



ARTSWESTCHESTER GRANTS PROGRAM
CATEGORY: ARTS FOR PEOPLE WITH SPECIAL NEEDS
2023-24 GRANT GUIDELINES / Organizations
Application Deadline for Organizations: Thursday, June 1, 2023 at 11:59 PM

ArtsWestchester believes the arts are for everyone. We recognize that people with special needs often have limited access to the arts. The Arts for People with Special Needs funding opportunity is designed to increase accessibility to the arts by people who have a variety of disabilities.

If your organization received a Special Needs award in 2022, ArtsWestchester is providing an opportunity to apply for a new award that will be reviewed by ArtsWestchester grants committee and staff. Please complete the application in detail to demonstrate that the programs and services you will be providing during the contract year (July 2023 through June 2024) are comparable to those supported through your most recent Arts for People with Special Needs award. While ArtsWestchester's intention is to continue support of your programs, this is not a guarantee of funding.

You may apply for the same amount of funding as your most recent award, or you may request a different level of support if needed, up to a maximum request of \$15,000 total.

Although your application will not undergo a competitive review process it will be reviewed by our staff and Grants Committee, you may find it helpful to review Guidelines. ArtsWestchester has not made any substantial changes to these guidelines for 2023, however some questions may have changed, therefore we encourage you to review these guidelines prior to completing the application.

WHAT DOES ARTSWESTCHESTER CONSIDER "SPECIAL NEEDS"?

For the purposes of this funding opportunity, ArtsWestchester seeks to provide services to people with disabilities such as (but not limited to) cognitive, developmental, mental, behavioral, neurological, physical, emotional, psychological, or disabilities/impairments such ADD/ADHD, autism, cerebral palsy, deafness, dependence on wheelchair, as well as homeless families & individuals and incarcerated men & women. In addition to serving people with these types of impairments, human service agencies applying for artists residencies are eligible for support if they serve clients with mental health issues due to conditions such as, incarceration, abuse, homelessness, as well low income families or individuals with cognitive, developmental, neurological, physical or impairments.

WHAT IS THE DEADLINE?

Your request must be completed and submitted by **Thursday, June 1, 2023 at 11:59 PM**

WHAT TYPES OF ACTIVITIES ARE ELIGIBLE FOR SUPPORT?

Cultural organizations that received a 2022 Special Needs Support grant, and which offer programs and activities designed specifically for people with special needs are eligible to apply. We strongly suggest organizations partner with an appropriate agency to ensure that services are utilized by the people the organization intends to engage.

WHAT IS THE PERIOD OF SUPPORT?

All funded activities must take place between July 1, 2023 through June 30, 2024.

WHO WILL REVIEW MY APPLICATION?

The Grants Committee of ArtsWestchester's Board reviews applications in this category, and makes funding recommendations to the Board of Trustees

IF I RECEIVE A SPECIAL NEEDS GRANT, WHAT WILL MY RESPONSIBILITIES INCLUDE?

If you receive a grant, you will be required to comply with the terms of a Cultural Agreement Contract that include:

- Providing ArtsWestchester with written notice of the date(s), time(s) and location(s) of the funded project(s) at least six weeks prior to the event.
- Proper recognition of ArtsWestchester and Westchester County Board of Legislators in all published materials, whether print or electronic, as described in the contract and publicity agreement.(all logos are available at www.artswestchester.org)
- Complete the proposed project by dates specified under "Project Support Period"
- Submitting a final report accompanied by project documentation

WHO SHOULD I CONTACT WITH QUESTIONS OR FOR MORE INFORMATION?

Contact the grants department by email at grants@artswestchester.org.

HOW DOES MY ORGANIZATION APPLY?

Use the online application available through the online portal Submittable. This is a closed round so the application can only be accessed via the link to be provided by the Grants staff.

We suggest you to draft your responses in Word or a similar program, then cut and paste into the application. Please keep a copy of your completed application for your records. Most of the questions are self-explanatory, and do not require narrative answers.

- **Project Narrative.** Be as specific as possible, providing information on each of the following aspects of the project, using the bulleted points as subheads. Start your narrative with the sentence, *[Name of organization] seeks an Arts for People with Special Needs grant in the amount of \$xxx for...*
 - Details of the project (purpose for which you seek funds, specific activities, target audience and your strategies for engaging them as participants.)
 - Goals
 - The artists involved and their qualifications
 - Community involvement; partners, if any, and their roles
 - Any other information you think is important to know about this project

The Special Needs application consists of the application form *and* the required materials described below including work samples.

Required. The following are required. All support materials are to be submitted on-line with your application. ArtsWestchester reserves the right to review any/all on line sources. If any are missing, your application is incomplete and may be determined ineligible to submit for review. Artist bios and work samples are critically important to the committee's ability to assess capacity.

Upload to the application:

1. Resumes or bios of key administrative and artistic personnel
2. Work samples

Work Samples. Work samples should include work created within the last three years. Include only one type of work sample from list below. Space is provided on the application to include the title, size, medium and date image was created. Note: work samples are important to understanding both the artistic merit and the level of engagement of your proposed project.

The committee is unlikely to review more than three minutes of audio/visual work samples, be sure to include where reviewer should start to view any video samples.

- **Visual Arts Projects:** No more than **ten** labeled digital images in JPEG format.
- **Performing Arts, Film, Media or Other Time-Based Projects:** The committee is unlikely to view or listen to more than 3 minutes of video/audio, space is provided on the application to include title, starting point, web-address to link to content, and description of what is to be viewed or heard.
 - **Video:** Upload a video to on-line storage vault, or include as Web link to clip hosted on external site (YouTube, vizio, etc.). Maximum file size: 250 MB.
 - **Audio:** Upload to on-line storage vault or include as Web links to clips hosted on external sites. (YouTube, vizio, etc.). Maximum file size: 235 MB
- **Literary Project:** No more than 20 pages to be uploaded as PDF format.

Optional Support Materials (All should be in PDF format)

- Brochures (no more than three)
- Catalogues (no more than three)
- Newspaper clippings/on-line articles

ArtsWestchester often highlights its grantees in our marketing materials. Please indicate whether the included images/samples can be used in future marketing and/or grant reporting.



Arts for People with Special Needs 2023: \$1,000 Matching Grant Opportunity!

Application Deadline: Thursday, June 15th, 2023 at 11:59 PM

ArtsWestchester is pleased to announce that we are continuing our initiative to increase accessibility of the arts to people with special needs through our artist residency program. This opportunity, *Arts for People with Special Needs*, is open to human services agencies who apply to partner with an artist from the ArtsWestchester's Teaching Artist Roster.

This matching funding opportunity is made possible with funds from the Westchester County Board of Legislators. Organizations who are awarded the grant will receive \$1,000 towards an artist residency program.

Who is eligible to apply?

Human service agencies that serve Westchester residents with cognitive, developmental, neurological, physical or psychological impairments. A limited number of agencies that serve low-income individuals or families may be considered for funding.

Please note: residential treatment centers and hospitals, as well as agencies that serve people with mental illness are **not** eligible for this funding opportunity.

What is the maximum amount awarded?

This is a matching grant. Your organization must confirm they can cover half the cost of the residency (\$1,000). After confirming that your agency can provide \$1,000 in matching funds, ArtsWestchester will award your site \$1,000. The \$2,000 budget includes artist fees (\$1,700) and disposable arts supplies purchased by the artist (\$300). Any extra materials are kept by your site.

What is an artist residency?

An artist residency is a multi-session, art-making program designed to engage participants in a rewarding, creative arts experience. Artist residencies are partnerships between an artist from the Teaching Artist Roster and site staff. Together they establish goals, determine activities, and assess results. In addition to providing participants with deep engagement in an art form, most residencies are designed to improve skills in areas such as team work, communication, or socialization.

Each residency consists of a planning session with the selected artist and site staff, seven consecutive half-day* art-making sessions with your clients and the artist, and one assessment session with the artist and site staff. Generally, artists work with groups of up to 15. A staff member must always be present in the space during the entire residency.

ArtsWestchester administers a roster of Teaching Artists of various disciplines: literary, performing, visual, and digital arts. The artists represented on the roster have undergone a rigorous review process from an external panel of professionals.

*One half-day session is equivalent a maximum of 2 hours, including set up and break down



What does ArtsWestchester consider “Special Needs?”

For the purposes of this matching funding opportunity, ArtsWestchester seeks to support human service agencies that serve Westchester residents with cognitive, developmental, neurological, physical, or psychological impairments such as ADD/ADHD, autism, cerebral palsy, deafness, dependence on wheelchair, as well as homeless families and individuals.

What is the deadline?

Your application must be completed and submitted by **Thursday, June 15th, 2023 at 11:59 PM.**

How does an organization apply?

Use the application available through the Submittable online portal:

<https://artswestchester.submittable.com/submit/262774/2023-arts-for-people-with-special-needs-artist-residency-application>

If you are a first-time applicant, you must first register with the site.

We encourage you to draft your responses in a Word or Google doc and paste your completed responses in the portal once you are ready to submit.

What types of activities are eligible for support?

This matching funding opportunity is designed to assist human service agencies in bringing artists on-site to conduct residencies. To be eligible for support, you must partner with an artist from the Teaching Artist Roster: https://artswestchester.org/teaching_artist/teaching-artist/.

What is the period of support?

All funded activities can begin **July 15th, 2023.**

If I receive a Special Needs Grant, what will my responsibilities include?

If you receive a grant, you will be required to comply with the terms of a Cultural Agreement Contract that include:

- Providing ArtsWestchester with written notice of the date(s), time(s) and location(s) of the funded project(s) at least two weeks prior to the event
- Recognizing the support of ArtsWestchester in all published materials, whether print or electronic, as described in the contract and publicity agreement (all logos are available at www.artswestchester.org)
- Completing the proposed project by no later than **December 31st, 2023, unless discussed and approved by an ArtsWestchester staff member.**
- Submitting a final report accompanied by project documentation
- Paying the teaching artist directly with funds received from ArtsWestchester
- Providing the residency to participants at no cost

Who may I contact with questions or for more information?

Jennifer McIntyre (Program Manager, Arts in Ed). Email her at: jmcintyre@artswestchester.org or schedule a Zoom meeting here: <https://calendly.com/jmcintyre-artsw>