



## Washington Square Park Conservancy Arts Grants 2017 Grant Guidelines and Application Instructions

The Washington Square Park Conservancy (WSPC) Community Arts Grants program financially assists community organizations in carrying out arts programming activities in Washington Square Park. The WSPC Arts Grant program is now in its second year. Full guidelines below. Grants range from \$500 - \$1,000.

### Qualifying Events Must:

- Take place in Washington Square Park, NYC, during the 2017 calendar year
- Be granted a Special Event Permit from the NYC Parks Department
- Be free and open to the public
- Offer music, theater, literature or other arts programming

*Preference will be given to community-based events with an annual history in Washington Square Park.*

### Who Can Apply:

- Local community-based organizations or individuals that provide arts programming
- Applicants must have 501c3 non-profit status *or* a 501c3 fiscal sponsor.

### Program Criteria:

- Quality of project: clear, well-conceived, with an authentic relationship to the park and Greenwich Village
- Community Impact: event plan describes meaningful effort to create quality programming for Washington Square Park
- Feasibility: application organization has a proven track record of presenting this and/or other events; evidence of community support; clear realistic budget for their event

### Examples of what this grant may fund:

- Funds to pay musicians
- Funds to pay actors for a theatrical performance
- Funds to pay event workers
- Funds for supplies/costumes
- Equipment rentals for performance

### Funds may not be used for:

- Events that promote a commercial product
- Artist/musician travel
- Capital funds (ie, instrument/equipment purchase)
- Fundraising
- Administrative costs not related to the project such as websites, food

## **Grants Timeline**

March 17, 2017	Grant program announced
April 10, 2017	Questions will be answered when submitted by this date
April 19, 2017	Applications due by 6 PM
Second week of May	Recipients announced
September 2017	Funds distributed

## **Selection Committee**

The selection committee will be comprised of members of the Washington Square Park Conservancy board of directors, Manhattan Community Board 2 members, NYC Parks and Recreation staff, and Greenwich Village community and community organization members.

## **HOW TO APPLY**

**Submit a letter of intent** (no longer than two pages) that includes the following information:

- Description of event
- History of event at WSP/relationship to WSP
- Description of event budget and how grant funds will be used
- Approximate number of attendees expected
- Date NYC Parks permit was applied for/received

**Provide a project budget** for your event that details income and expenses

**Provide two letters of support** for your event

- At least one of the letters must be from a Greenwich Village resident or community organization

**Provide a 501c3 designation letter or evidence of fiscal sponsorship.**

Submit your application as a PDF to [hello@washingtonsquareparkconservancy.org](mailto:hello@washingtonsquareparkconservancy.org) by Wednesday, April 19, 2017, no later than 6:00 PM.

Applications received after this time will not be considered. Incomplete applications will not be considered.

Questions? Inquiries regarding this program may be submitted via email to [hello@washingtonsquareparkconservancy.org](mailto:hello@washingtonsquareparkconservancy.org) before April 10<sup>th</sup>. Ask early, we cannot guarantee a response to an inquiry submitted after that date.