



## 2019 Request for Proposals to Advance the Development of Young Professional Artists from Historically Underrepresented Populations

### Overview

The New York Community Trust's Edward and Sally Van Lier Fellowship Program provides support for talented young professionals (aged 18 to 30) from historically underrepresented populations who are dedicated to a career in the arts. Grants will help arts groups provide education, training, or other support through fellowships for young professionals living and working in New York City. Fellowships are intended to help young working artists achieve a significant professional credit that can lead to future career opportunities.

We will award grants of up to three years to a small number of arts groups to sponsor two or more artist fellowships. Grant amounts will depend on the number and size of fellowships and will not exceed \$150,000 per organization. **Proposals are due to The Trust no later than 4 p.m. on Thursday, May 23, 2019. Grants will be announced in October 2019.**

### Background

Two major goals of The Trust's arts program are to: 1) promote diversity, equity, and access in and to the arts; and 2) develop talented young artists from historically underrepresented populations. The Edward and Sally Van Lier Fund, created by the [will of Sally Van Lier](#), gave The Trust the opportunity to establish a fellowship program for young artists to further these goals. Sally Van Lier was a theatrical performer in 1920s New York and appeared in the original production of *Showboat*. Throughout their lives, she and her husband were avid visitors to the City's museums, concerts, and plays, and introduced many young people to the arts. To honor our donor's intent, we make grants to arts groups to provide education, training, or other support at two stages of development:

- Pre-Professional—The period of training and self-development to prepare for college, conservatory, or advanced professional training.
- Young Professional—The period when artists between 18 and 30 years-old seek to establish a professional career.

We issue a separate Request for Proposals (RFP) for each level of development, typically in alternating years. **In 2019, we will only consider proposals through this RFP for efforts to serve artists in the young professional category.**

A 2016 evaluation of the Van Lier program is available [here](#).

### Eligibility

**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 artists. Grants will not be considered for groups with annual operating budgets below

\$250,000 (as demonstrated by an audit, IRS Form 990, or CPA review report), nor for agencies with an accumulated deficit or negative fund balance.

Applicants must request support for *at least* two artists and may request more than this number. The fellowship activities and support may be provided directly by the sponsoring organization or in cooperation with another group. In all cases, the grantee 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 subsequent professional career developments.

**Groups with active grants from The Trust's arts program that conclude after October 2019 are not eligible to apply for this round. Additionally, The Trust will not support a Van Lier fellowship program for more than six consecutive years.**

*Fellowship Programs:* We will consider programs that provide fellowships or equivalent support for young professional artists. We will not consider applications solely focused on regranting. Activities must take place and help artists who reside in New York City. Recipients should be aged 18 to 30 and should not be enrolled in academic, conservatory, college, or degree-granting programs during the fellowship. Priority is given to agencies that help young artists from historically underrepresented populations in the arts, as determined by, for example, race/ethnicity, ability, and gender.

Fellowship activities should be appropriate to both the art form and the development needs of the individual artists. We support 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. Fellows must receive a financial stipend and should gain a significant credit that will advance their careers.

## **Award Terms**

Grant awards will:

- Not exceed \$150,000 (\$75,000 per year for two years or \$50,000 per year for three years) depending upon the number and size of fellowships offered;
- Extend for a period of two or three years; and
- Sponsor two or more fellowships (agencies may request *up to* \$25,000 per fellow, per year, and may request less than this amount).

The purpose of the award is to provide support to young artists from historically underrepresented populations within arts disciplines (e.g., filmmaking, theater, music, visual arts). Requests to support graphic design, media post-production, or administrative roles will not be considered. Funds may be used to support or expand an existing effort, or to begin a new program. Grants are intended to cover fellowship costs; however, a limited amount of administrative costs attributable to the program may be requested. (The grant should primarily benefit fellowship recipients rather than the sponsoring organization.) Supplemental grants and funds from other sources are encouraged.

Groups may choose to support either the same artists over the term of the grant, or different artists for shorter periods. The size and duration of each fellowship should be based on activities involved, and the resources and time needed for the artists to achieve a significant professional credit that will advance their careers. Organizations should ensure selected artists are first-time Van Lier fellows.

The Trust will require grantees to submit periodic reports on the program as a whole and on the status of each fellowship recipient, generate line-item budgets that demonstrate how grant monies are spent, and establish procedures for tracking recipients' artistic achievement after the fellowship.

### **Proposal Specifications and Support Materials**

The proposal **narrative** should not exceed **five pages** and should address the following:

1. Brief overview of your organization's history and mission.
2. Familiarity with the needs of young people from historically underrepresented populations in arts disciplines, and how your program to advance talented young artists meets those needs.
3. Description of the activities, resources (financial and other), opportunities, and services provided to fellows, and approach to helping them establish and achieve career goals.
4. Description of the role and qualifications of partnering organizations, if any.
5. Methods used to identify fellowship recipients, including determination of need.
6. Number of fellowships to be provided, including names or profile of intended recipients.
7. Plan for tracking each artist's progress and their career development after the fellowship.
8. Strategy for continuing the fellowship program after Trust support has concluded.
9. Previous Van Lier grant recipients should note how Trust support has affected the organization overall. For example, did the Van Lier program help attract new culturally diverse artists or advance the organization's commitment to diversity among its staff and board? How did previous fellows benefit or their careers progress? Cite specific examples.

The multi-year **project budget** should indicate the annual and total cost of all fellowships. Include an itemization of the costs per artist (e.g., stipend, space rental, supplies, administration, etc.) and the total request from The Trust, specifying the amount requested for each fellowship. If applicable, note other confirmed and projected funding sources.

Support materials should include the following:

1. A copy of The New York Community Trust proposal cover sheet, submitted here: <https://proposals.nycommunitytrust.org/Proposal/Create/?loiRespKey=0&rfpId=18>. You must specify in the proposal cover sheet description the number of fellows you will support and size of their stipends. *Note: You will be asked to upload a single PDF file of your application (narrative, project budget, and items 2-5 below) to the proposal cover sheet. Please have this ready in advance.*
2. Annotated list of your Board of Directors.
3. List of current funders.
4. Latest audited financial statement (for groups with budgets of \$750,000+); CPA review report (for groups with budgets between \$250,000 and \$750,000); IRS Form 990 (all others).
5. Operating budget for current year and projected budget(s) for the requested grant period.

**After uploading a single PDF file of your application (narrative, project budget, and #2-5 above) to the online cover sheet, please print your cover sheet and mail all items to:**

**Ms. Sheila Dinkins  
The New York Community Trust  
909 Third Ave, Floor 22  
New York, NY 10022**

**Proposals must be received by 4 p.m. on Thursday, May 23, 2019. Faxed, emailed, or late proposals will not be considered.** Please direct questions to Salem Tsegaye at [snt@nyct-cfi.org](mailto:snt@nyct-cfi.org).