represent one single work sample, whether it is completed or in-progress.

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: 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.](#)

Q: I submitted an application, but I can't find it on Submittable. Where did it go?

A: To see your submission, please sign in to your Submittable account using the following link: <https://manager.submittable.com/login> (please **do not** use <https://apply.nyfa.org/login> to access an application you have already submitted). If you continue having issues viewing your submission, please reach out to submittersupport@submittable.com for further assistance.

PROJECT BUDGET INFORMATION

Q: Where can I find the Project Budget Template?

A: The 2024 Project Budget Template can be found within the 2024 application under the "Project Budget" section. You will have the option to download a version for Excel or Google Sheets, and then re-upload a filled-out budget back into your application. If you are having trouble with the template, please email apply@nyfa.org for assistance.

Q: What do the different sections of the Project Budget Template mean?

A: The Project Budget Template has three main sections:

1. Project Income: Funds that you have received or plan to receive for your project. This could include earned income such as sales of work, tickets, recordings, or

other goods or services related to your project, or contributed income such as donations, grants, or other fundraising sources.

2. Project Expenses: Funds that are needed to make your project happen, such as payment to artists or employees, production materials, space rentals, promotion and marketing, transportation, permits, etc. Contingency costs should be estimated and included in your expense budget, which can cover unexpected costs or repairs.
3. In-Kind Contributions: The value of donated goods or services, as opposed to cash.

Q: What if I don't have any additional income besides the Queens Arts Fund for my proposed project?

A: NYFA cannot be the sole funder for proposed projects, so your Project Income section cannot be blank. 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 donations).

Q: What expenses are eligible for the QAF?

A: 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: Can I pay myself as an eligible expense?

A: Yes! QAF encourages all of its applicants to include artist fees for themselves and their collaborators within their submitted project budget. Every artist should be paid for their work on a project, however big or small the contribution. There is no limit to how much of the QAF project budget can be allocated to artist fees.

Q: If I have my own budget template, can I upload that?

A: No, applicants are required to submit a detailed project budget using NYFA's template. This allows for ease of review for jurors and NYFA staff. Download the 2024 Project Budget Template under the “Project Budget” section of the application.

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 based in and/or 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 November 14, 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 December 2024 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 February 2024. 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, 2024, 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, 2025, whichever comes first.