



2013 NoMAA General Operating Support Re-grant 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. The NoMAA General Operating Support Re-grant for Arts/Cultural Organizations is made possible with the support of the JPMorgan Chase Foundation and the Upper Manhattan Empowerment Zone Development Corporation (UMEZ).

Application Guidelines

Application Deadline: Completed applications must be received by 5pm, Monday, November 19, 2012
(Submit by mail or hand delivery – This is not a postmark deadline)

Re-grant Purpose

- NoMAA provides grants ranging from \$1,000 to \$5,000 to arts/cultural organizations located in the neighborhoods of Washington Heights or Inwood to support **general operating expenses**.
- Re-grants may be used toward general operating expenses associated with the organization. General operating expenses include: administrative salaries, equipment and supplies purchase, marketing/promotional materials, professional services, project costs, technology maintenance, and utilities.
- The re-grant cannot be used to cover debt, raise funds, travel, study, or other similar purposes (such as scholarships, fellowships or research).
- Funds must be used within one year of award date.

Applicants must attend one of the following re-grant orientation workshops

RSVP required: 212.568.4396 • nomaagrants@nomaanyc.org
(Please indicate the date of the workshop you wish to attend)

Orientation Workshops (Presented in English):

Tues., October 2, 7pm: Audubon Partnership for Economic Development, 513 W. 207th St. (at Post Ave.)

Saturday, October 13, 11am: The Cornerstone Center, 178 Bennett Avenue (at W. 189th St.)

Wednesday, October 17, 7pm: Hispanic Society, Audubon Terrace, Broadway between 155th & 156th Sts.

Talleres de Orientación (Presentación en español):

Sábado, 13 de octubre, 1pm: The Cornerstone Center, 178 Bennett Avenue (con la calle 189)



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Eligibility

- Organizations that have attended a re-grant orientation workshop in 2012.
- Not-for-profit arts & culture organizations – dedicated to arts & culture as their primary mission – that have been active for at least two years and located within the generally recognized boundaries of Washington Heights and Inwood (bounded on the south by 155th 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).
- Organizational budget must not exceed \$150,000.
- Organizations that have received funding for the last two consecutive years are not eligible to apply until the next re-grant cycle.
- Previous re-grant recipients who have not submitted a final report are ineligible.

Application Process

- Applicants must attend one of the re-grant orientation workshops.
- Further assistance available by appointment only: November 5-9, 1-5pm.
- Only one application per organization.
- Please follow application instructions and page limits.
- Complete applications must be received by mail or hand delivery so that it is received on or before Monday, November 19, 2012 by 5pm. THIS IS NOT A POSTMARK DEADLINE.
- 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 organization's programming merit and community impact, as well as, organizational history in arts programming, the relevance of its service to the uptown community, and its administrative proficiency, as expressed in the narrative and accompanying application materials.
- Awardees will be notified of panel decisions by mail and will be invited to an awards ceremony.
- Awardees are required to:
 - Sign a letter of agreement
 - Credit "NoMAA General Operating Support Re-grant Program, made possible by the JPMorgan Chase Foundation and the Upper Manhattan Empowerment Zone Development Corporation" and properly use logos on all related material as sponsors – failure to properly credit the NoMAA re-grant will affect future grant consideration.
 - Alert NoMAA of events at least 4 weeks in advance so that a representative may attend.
 - Participate in artist talks organized by NoMAA during the re-grant cycle.
 - Submit a final report no later than 30 days after utilizing funds (before end of re-grant year) – failure to submit a report will affect future re-grant consideration.

For further information contact NoMAA at 212.568.4396 • nomaagrants@nomaanyc.org

This application is available on the NoMAA website: www.nomaanyc.org



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Application Instructions

1. Attend an application orientation workshop (required of all applicants).
2. Submit an original and one copy of a complete application. Do not staple or bind applications (use paper clips or folders). **All pages must be clearly labeled with your organization's name.** Please use only standard letter size pages (8½ x 11 in). 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** – with signature
- B. Narrative (up to 2 pages, typed, double-spaced)**
Include:
 - Organization mission statement and brief description of organization and its history.
 - Description of organization's programs and activities.
 - Programming Information: Describe programming over the next fiscal year and program evaluation process.
 - Community Benefit: Explain how the community benefits from your organization's activity and how is this benefit determined.
 - Explain how this re-grant will strengthen and/or help the organization fulfill its mission.
- C. Organizational Budget and Current Financial Statement**
Submit the enclosed budget form with both expense and income for the organization - not just for the NoMAA funds. Include a description of what expenses will be covered by the NoMAA re-grant and what other support you are pursuing for the organization. The NoMAA re-grant should not cover the total budget. **Include a copy of organization's current financial statement.**
- D. Applicant Organizational Information (1 page or brochure)**
Submit an organizational fact sheet or brochure describing your current programs and services.
- E. Applicant Organization Executive Director and Resume (1 page)**
- F. Proof of Incorporation in New York State**
- G. Supplemental Materials** – Please provide samples of organization's marketing and promotional items.

**Completed application must be received (not postmarked) by mail or hand delivery by
5 pm on Monday, November 19, 2012**

NoMAA General Operating Support Re-grant for Arts/Cultural Organizations
Northern Manhattan Arts Alliance | 178 Bennett Avenue, 3rd Floor | New York, NY 10040



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Application Checklist

- Application Cover Page with signature

- Narrative

- Organizational Budget

- Current Financial Statement

- Applicant Organizational Information

- Executive Director Resume

- Proof of Incorporation in New York State

- Supplemental Materials

- Copy of application materials



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Application Cover Page

Applicant Organization _____

Executive Director Name _____

Address _____ City, State, Zip _____

Telephone _____ Fax _____

E-Mail _____ Website _____

Date of Incorporation _____

Date attended application orientation workshop: _____

Please list main funders (\$1000 and above): _____

Mission Statement: _____

\$ _____
Total Organization 2013 Budget

\$ _____
Re-grant Request Amount (*Between \$1,000-\$5,000*)

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

Executive Director Signature **Date**



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Budget Form

Organization Name: _____

Total 2013 Budget: _____ Total Request from NoMAA: _____

The first column is for your current 2012 budget; the second column is for the 2013 budget.

EXPENSES	2012 ACTUAL	2013 BUDGET	NOTES
Administrative Personnel			
Artistic Personnel			
Technical Personnel			
Outside Professional Services			
Art/Production Materials			
Office Supplies			
Marketing/Promotion			
Transportation			
Space Rental			
Equipment			
Permits/Fees/Licenses			
Other Expenses (specify)			
TOTAL EXPENSES			

INCOME	2012 ACTUAL	2013 BUDGET	NOTES
Tickets/Fees/Sales			
Individuals			
Corporate			
Foundation			
Government			
In-kind Support (specify)			
Amount requested from NoMAA			
Other (specify)			
TOTAL INCOME			

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 NoMAA General Operating Support Re-grant for Arts/Cultural Organizations program and complies with said guidelines.

Name (Print): _____

Date: _____

Signature: _____