



BRONX COUNCIL  
ON THE ARTS

# 2025 Guidelines

## Community Engagement Grants Program:

Arts Fund, Community Arts, & New Work Grants

*Deadline: Friday, November 8, 2024 at 11:59 PM*

For Bronx-based

Individual Artists, Artist Collectives, & Nonprofit Arts and Community Organizations



**Council on  
the Arts**

Arts Fund is supported in part by public funds from the New York City Department of Cultural Affairs in partnership with the City Council.

Community Arts and New Work are made possible with funds from the New York State Council on the Arts Statewide Community Re-grants Program, with support of the office of the Governor and the New York State Legislature.

# Contents

- 1. Grant Program Overview ..... 1
- 2. What we do as BCA ..... 1
- 3. Who Can Apply for our Grants ..... 2
- 4. How We Fund Projects ..... 2
- 5. How You Can Learn More About our Grants Program ..... 2
- 6. Applicant Requirements (All Funds) ..... 3
- 7. Project Requirements (All Funds) ..... 3
- 8. Additional Requirements (by Fund)..... 4
  - New Work (NW) grants of up to \$3,000 are open to: ..... 4
  - Arts Fund (AF) grants of up to \$5,000 are open to:..... 4
  - Community Arts (CA) grants of up to \$5,000 are open to:..... 4
  - Funding Caps ..... 4
- 9. Items to Prepare for the Application Portal (Submittable) ..... 5
  - 1) Applicant Information..... 5
  - 2) Project Information & Narrative Questions ..... 5
  - 3) Project Budget ..... 6
  - 4) Artist and Audience Data ..... 6
  - 5) Work Samples..... 6
- 10. Grant Process ..... 7
  - Application Submission ..... 7
  - Peer Review Process ..... 7
  - Administrative Appeal ..... 7
  - Your Role as a Grantee..... 7

# Bronx Council on the Arts (BCA)

## Community Engagement Grants Program

ARTS FUND, COMMUNITY ARTS FUND, & NEW WORK FUND

### 1. Grant Program Overview

- **Eligibility:** Bronx-based artists—individuals, collectives or ensembles, and nonprofit organizations who propose community-based projects.
- **Deadline:** November 8, 2024, by 11:59 p.m.
- **How to Apply:** Online through the Submittable portal.
- **Awards:** \$3,000 to \$10,000 depending on applicant and fund type. You can now request support for the same project across multiple Funds using a single application form. See Section 8 for details.
- **Project Period:** From January 1, 2025 to December 31, 2025.
- **Grant Timeline:**

Application Opening	Information Sessions and Questions	Application Deadline	Award Notifications	Fund Disbursement
August 2024	September to October 2024	November 2024	March 2025	April 2025

### 2. What we do as BCA

Since 1982, the Bronx Council on the Arts (BCA) has offered Community Engagement Grants (CEG) to enrich the cultural life of the borough by supporting **high-quality community-based arts projects** in all disciplines, genres, and styles.

For this grants program, “community” is defined as:

- A geographic area;
- A cultural, social, racial, or socio-economic demographic;
- An artistic community.



The CEG Program encourages projects that reflect the lived experiences of all individuals, groups, and communities from The Bronx.

### 3. Who Can Apply for our Grants?

The program is for Bronx-based artists who are not applying directly to the supporting agencies, and who are also:

- Individual artists,
- Unincorporated artist collectives or ensembles, OR
- Nonprofit organizations with an art mission or program.

### 4. How We Fund Projects

We fund projects via three Funds. Our new process allows you to apply for all three Funds at once:

1. **Arts Fund**, supported by the New York City Department of Cultural Affairs (DCLA).
2. **Community Arts**, supported by the New York State Council on the Arts (NYSCA) Statewide Community Re-grants (SCR) program.
3. **New Work**, also supported by the NYSCA SCR program.

Arts Fund (AF) and Community Arts (CA) support diverse art projects. New Work only supports the creation of new work.

### 5. How Can You Learn More About our Grants Program?

**All applicants are strongly encouraged to attend an online info session.** Info sessions offer details about eligibility, the application process, and allow you to ask questions. Sessions are free and open to the public. Check this [link](#) for dates to RSVP. For applicants who are unable to attend, BCA will make a recording available on our website. Office hours for questions are Tuesday - Thursday from 10:30 AM- 5:30 PM or you can email us at [ceg@bronxarts.org](mailto:ceg@bronxarts.org).

## 6. Applicant Requirements (All Funds)

All applicants must:

- Be based in the Bronx and have a primary mailing address in the Bronx.

An individual artist must:

- Be 18 years of age or older, AND
- Not be a full-time student.

An unincorporated artist collective or ensemble must:

- Have at least one individual artist who is a resident of the Bronx, AND
- Designate a lead artist or administrator as BCA's primary contact.

A nonprofit organization must:

- Show proof of 501(c)(3) status for at least one year prior to the application,
- Have a compliant board of directors<sup>1</sup>, AND
- Have a core artistic mission and/or a history of arts programming.

**Note:** BCA staff and board members are not eligible for the CEG Program. Click this [link](#) to see other disqualifying situations. If you have received a grant from BCA in the past, you must have filed your final reports before applying.

## 7. Project Requirements (All Funds)

CEG Funds support local projects that enable Bronx communities to experience and engage with the performing, literary, media, or visual arts. Community engagement is an essential element.

- Projects must **take place between January 1 and December 31, 2025**.
- Projects must **engage at least one segment of the Bronx community**, which artists will identify in their application. Examples of engagement include: a public performance, exhibition, talkback, or public involvement in the creative process.
- Grant requests must be for **project-specific expenses**, such as:
  - Artist fees,
  - Materials and Supplies for \$1,000 or less (for the CA and NW funds),
  - Marketing, publicity costs, and administrative project fees, OR
  - Permanent equipment purchases for \$1,000 or less (for the CA and NW funds).

Funding cannot be provided for non-project specific expenses such as contingency funds, entertainment costs, or general operating expenses.

---

<sup>1</sup> A compliant board has governance guidelines, meets at least 4 times per year, and has at least a President, a Secretary, and a Treasurer.

## 8. Additional Requirements (by Fund)

**New Work (NW)** grants of **up to \$3,000** are open to:

- Individual artists who generate new work.

**Arts Fund (AF)** grants of **up to \$5,000** are open to:

- Individual artists,
- Unincorporated artist collectives or ensembles, AND
- Nonprofit organizations with an annual budget under \$100,000.

**Community Arts (CA)** grants of **up to \$5,000** are open to:

- Individual artists with a fiscal sponsor,
- Unincorporated artist collectives or ensembles with a fiscal sponsor, AND
- Nonprofit organizations.

A **Fiscal Sponsor** is a nonprofit organization that meets all eligibility requirements and acts as a fiscal conduit between BCA and the applicant. The sponsoring organization receives the grant funds and disburses them to the applicant. Fiscal Sponsors may take an administrative fee of up to 15% of awarded grant funds.

### Funding Caps

- You can request support for the same project across funds as follows:
  - Individuals and collectives or ensembles without fiscal sponsors can request **up to \$8,000 for a single project, combining AF and NW.**
  - Individuals with a fiscal sponsor can request **up to \$10,000 for a single project, combining all three funds.**
  - Nonprofit organizations and collectives or ensembles with a fiscal sponsor can request **up to \$10,000 for a single project, combining AF and CA funds.**
- For Fiscal Sponsors: Sponsored applications do not count towards your organization's **\$10,000 CEG maximum.**
- For applicants to Bronx Recognizes its Own ([BRIO](#)): You cannot accept both an AF grant and a BRIO award in the same year. **If you are awarded both, you can accept only one.** This is because they are both funded through the New York City Department of Cultural Affairs.

## 9. Items to Prepare for the Application Portal (Submittable)

In the online portal, you will complete the following 5 sections:

### 1) Applicant Information

- **Name**
- **Contact information**
- For individual artists and project leads:
  - **Proof of Bronx residency<sup>2</sup>**
- For individuals or collectives requesting Community Arts support:
  - **Fiscal Sponsorship agreement.**
- For organizations:
  - **Proof of nonprofit status,<sup>3</sup>**
  - **Board of Directors** member list; AND
  - Most recent **financial statement** (e.g., 990, Audit, Treasurer's Report).

### 2) Project Information & Narrative Questions

- **Project Title (up to 300 characters)**
- **Brief Project Summary (100 words)**  
If funded, this is what will appear in grant-related publicity media.
- **Detailed Project Description (up to 750 words, which is approximately 1 ¼ pages)**  
The who, what, where, when, and why of your project.
- **Project Location & Timeline Info**  
Enter your project's location(s) or venue(s), and its start and end dates.
- **Reaching your Primary Audience (up to 100 words, which is 1-2 paragraphs)**  
Describe who you plan to engage, and how you will let them know about your project.
- **Potential Project Impact (up to 100 words)**  
How will the community benefit? What kind of impact do you want to see?

---

<sup>2</sup> Proof of residency may be:

- ID: NYS Driver's License; NYS or NYC ID card; Voter Registration Card;
- Expense Receipt: Current mortgage, rent or lease agreement, telephone or utility bill;
- Financial Document: Credit card or bank statement (first page only, sensitive information blacked out), or NYS or Federal tax return.

<sup>3</sup> Proof of nonprofit status may be:

- IRS Letter of Determination indicating tax exempt status under §501(c)(3);
- Current NYS Charities Bureau filing receipt;
- Charter by the NYS Board of Regents under §216 of the NYS Education Law;
- Certificate of Incorporation under §402 of the NYS Not-For-Profit Corporation Law;
- Official authorization from local government (i.e., letter with official signature), or
- Authorization as a federally recognized Tribal Nation

## 9. Items to Prepare for the Application Portal (continued)

### 3) Project Budget

- **Income Section**

The form will ask about 11 types of income your project might be receiving, including a line for your grant request. This section will automatically total for you.

- **Expenses Section**

The form will then ask about 13 types of expenses your project might have, including a line for "Other". This section will automatically total for you.

- **In-Kind Donations**

The form will then ask about 8 types of donated goods or services your project might receive. This section will automatically total for you.

**Note:** You do not need to fill in every line on the budget form, only those that apply to you.

### 4) Artist and Audience Data

- Click the relevant demographic information; this is for reporting purposes only. As a publicly funded program, we are required to ask for this information. Responses will have no bearing on award determinations.

### 5) Work Samples (up to 10 files)

- You will be required to upload at least 2 work samples and as many as 10. Samples should be based on the activity discipline and represent work from the last three years.
- Samples can include digital images, videos, manuscripts, etc. You may also submit a pdf with links to your work samples. File types accepted for upload are: .csv, .doc, .docx, .pdf, .txt, .gif, .jpg, .png, .tif, .m4a, .mp3, .avi, .mov, .mp4, .mpg, .zip, psd.

**Note:** Panelists will spend a maximum of 10 minutes reviewing your work samples.



## 10. Grant Process

### Application Submission

You will submit your application via BCA's online grants portal on Submittable.com at <https://bronxcouncilonthearts.submittable.com/submit>.

You will need to collect all required information, documents, and work samples before you begin. Once you have everything ready, uploading items to the portal should take you about 20 minutes.

Make sure to use an **active email account**. All grant-related communications will be sent to the email you use to register on our application portal.

### Peer Review Process

BCA is committed to funding a diversity of arts projects throughout The Bronx. BCA selects an impartial panel of Bronx artists, arts professionals, and community leaders who represent a range of ethnicities, genders, ages, neighborhoods, and artistic mediums and styles. Panels select grantees based on the following review criteria:

- **Creativity**
  - Originality, innovation, and relevance of project concept and design
  - Quality of past artistic work
  - Demonstrates artistic development
- **Public Service**
  - Clearly defined core audience and community beneficiaries
  - Consideration of that community's needs and interests (non-duplication of existing programs or services)
  - Clearly defined outreach plans to reach core audience
- **Feasibility**
  - Overall clarity of project proposal with defined objectives
  - Reasonable and realistic budget and timeline for implementation and reporting
  - Previously demonstrated ability to implement similar projects

### Administrative Appeal

Applicants who are denied funding can start an appeal if they believe that a serious administrative error prevented a fair assessment of their proposal.

To start an appeal, the denied applicant must contact BCA Grants staff within 10 days of the denial notification. To learn more about the appeal process, visit this [link](#).

### Your Role as a Grantee

As a recipient of Community Engagement Grants (CEG), you will receive public funding. This means you must follow grant agreement terms, provide BCA with two complimentary tickets to grant-funded activities (if applicable), and file a Final Report by January 15, 2026.