



**2009-2010 Grants  
for Arts/Cultural Organizations  
in Washington Heights/Inwood**

The Northern Manhattan Arts Alliance (**NoMAA**) is a nonprofit arts service organization with a mission to cultivate, support, and promote the work of artists and arts organizations in northern Manhattan. This regrant program is possible thanks to funding by the JPMorgan Chase Foundation and the Upper Manhattan Empowerment Zone Development Corporation.

**Application Guidelines**

**Application Deadline: Received by 5 pm on Friday, October 16, 2009**

**Grant Purpose**

- NoMAA will provide grants ranging from \$2,000 to \$5,000 to eligible arts/cultural organizations to support **organizational capacity building projects** such as (but not limited to) staff development, technology, marketing, fund development, strategic planning, organizational assessment, board development, etc.
- Capacity building projects are to be completed within one year of award date.

**First-time applicants must attend one of the following orientation workshops**

**RSVP required: 212.568.4396 • info@nomaanyc.org**

**– return applicants can acquire the application on our website: [www.nomaanyc.org](http://www.nomaanyc.org) -**

<b><u>Presented in English:</u></b>	<b><u>Presentación en español:</u></b>
<p><b>Saturday, September 12, 11am</b> Cornerstone Center 178 Bennett Avenue (at W. 189<sup>th</sup> Street)</p>	<p><b>Sábado, 12 de septiembre, 1pm</b> Cornerstone Center 178 Bennett Avenue (con la calle 189)</p>
<p><b>Thursday, September 17, 7:30pm</b> Isabella Geriatric Center – Larson Library 525 Audubon Avenue (at W. 191<sup>st</sup> Street)</p>	<p><b>Jueves, 17 de septiembre, 6pm</b> Isabella Geriatric Center – Larson Library 525 Audubon Avenue (con la calle 191)</p>
<p><b>Tuesday, September 22, 6pm</b> CUNY in the Heights 108 Cooper Street (at 207<sup>th</sup> Street)</p>	<p><b>Martes, 22 de septiembre, 7:30pm</b> CUNY in the Heights 108 Cooper Street (con la calle 207)</p>



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**Eligibility**

- A not-for-profit arts & culture organization – dedicated to arts & culture as their primary mission – located within the generally recognized boundaries of Washington Heights-Inwood bounded on the south by 155<sup>th</sup> Street, on the north by the Harlem River, on the east by the Harlem River and the Harlem River Drive, and on the west by the Hudson River.
- Collaboration of arts organizations may apply under one application, but all participating organizations must be located in Washington Heights-Inwood and submit a letter explaining collaboration and roles.
- Organizational budget must not exceed \$150,000.
- Organizations that receive funding from the Upper Manhattan Empowerment Zone are ineligible for NoMAA grants.

**Application Process**

- First-time applicants must attend one of the application assistance workshops – return applicants are strongly encouraged to attend and may download the application from NoMAA’s website . Further assistance available by appointment only until October 9<sup>th</sup>.
- Submit an original and two copies of a complete application (by mail or hand delivery) so that it is received on or before Friday, October 16, 2009 by 5pm.
- Follow application instructions and page limits.
- Incomplete and/or late applications will not be considered – no exceptions.

**Selection and Notification**

- Selection will be made by an independent panel of experts in arts/nonprofit administration and ratified by NoMAA’s Board of Directors.
- There is no appeals process.
- Arts/Cultural organizations will be chosen based on the merit and feasibility of the project, as well as, organizational history and mission (organizations must demonstrate 2 years or more of programming) and its significance to the community, as expressed in the project narrative.
- Awardees will be notified of panel decisions by mail and will be invited to an awards ceremony.
- Awardees must:
  - Sign a letter of agreement
  - Credit NoMAA, JPMorgan Chase Foundation, and the Upper Manhattan Empowerment Zone on all related material as organization funders
  - Alert NoMAA of relevant events at least 4 weeks in advance so that a representative may attend
  - Submit an interim report six months after the grant is awarded and a final report no later than 30 days after project completion

For further information contact Diana Caba, Program Associate at 212.568.4396 or [info@nomaanyc.org](mailto:info@nomaanyc.org)

The application is also available on the NoMAA website: [www.nomaanyc.org](http://www.nomaanyc.org)



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**Application Instructions**

1. Attend an application orientation workshop (required of first-time applicants).
2. Submit an original and two copies of a complete application (by mail or hand delivery) so that it is received on or before Friday, October 16, 2009 by 5pm.

Do not staple or bind applications. All pages must be clearly labeled with your name and the project title. Please use only standard letter size pages (8½ x 11). Incomplete applications and/or materials that exceed page limits will not be reviewed.

A complete application consists of the following components in this order:

**A. Application Cover Page**

**B. Project Narrative (two pages, typed, double-spaced).**

Include:

- Organization mission statement.
- A description of the capacity building project you will implement, the goals of the project/what you expect to achieve, the strategies you will employ, who will carryout and oversee the project, how will the project be evaluated, and when will it be implemented.
- A description of how this project will strengthen your organization and/or help the organization to fulfill its mission.

**C. Project and Organizational Budget (one page)**

Submit a budget with both income and expense for the entire project - not just for the NoMAA funds. Include a description of what expenses will be covered by the NoMAA grant and what other support you are pursuing for the project.

**D. Applicant Organizational Information (one page or brochure)**

Submit a one-page organizational fact sheet or brochure describing your current programs and services.

**E. Applicant Organization Executive Director and Project Manager Bio**

**F. Letter from collaborating organization explaining collaboration and roles (if applicable).**

**G. Proof of Incorporation in New York State**

**Complete application must be received (not postmarked) by mail, messenger or hand delivery by 5 pm on Friday, October 16, 2009**

Northern Manhattan Arts Alliance (NoMAA)  
c/o The Cornerstone Center  
178 Bennett Avenue, 3<sup>rd</sup> Floor  
New York, NY 10040



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**Application Cover Sheet - Please print clearly**

\_\_\_\_\_  
Applicant Organization

\_\_\_\_\_  
Executive/Artistic Director Name

\_\_\_\_\_  
Address City, State, Zip

\_\_\_\_\_  
Telephone Fax

\_\_\_\_\_  
E-Mail Website (if applicable)

\_\_\_\_\_  
Date of Incorporation \$  
Current Organizational Budget

Date attended application orientation workshop: \_\_\_\_\_

Does the organization receive funding from the Upper Manhattan Empowerment Zone? \_\_\_\_\_

Type of capacity building project: \_\_\_\_\_

Project Summary

\_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_  
Total Project Budget

\$ \_\_\_\_\_  
Grant Request Amount

I certify the foregoing statements are true and complete to the best of my knowledge:

\_\_\_\_\_  
Executive/Artistic Director Signature Date



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<b>Budget Form</b>
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Organization Name: \_\_\_\_\_

Project Title: \_\_\_\_\_ Total Project Budget: \_\_\_\_\_

The first column is for the project you propose; the second column is for **all** of your organization's activities for the coming year.

EXPENSES	PROJECT BUDGET	ANNUAL ORG. BUDGET	NOTES
Administrative Personnel			
Artistic Personnel			
Technical Personnel			
Outside Professional Services			
Art/Production Materials			
Office Supplies			
Marketing/Promotion			
Transportation			
Space Rental			
Permits/Fees/Licenses			
Other Expenses (specify)			
<b>TOTAL EXPENSES</b>			

INCOME	PROJECT BUDGET	ANNUAL ORG. BUDGET	NOTES
Tickets/Fees/Sales			
Individuals			
Corporate			
Foundation			
Government			
In-kind Support (specify)			
<b>Amount requested from NoMAA</b>			
Other (specify)			
<b>TOTAL INCOME</b>			

**Certification and Release:** The undersigned certifies that s/he is a principal officer of the organization; has knowledge of the information presented herein; and has read the guidelines of the Northern Manhattan Arts Alliance's grant program and complies with said guidelines.

Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_