APPLICATION QUESTIONS: CREATIVE COALITIONS COMMISSION

For reference when completing the Creative Coalitions Commission online application form. Answers that exceed the word count limit will be cut off. Do not use formatting like bold, italics, or bulleted lists; it could be converted to indecipherable characters, or lost entirely, when you copy text into the online form. To keep editing your application, hit the “Safe Draft” button and return to the page at a later date. Your form will be saved in Submittable for 21 days. To submit your proposal, hit the “Apply Now” button. Once your application is submitted, changes cannot be made, so please make sure to review your work prior to submission.

APPLICANT INFORMATION

1. IS THIS YOUR FIRST TIME APPLYING FOR A BROOKLYN ARTS COUNCIL GRANT? Y/N
2. HAVE YOU PREVIOUSLY RECEIVED FUNDING FROM A BROOKLYN ARTS COUNCIL GRANT? Y/N
3. APPLICANT NAME
   The individual applicant’s name, as they would like to be referred throughout the application and grant process. If funded, BAC will award funding to Grantee’s legal name.
4. APPLICANT’S PHONE EMAIL/NUMBER/WEBSITE
   The applicant’s contact info. The email and phone number provided must be currently in service and checked regularly. We will use this information to contact you if there are any concerns about your application. Website is an optional field; if supplied, panelists may view your website prior to the panel meeting.
5. WHICH APPLICATION SEMINAR DID YOU ATTEND?
   From the drop-down, select the informational seminar you attended, either online or in-person.
6. APPLICANT’S PRIMARY LANGUAGE
   Provide the primary language spoken by the applicant.
7. APPLICANT’S ETHNICITY
   Select the appropriate choice from the drop-down menu.
8. APPLICANT’S LEGISLATIVE INFORMATION (COMMUNITY BOARD, NYC COUNCIL DISTRICT, NY SENATE DISTRICT, NY ASSEMBLY DISTRICT, US HOUSE DISTRICT):
   Select the appropriate legislative district number in each category based on the applicant. Please note: for this program, legislative information must fall within one of the Creative Coalitions districts. For help finding your district numbers visit the Application Resources page on the BAC website.

PROJECT OVERVIEW

9. PROJECT TITLE
   The working title of your proposed project. You will be able to change this later if your project is funded.
10. TYPE OF PROJECT
    Select the best option from the drop-down menu.
11. SHORT PROJECT DESCRIPTION (Max 25 words)
    A very brief summary statement of your project (i.e. ‘collaborative dance project with professional dancers and local teens’ or ‘poetry writing project based on interviews with elders of local community’).
12. NEIGHBORHOOD(S) SERVED
Select one of the Creative Coalitions neighborhoods provided. Select the neighborhood in which your project will be physically taking place.

13. AGE GROUPS SERVED
Enter as whole number, not percentage. Estimate the total number of people in each of the following age groups that will be involved in and served by your project. Include artists and administrators working on the project, technical staff, audience, community members, etc. If you did not serve an age group, enter 0. Your total number served will be calculated by the online form. Children (0-18): _____ Adults (18-64): _____ Seniors (65+): _____

14. TOTAL NUMBER SERVED
This should be the sum of your answers to the above.

15. ETHNIC GROUPS SERVED
Enter as percentage (Total must=100%) Of the total number of people your project will serve, estimate the percentages that fall into the following ethnic groups: Asian; Black/African-American; Hispanic/Latino; White, non-Hispanic; Other; Mixed/No Single Group. Percentages should add up to 100%.

PROJECT BUDGET A downloadable excel budget and full instructions can be found at brooklynartscouncil.org.

1. BUDGET UPLOAD
Upload your completed project budget here. If you need to replace your budget for any reason, you can do so – a new upload will override the original.

PROJECT NARRATIVE

16. ARTIST STATEMENT (Max 100 words)
A brief, general written description of your work as an artist. It should cover what your work is, what materials and processes you use, and what broader themes your work explores.

17. PROJECT DESCRIPTION (Max 500 words)
Describe the project for which support is being requested. This section should be a succinct overview of your project. Include the basics of the proposal: who you intend to engage in the project; what the project is, the goals and intended outcomes are, how the project addresses current local issues, what you will need to execute the project; and where & when the project is projected to occur. In this and in all application questions, the tone should address the impact the project will have in the communities you intend to engage, and the need for it to receive BAC support.

18. DESCRIBE THE COMMUNITY YOU PLAN TO ENGAGE, AND HOW YOUR PROJECT INTENDS TO BE OF IMPACT. (Max 400 words)
Describe the community with which you will engage in this project. Include any demographic information you can. Explain your relation to the community and how your project will engage them in your creative process. Your project plan should include how you engage the community as more than an audience, whether in making highly interactive work, basing your work on interactions with this community, or working within the models of social practice, socially engaged art, or urban interventions.

19. PROJECT LOCATION(S) (Max 200 words)
Be as specific as possible about where your project will take place, and what part the location plays in the proposed project. Name a specific venue or location that you have already reached out to or confirmed. If no venue has been confirmed, discuss your ideal location and backup ideas. If you plan on using non-traditional space (parks, streets, etc), address your ability to do so. If you have received letters of support, include them with your supplemental materials. Address whether or not your proposed venue(s) are ADA compliant, and any plans for making your project accessible to individuals with disabilities, if applicable.

Project narrative tips:
- The panel won't fund what they don't understand! Use clear, concise language and try to leave them with as few questions as possible. Make no assumptions of prior knowledge.
- The narrative and the budget are different tools to tell the same story. Include all the monetary details in your narrative that are in your budget and vice versa.
- Be positive – you're excited about your work. Make sure to show that to the readers.
- It's a proposal, not a contract – be as realistic as possible based on your previous experience and what you would do with this support.
- When in doubt, go back to the grant guidelines to reference our program goals and proposal expectations.
20. PROJECT TIMELINE (Max 200 words)
When will your project take place? Note: the project you are requesting funding for must fall within the 2016 calendar year. Briefly describe your proposed timeline for this project, being as specific as possible. When do you plan to start work on it? Is it recurring, or a one-time event? Is there another phase of the project or long-term idea for how the project will continue after 2016? Keep in mind that should you be awarded funding, awards are not released until late March, 2016.

21. HOW DO YOU INTEND TO UTILIZE BAC’S RESOURCES THROUGHOUT THIS PROJECT? (Max 300 words)
Be as specific as possible as to how you plan on maximizing BAC’s resources in the available areas of in production, marketing and/or materials procurement. Do you need help creating a production plan? Developing and executing a marketing plan? Utilizing our Materials for the Arts account?

WORK SAMPLE Full work sample submission instructions can be found at brooklynartscouncil.org.

2. WORK SAMPLE NARRATIVE (Max 100 words)
A description of your work sample and how it pertains to the project. Complete this section regardless of whether your work sample submission is online or hard copy. The following information should be included: Title of work(s); when it dates from; artists involved; whether it is from a completed project or work in progress. For time-based submissions, include where it was recorded, and provide a cue point for any work sample that is longer than 3.5 minutes total. Literary Arts applicants should include title of manuscript, synopsis/what is included, when it was written, and publishing history if applicable.

3. WORK SAMPLE UPLOAD (if applicable)
Upload up to four (4) applicable work samples here. Acceptable file types: pdf, doc, docx, jpg, gif, png, mp3, mp4, m4a, zip, png, wav, mov, ppt, pptx, avi, wmv, wma.

4. LINKS TO ONLINE WORK SAMPLES (if applicable)
Submit up to two (2) links to online work samples in the fields provided. Send direct links; do not submit general personal website URLs. Links must not be password protected and must be available through February 2016.