

OLD TRENTON ARTS & COMMUNITY GRANT PROGRAM - SPRING 2018 APPLICATION

APPLICANT INFORMATION

1. **Applicant name:** _____
Please enter the individual / group / business / organization that will be **carrying out the project**.

Contact Person:
Mailing Address:
Email Address:
Phone:

2. **Are you a 501(c)3 nonprofit organization?** __ Yes __ No
If so, please provide your EIN: _____
Required attachment: IRS letter confirming 501c3 status.

3. **Do you have a 501(c)3 fiscal sponsor?** __ Yes __ No
If so, please provide the following information:
Fiscal sponsor name: _____ **Fiscal sponsor EIN:** _____
Required attachments:
- IRS letter for 501c3 status
- Letter of agreement with the fiscal sponsor

4. Which mandatory workshop did you attend? __ date __ date
5. Name of person who attended the workshop: _____

PROJECT SUMMARY

1. **Project title:** _____
2. **Please describe your project in two sentences.**
3. **What amount are you requesting from the Arts & Community Grant Program?** _____
4. **What is the total cost of your project?** _____
5. **Project category:** Please pick the category that **best** describes your project.

___ **Visual Arts, Design, and Beautification.** Includes murals, sculptural installations, gardens, streetscape improvements (benches, planters...), lighting installations, and similar **physical improvements** in the neighborhood.

___ This project involves repairing PRIVATE buildings, with no public art element. (Note: if so, at least three property owners on the same block must apply together as ONE application.)

___ **Culture and Performing Arts.** Includes festivals, oral history projects, public concerts or performances, theatre, dance, a culinary contest, etc.

___ **Community Investment.** Includes projects that invest in the civic, social, or economic well-being of Old Trenton **residents**, such as training, education, youth development, sports, etc.

6. PROJECT LOCATION(S)

Site address(es): _____

Site name / description: _____

Site owner(s):

Do you have permission from the site owner(s)? __ Yes __ No

If so (required attachment): Please upload a letter of agreement from the owner.

If not: Please discuss how you will obtain permission from the owner and where you are in the process.

PROJECT NARRATIVE

Please provide short, clear answers to the following questions. Each can be answered in 1-2 paragraphs.

1. Project details

- a. Please describe your project in detail. What activities or work will you be doing? How does it relate to the Old Trenton neighborhood? If it is an artistic or cultural project, what inspired it?
- b. Please describe any **special logistical aspects** of your project likely to cause noise, disturbance, or inconvenience to Old Trenton residents. This can include street closures, amplification, construction that obstructs the sidewalk, bright lights, use of parking spaces, etc. Please discuss how you will mitigate any inconvenience to residents.

Required attachment for “Visual Arts, Design, and Beautification”: Please upload a concept sketch that shows key elements of your planned design, including subject matter, composition, materials, approximate size/scale, etc.

2. Project Team: tell us about yourself, your organization, and any key project partners. What do you do? What is your connection to the Old Trenton neighborhood?

Additional questions for BOTH arts categories (“Visual Arts, Design, and Beautification” and “Culture & Performing Arts”):

- a. Please provide the names of the lead artist and any additional artists whose work will be an integral part of the project.
 - b. **Required attachment:** Please provide up to three work samples that give us a strong sense of this project team’s aesthetic, ability to execute projects, and typical subject matter.
- 3. Applicant Experience:** What experience does your team have that will enable you to carry out this project on time and within budget? Please provide examples of similar or related work that your team has carried out in the past.

(Optional attachment) Please upload any pictures of the past work you described.

4. How will your project engage Old Trenton residents?

Please tell us how many Old Trenton residents will be involved, and in what capacity. How will you ensure that they know about your project? How will you incorporate their input? (**Note:** All selected

projects will need to do a community presentation.)

5. **How will your project make the Old Trenton neighborhood better?**

6. **Budget**

Please list the specific expenses your project will have.

Expense	Amount	Source of funds	Status of funds Received, committed, requested, etc.
Total project cost			
Requested from Old Trenton Arts and Community Grant Program:			

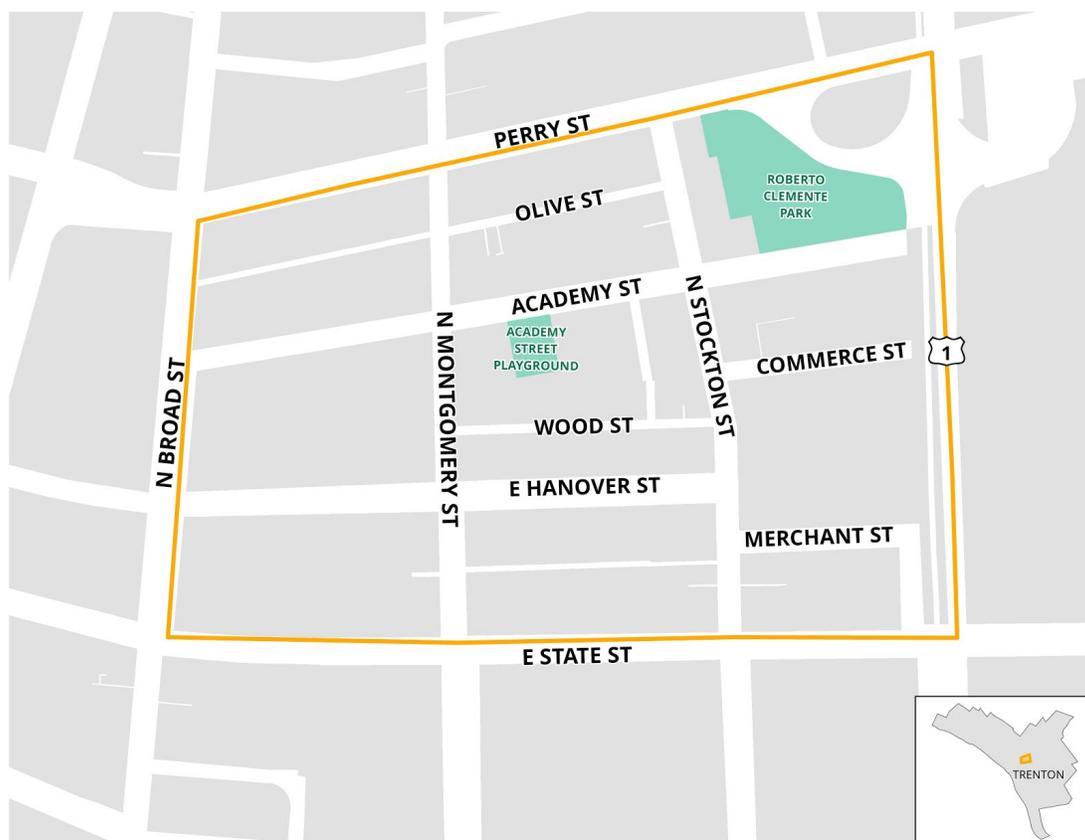
OLD TRENTON ARTS & COMMUNITY GRANT PROGRAM - SPRING 2018 APPLICATION INSTRUCTIONS

This grant program supports grassroots revitalization and creative projects in the Old Trenton neighborhood. It was set up by **Isles, Inc.**, a nonprofit that has worked to improve Old Trenton for over 30 years. Funds for this program come from the New Jersey Neighborhood Revitalization Tax Credit Program, which supports resident-led revitalization plans. This grant program builds on the priorities of the original 2007 **Old Trenton neighborhood plan**, as well as the 2016 **Creek to Canal (C2C) Creative District** plan, which includes the Old Trenton neighborhood (available at www.creektocanalcreative.org). These two plans aim to make Old Trenton a safe, active, and vibrant community, with a particular focus on reclaiming underused buildings and spaces, and supporting the arts as an agent of social change.

For this grant program, Isles is partnering with **I Am Trenton Community Foundation**, whose mission is *to make Trenton even better through community engagement, building pride in our city, and community-focused giving*. I Am Trenton has been raising funds and giving grants to grassroots efforts around Trenton since 2007, using a competitive grant application process that promotes inclusion, equity, and diversity. Read more at www.iamtrenton.org.

THE OLD TRENTON NEIGHBORHOOD

The Old Trenton neighborhood corresponds approximately to the “Hanover-Academy” section in city maps, and is bordered by North Broad Street, Perry Street, Route 1, and East State Street (see map). **This grant program only supports projects physically located inside the Old Trenton neighborhood.** If your idea is somewhere else in Trenton, please visit www.iamtrenton.org for information on our other grants.



WHO CAN APPLY

This grant program is open to anyone willing to do or make something good in Old Trenton. However, **please note that grant funds are considered taxable income by the State of New Jersey and the IRS, unless the recipient is tax-exempt.** If you do not have tax exempt status, we encourage you to partner with a 501(c)3 fiscal sponsor (see below). Grant recipients are responsible for all income reporting and all associated tax payments, so please plan accordingly.

- **Mandatory workshops:** All prospective applicants **must attend one of the two mandatory workshops** (see **Timeline**).
- **One application per applicant:** Each applicant may only submit an application for **one** project. An applicant may **collaborate** on other projects, but the APPLICANTS must be different and the PROJECTS must be different.
- **Fiscal sponsorship:** A fiscal sponsor is typically an established 501(c)3 nonprofit organization that agrees to take on the administrative aspects for an organization or individual without 501(c)3 status. The fiscal sponsor receives the grant, then handles expenditures (such as purchase of supplies, an artist's fee) and all the accounting, monitors that the project is proceeding as planned, and assists the project team with issues that may come up while carrying out the project. Fiscal sponsors sign an agreement with the project team, and usually take a fee for taking on additional work and risk. **We encourage applicants without 501(c)3 status, particularly individual artists proposing work in the Visual Arts, Design, and Beautification category (see below) to secure a fiscal sponsor**, as this both cuts down on administrative risk and enables the Old Trenton Arts and Community Grants team to provide more technical assistance to the project.

I Am Trenton Community Foundation reserves the right to disqualify any applicant that has not submitted satisfactory reports or complied with grant requirements in our other grant cycles.

GRANT AMOUNTS

Applicants may apply for up to **\$8,000** for their project. Applications will be reviewed by a team of reviewers that includes I Am Trenton board members, Old Trenton community representatives, and persons familiar with the arts in Trenton. Reviewers will score each application individually, then discuss all the projects in the pool, and recommend each project for full, partial, or no funding. **Please note that we may, at our discretion, fund a project at a lower amount than requested.**

WHAT WE FUND

We require all projects to:

- Have a **clear community benefit** rather than being for private gain
- Be **non-discriminatory**, and
- **Benefit the Old Trenton neighborhood and its residents.**

This grant program additionally encourages projects that use the arts and culture to make Old Trenton more beautiful, safe, equitable, and vibrant, and/or that invest in Old Trenton residents. When applying, applicants must choose one of the following three categories that best characterizes the project:

Project categories

1. Visual Arts, Design, and Beautification

This category may include murals, sculptural installations, gardens, streetscape improvements (benches,

planters...), lighting installations, and similar **physical improvements** in the neighborhood.

- Work in this category **must be “in public”**, *ie* visible from the street. We will not fund indoor installations or installations in backyards, courtyards, etc.
- **Basic improvements to private properties** (repainting, fixing a fence, replacing windows, installing lights, etc.): It is the policy of I Am Trenton Community Foundation that all projects we fund *must* be for the larger benefit of the community, not for a single individual, property owner, etc. We encourage property owners to use the Arts and Community Grants Program as an opportunity to improve the outside of their buildings, provided that **at least three property owners on the same block** work together and submit **one joint application**.

2. Culture and Performing Arts

This category may include festivals, oral history projects, public concerts or performances, theatre, dance, a culinary contest, etc.

- Work in this category **must be “public”**, meaning that it must take place in a location accessible to anyone in the neighborhood. We encourage and prioritize projects that:
 - Take place outdoors and are visible from the street/sidewalk
 - Are in a public park, or
 - Will activate an under-used public space (a vacant lot, an underused plaza, etc.)
- **Free and accessible to the public:** Projects may not charge an admission fee to participants or visitors, restrict access to potential visitors, or designate a “VIP” section that is not open to the general public. If a project is funded and found to be in violation of this requirement, the grantee must return the entire grant.

3. Community Investment

This category may include projects that invest in the civic, social, or economic well-being of Old Trenton **residents**, such as training, education, youth development, sports, etc. Such projects do not have to have an artistic or cultural component (though they may). Please note that all projects in this category **must** take place in the Old Trenton Neighborhood, and **at least 75% of the project’s beneficiaries must be residents of the Old Trenton Neighborhood**.

WHAT WE DO NOT FUND

- Projects or organizations that discriminate on the basis of age, race, gender, national origin, ethnicity, veteran status, sexual orientation, gender identity, or disability.
- Debt reduction or on-going operational support
- Capital campaigns or fundraising events
- Re-granting programs
- Scholarships
- Partisan political activities, lobbying, or efforts to influence an election
- Religious activities such as worship, religious instruction, or proselytizing. Religious *organizations* can apply for non-denominational activities that are open to all and do not require participation in religious services.

TIMELINE

This round requires **projects to take place between March 28, 2018, and December 31, 2018.**

1. Ideas workshop

If you'd like to discuss an idea you're having for a project and make sure it fits with the program, come to the ideas workshop:

-January 11, 2018, 5:30 PM to 7:30 PM

The ideas workshop is not mandatory, but we encourage you to drop in -- it's a great way to meet other people who care about Old Trenton. The ideas workshop will be held at The Orchid House, 134 East Hanover Street, Trenton, NJ 08608.

2. Mandatory technical assistance workshop

You **must** attend one of the technical assistance workshops if you plan to apply. This is to go over the application questions and the process:

- January 13, 2018, 1:00 PM

- January 17, 2018, 6:30 PM

The technical assistance workshops will be held at The Trenton Free Public Library (Community Room, 1st floor), 120 Academy Street, Trenton, NJ 08608.

3. Application deadline

Applications are due on **February 12, 2018, at 12:00 pm (noon) Eastern Standard Time.** Late applications will not be reviewed.

Applicants should use the online form to submit application. No paper applications will be accepted.

4. Notification of awards

We will notify all grantees on whether their application was approved or not by **March 17, 2018.** Grantees will be required to sign a grant agreement before they can receive any funds.

5. Check Presentation

Grantees will receive their grants at a check presentation to be held on **March 27, 2018 at 6:30 PM.**

6. Grant activities should run between March 28, 2018, and December 31, 2018.

7. Progress report/check-in

Grantees are required to submit a short progress report by **September 6, 2018.** For grants over \$1,000, the second installment of funding is conditional on your timely submission of the progress report.

8. Final report

Grantees will be required to submit a final report by **January 30, 2019.**

HOW TO SUBMIT YOUR APPLICATION

We very strongly encourage online submission via www.iamtrenton.org/wp/oldtrenton/. The Trenton

Free Public Library (120 Academy Street) provides free computer access. The library's telephone number is 609-392-7188, or visit <http://www.trentonlib.org/computers-internet/> to find out how to utilize this resource to apply.

Community members who are unable to access the online application should contact the I Am Trenton Community Grants team at (515) 674-2127 **well in advance of the application deadline** to explain their situation and make alternative arrangements.

The application deadline is 12:00 pm (noon) Eastern Standard Time on February 12, 2018.

Late applications will **not** be accepted.

HOW TO REACH US

If you have questions, please feel free to reach out to the Old Trenton Arts & Community Grants team!

- **Email:** grants@iamtrenton.org
- **Phone:** (515) 674-2127. Please leave a message, making sure you mention that you are calling about the Old Trenton Arts & Community Grants program, as well as your name, phone number, and question. We will get back to you as soon as possible.

WHAT HAPPENS IF YOU GET A GRANT

1. Before you start your project:

- **Sign a grant agreement.** Projects applying *without* a fiscal sponsor sign a grant agreement directly with I Am Trenton Community Foundation. For projects *with* a fiscal sponsor, the grant agreement is between I Am Trenton and the fiscal sponsor; the applicant and the fiscal sponsor must also sign their own agreement with each other, and submit a copy to I Am Trenton.
- **Attend the grant ceremony.** Grantees will receive their checks at a ceremony on **March 27, 2018 at 6:30 PM.**
- **Share your project with the Old Trenton Community.** We will organize an Open House for project teams to present and share what they plan to do with Old Trenton residents and the wider community. Projects in the category of Visual Arts, Design, and Beautification should prepare concept drawings, and be prepared to incorporate potential feedback from residents and the community into their final design.

2. Obtain Site Approval (if applicable):

Since Old Trenton is in the Hanover Academy Historic District, many projects in the Visual Arts, Design, and Beautification category, and any public events, may require additional approval from the City of Trenton. For example, mural installations may require clearance by the Landmarks Commission. The Old Trenton Arts and Community Grants Team will assist project teams with this as much as we can, though please note that it is the primary responsibility of the project team to obtain all necessary approvals.

3. As you do your project:

It's time to get to work! Please keep the following in mind as you carry out your project.

- **Keep all receipts.** You will be required to submit them with your reports.
- **Document your activities.** Please create and keep photographs of work in progress, and keep note of community participation in your project. For projects in the Community Investment category, please keep sign-in sheets that document that 75% of your participants are residents of Old Trenton.
- **Keep us posted!** Let the Old Trenton Arts & Community Grants Team know of any events, gatherings, activities, and project work you have coming up. We will help get the word out, and help you troubleshoot if any issues come up.

4. Reports – during and after your project:

You're required to send us two reports -- a progress report and a final report. **If your grant is over \$1,000, we can't give you the second check until we get your progress report.**

- **Progress report:** This is a short write-up (one page) telling us what you've gotten done so far, what's left to do, what (if any) challenges you're facing, and how much you've spent. Please include a copy of all receipts so far, and any photos, flyers, etc. that give us a sense of how the project is going.
- **Final report** that includes:
 - A **short written narrative** (two pages maximum) with a reflection of what you did, what you learned, and how your project affected Old Trenton and your organization
 - A **financial summary** listing all expenses, with copies of all receipts
 - Documentation that your work was **in/for Old Trenton**
 - Photographs of your project in progress, and any completed work.

Keeping in touch: Feel free to contact the Old Trenton Arts & Community Grants team at any time throughout your project if you have questions or if any issues come up. We're here for you! We can be reached at (515)-674-2127 or grants@iamtrenton.org.