

# **REQUEST FOR PROPOSALS**

**Advancing the Professional Development  
of Disadvantaged Young Artists  
at the Post-College Level  
in All Artistic Disciplines**

**2011**

**Edward and Sally Van Lier Fund  
of  
The New York Community Trust  
909 Third Avenue, 22<sup>nd</sup> Floor  
New York, New York 10022**

## Overview

The Edward and Sally Van Lier Fund of The New York Community Trust provides support for talented, culturally diverse, economically disadvantaged young people who are seriously dedicated to a career in the arts.

This round of grants will provide assistance to arts organizations in all disciplines to help individual artists at the post-college level make the transition from formal training to professional careers. Grants of one to two years will be awarded to a small number of arts organizations to sponsor two or more artist fellowships. The purpose of the fellowships is to enable young artists to achieve a significant professional credit that can lead to future career opportunities. Grants will range up to a maximum of \$60,000 for each organization, depending upon the number and size of fellowships covered. The amount that the Fund will contribute to an individual fellowship will be up to \$10,000 a year. A limited amount of organizational costs also will be covered.

**Proposals are due at The Trust no later than 4:00 p.m., April 28, 2011. Only complete proposals as specified in this Request for Proposals (RFP) will be considered. Grants will be announced in October 2011.**

## Background and Purpose of the Van Lier Fund

Two major goals of the Arts and Culture Program of The New York Community Trust are:

- **Promoting diversity, equity, and access in the arts; and**
- **Developing talented young, culturally diverse, and disadvantaged artists.**

The Edward and Sally Van Lier Fund, created by the will of Sally Van Lier, has provided The Trust with the opportunity to establish a fellowship program for young artists to further these goals. Sally Van Lier was a theatrical performer in the New York Theater in the 1920s and appeared in the original production of *Showboat*. Throughout their lives, she and her husband, Edward, were avid visitors to the City's museums, concerts, and plays, and introduced many young people to the arts. **The purpose of the Fund, which will perpetuate their generosity, is to provide educational assistance, training, and support for gifted young persons of limited financial means who aspire to a career in the arts.**

Grants are made **to arts organizations and training programs** for the following purposes: to provide education, training, or other support for gifted, culturally diverse, disadvantaged young people from New York City, who have a commitment to professional arts careers. Support is provided at two critical stages of development:

- **Pre-College—The period of training and self-development to prepare for college, conservatory, or advanced professional training.**
- **Post-College—The first few years after completion of formal training when the artist seeks to establish a professional career.**

Separate RFPs are issued for each level of development. **This RFP requests applications only from organizations serving young artists at the Post-College Level in all artistic disciplines.** The Pre-College RFP will be issued in 2012.

## Qualifications of Organizations

Grants will be made to tax-exempt, 501(c)(3) organizations in New York City administering educational or fellowship programs that promote the professional development of talented young people in all artistic disciplines. Priority will be given to small and mid-size arts groups with budgets of \$250,000 to \$2,000,000. Programs will be considered that provide fellowships or equivalent support at the post-college and post-formal training levels. (Grants will not be made to provide scholarships to students enrolled in college or university courses.) The fellowships should enable young artists to achieve a significant professional credit that can lead to future career opportunities.

Fellowship activities must take place in New York and will be awarded primarily to artists who reside in New York. Recipients should generally be age 30 or younger, with demonstrated financial need. Especially encouraged are programs serving culturally diverse and particularly disadvantaged populations, and groups that are underrepresented in the arts disciplines. Applicant organizations must request support for at least two artists, and may request more than that number.

Fellowship activities should be appropriate to both the art form and the development needs of the individual artists. Support may be provided for a broad range of activities and related costs, such as: advanced training and coaching; equipment, instruments, and supplies; commissioning; mentoring; rehearsal and work space; opportunities to create, produce, perform, or publish; professional conferences; and travel and living expenses. Support will be considered only where the *primary* purpose is to benefit the professional development of the fellowship recipient, rather than the sponsoring organization.

The fellowship activities and support may be provided directly by the sponsoring organization or in cooperation with another group. In all cases, the grantee organization will be responsible for: recruiting and selecting fellowship recipients; assuring that resources are provided; monitoring the artists' progress over the term of the fellowship and tracking professional career developments after its completion.

**Organizations with current Van Lier grants are not eligible to apply for this round.**

## Terms of Award

Grant awards will:

- Range up to a maximum of \$60,000 depending upon the number and size of fellowships offered;
- Sponsor two or more fellowships;
- Extend for a period of two years.

Funds may be used to support or expand an existing effort, or to begin a new program.

The purpose of the award is to provide direct support to specific young artists. Grants are intended primarily to cover fellowship costs; however, a limited amount of organizational costs attributable to the fellowship program may be included in the total amount requested.

Individual fellowships will be in the range of \$10,000 for each year. Organizations may choose to support either the same artists over the term of the grant, or different artists for shorter periods. Supplemental grants and funds from other sources are encouraged. The size and duration of each fellowship should be based upon the activities involved, and the resources and time needed for the artists to achieve a significant professional credit.

The Trust will require grantee organizations to submit periodic reports on the program as a whole and on the status of each fellowship recipient; and to establish procedures for tracking the artistic achievement of recipients following the completion of the fellowships.

### **Review Criteria**

Factors considered in selecting grantees include:

1. Quality of programs and services offered in the arts disciplines, and to individual artists in particular.
2. History of achievement in programs targeted to disadvantaged young artists, especially culturally diverse populations underrepresented in the arts disciplines.
3. Likelihood that the proposed fellowship program will reach and assist artists from these populations.
4. Program design and the likelihood that it will advance a young artist's career.
5. Depth of knowledge of the issues involved in helping young artists launch professional careers.
6. Soundness of the organization's management and qualifications of staff.
7. Completeness of monitoring and tracking procedures.
8. Commitment of the organization to continue the fellowship program after the term of The Trust's grant.

### **Proposed Specifications and Support Material**

Proposals should not exceed 5 pages exclusive of budget and support materials, and should cover at least the following topics:

1. The organization's current programs for individual artists, including: history; purpose; arts disciplines covered; activities; measures of success; outreach procedures; numbers served annually; ethnic groups, ages, and special populations served; and geographic areas covered.
2. The methods used to identify and select fellowship recipients, including how need will be determined.
3. The number of fellowships to be provided, with the name and a profile of the recipients or of prototypes to be selected (recipients must be age 30 or younger).
4. A detailed description of the activities, resources, opportunities, and support services to be provided to fellowship recipients, including any direct financial support. If another organization will be involved, describe its role and provide information on its qualifications for this role.
5. The organization's approach to helping fellowship recipients identify career goals and a plan for achieving them.
6. The organization's plan for monitoring each artist's progress.

7. Procedures for tracking the artist's career development after the term of the fellowship.
8. The organization's plan for how to continue and support the fellowship program after Van Lier support has concluded.
9. Previous Van Lier grant recipients should include a description of how Van Lier support has affected the organization overall. For example, did the Van Lier program help attract new non-Van Lier culturally diverse artists or help reinforce the organization's commitment to diversity?
10. Budget. Provide an overall budget for the fellowship program that includes The Trust's contribution, along with other sources of support, if applicable.

The expense budget should show:

- (a) The total cost of fellowships, and an itemization of the individual fellowships that shows the cost of each direct artist benefit, e.g., stipend, space rental, supplies, mentor honoraria, etc.
- (b) An itemization of organizational costs to implement the program, if applicable. (A limited amount of these costs is allowable.)

The income budget should show:

- (a) The total requested from The Trust specifying the amount requested for each fellowship; and, if applicable, the amount requested for other implementation costs. (See the Terms of Award for limitations on amounts The Trust will provide.)
- (b) Other resources that the organization will commit to the program, including grants and funds from other sources, and in-kind contributions. Please note confirmed funding.

Support materials should include:

1. A cover letter requesting support from the Edward and Sally Van Lier Fund of The New York Community Trust for Post-College fellowships, on your stationery, signed by your director.
2. The New York Community Trust proposal cover sheet (available on our website, [www.nycommunitytrust.org](http://www.nycommunitytrust.org)).
3. 501(c)(3) letter.
4. Most recent organization flyer, brochure, or annual report (if available).
5. Annotated list of Board of Directors.
6. List of current funders.
7. Most recent Audited Financial Statement.
8. Agency operating budget for the current year; and projected budget(s) for the period of the grant request.
9. Affirmative Action Policy.
10. Brief bios of the organization's artistic and professional staff.

**Proposals must be delivered by 4:00 p.m., April 28, 2011, to the offices of The New York Community Trust, 909 Third Avenue, 22<sup>nd</sup> Floor, New York, NY 10022. *Faxed and emailed proposals are not acceptable.* Please note that this is not a postmark deadline. Proposals received after the deadline will not be considered.**

<b>Contact and Program Administrator</b>
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Representatives of organizations interested in responding to this call for proposals may telephone The New York Community Trust for further information and answers to questions. All inquiries and applications should be addressed to:

Ms. Kerry McCarthy  
Program Officer for Arts and Historic Preservation  
The New York Community Trust  
909 Third Avenue, 22<sup>nd</sup> Floor  
New York, NY 10022

(212) 686-0010 Ext. 520.