

2024 Guidelines

**CHARLENE VICTOR &  
ELLA J. WEISS CULTURAL  
ENTREPRENEUR FUND**

Deadline: October 8, 2023

## FUNDING IS MADE POSSIBLE BY:



**CHARLENE VICTOR & ELLA J. WEISS CULTURAL ENTREPRENEUR FUND**  
The Greater New York Arts Development Fund of the New York City  
Department of Cultural Affairs (DCLA)

## INFORMATION SESSIONS

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**Accessing Info Sessions is Accessing Support. Attending/Watching Info Sessions Increases your chances of getting the money.**

At an Info Session, we give you hints on how to write a successful application. We highly recommend that you attend. On-demand recordings and a schedule of In-person sessions will be available through our website [brooklynartscouncil.org](http://brooklynartscouncil.org).

## TO APPLY

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Applicants will be able to register an individual Submittable account where their proposal can be stored and developed over time. Applicants should review materials before beginning an application. The Submittable application form is available at [brooklynartscouncil.org](http://brooklynartscouncil.org).

**Applications are due by 11:59pm EST on Sunday, October 8, 2023.**

## TEACH ISSUES & QUESTIONS

Questions and technical issues with the online application form or questions about logging onto Submittable can be found on the [Submittable Help Page](#). If you don't find the answer, your inquiry must be directed to [support@submittable.com](mailto:support@submittable.com).

Any Other questions regarding the grant application process can be directed to the Grants Department at [grants@brooklynartscouncil.org](mailto:grants@brooklynartscouncil.org).

## CHARLENE VICTOR & ELLA J. WEISS CULTURAL ENTREPRENEUR FUND

**Grant Amount: \$2,500**

*Supported by the New York City Department of Cultural Affairs (DCLA) Greater New York Arts Development Fund*

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**DEADLINE:** Sunday, October 8, 2023

The Charlene Victor and Ella J. Weiss Cultural Entrepreneur Fund supports professional development for the next generation of women artists and arts administrators. This fund allows Brooklyn women artists and arts leaders to leverage their creative passions with the entrepreneurial skills to sustain a creative career.



Two (2) Brooklyn-based women artists or arts administrators will be awarded \$2,500 each toward costs for individualized professional development. Professional development can be in the form of workshops; artist residencies; boot camps; conferences, and/or fellowships that will further develop the applicant's skills as cultural entrepreneurs and build their foundations for careers in the arts.

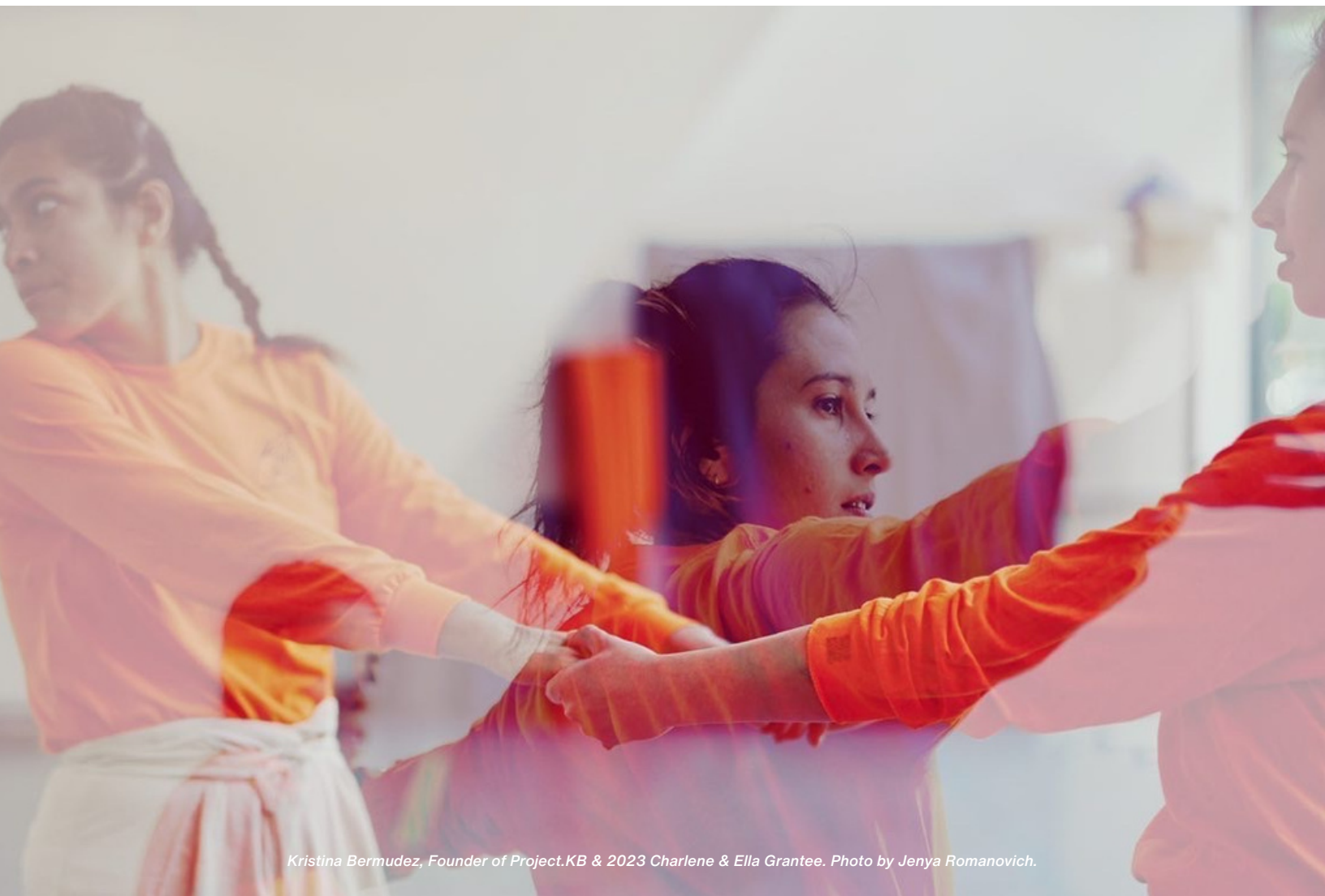
**This money is for the applicant's professional development. This money is NOT for project development.**

### **WHO WERE CHARLENE AND ELLA?**

Charlene Victor, a Flatbush resident, founded the Brooklyn Arts Council in 1966 as a platform to support individual artists in Brooklyn through vibrant arts programming and services. She expanded the mission of the organization to provide grants to artists in 1980 and was dedicated and passionate about access for all to arts in Brooklyn.

Ella J. Weiss, a lifelong Brooklynite, served as Brooklyn Arts Council's President from 1999-2015. In that time, Ella expanded programs and brought stability and leadership to the council, forging the way for BAC's now prominent force in the cultural scene. Under her leadership, BAC greatly enhanced its partnerships with borough, city, and state agencies; as well as introduced innovative new professional services for individual artists and arts organizations throughout the borough.

This fund honors Charlene Victor and Ella J. Weiss' legacy of passionate advocacy for Brooklyn's cultural life.



# ELIGIBILITY GUIDELINES

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## Who CAN Apply?

- Residents of Brooklyn (Kings County)
- Brooklyn-based women individual artists and arts administrators
- Current grantees that have not submitted a Final Report because their 2023 BAC project(s) are in progress.
- Women with disabilities and/or veterans

## Who CAN'T Apply?

- Applicants who received BAC funding in a previous year, but failed to submit a Final Report, are ineligible.
- No 501c3 nonprofit organizations, community service groups, senior centers, educational organizations, etc.

## What is the grant term?

- All funded professional development activities must take place between January 1 and December 31, 2024.
- Final report must be completed by January 15, 2025.

## **CHARLENE VICTOR & ELLA J. WEISS CULTURAL ENTREPRENEUR FUND DOES NOT SUPPORT:**

- Requests to organize and lead professional development for other people - the award is only for the applicant's professional development.
- General operating expenses
- Expenses related to the operation of privately-owned facilities, such as homes and studios.
- Scholarships or fellowships to universities, colleges and schools, endowments, or religious endeavors.
- Property or mortgage payments, capital expenses such as building construction, renovation, addition of signage on a building, venue, or studio improvements to make it ADA compliant, etc.
- Major expenditures for the establishment of a new organization.
- Administrative costs unrelated to the proposed professional development activities.
- Major equipment purchases unrelated to the proposed professional development activities.
- Expenses related to one-time productions and artistic projects.

**Please note: Budget requests above the \$2,500 award amount will be considered INELIGIBLE.**

## REVIEW CRITERIA

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Priority will be given to women individual artists and arts administrators whose primary mission is to provide arts and cultural programs at the community level, that are responsive to their constituency, with a history of service to Brooklyn.

### **The review panel will designate awards according to the following equally important criteria:**

- Clarity of the professional development activities and budget.
- Demonstrated community interest and passionate advocacy for the cultural life of the borough; proven track record in their community.
- Realistic planning; clearly defined ability to execute the professional development activities; ability to set and accomplish specific, attainable goals and to define success for the proposed activities.

## AWARD DISTRIBUTION

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This award is paid in one installment and supports the professional development efforts of women individual artists and arts administrators in Brooklyn. Two (2) awards of \$2,500 will be distributed for direct costs related to professional development activities.

## APPLICATION MATERIALS

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Applicants submitting to more than one grant opportunity or fund must complete separate online applications for each. All application materials can be found and submitted online at [brooklynartscouncil.org](http://brooklynartscouncil.org) or on BAC's [submission page](#) by **11:59pm EST on Sunday, October 8, 2023**.

### ACTIVITIES NARRATIVE

The Narrative is completed via the online form available at [brooklynartscouncil.org](http://brooklynartscouncil.org). This includes basic applicant information and a detailed description of the proposed activities and its outcomes.

### PROFESSIONAL DEVELOPMENT ACTIVITIES BUDGET

Complete a budget for the proposed professional development activities using the Excel form provided online by BAC. Request should total \$2,500.

### REQUIRED DOCUMENTS

- **Proof of Residency**

- Individual Artists: One (1) copy of proof of Brooklyn residency (utility bill, rental agreement, etc.)
- Arts Administrators: Proof of employment at a Brooklyn based nonprofit (501c3 letter, letter from Executive Director of the organization)

- **Work Samples**

- Work samples make your proposal better. Work samples should show recent work, illustrate artistic merit, and demonstrate ability to complete the proposed professional development.
- Submit a work sample narrative and up to five (5) work samples via uploaded files and/or online links. Files can be images, audio, or video; acceptable file types are indicated in the application form itself. Time-based submissions (video or audio) should be five (5) minutes or less.

### SUPPORTING DOCUMENTS

Please upload all applicable materials to your application:

- **Press Kit**

- Can also be a set of publicity materials from past projects (i.e. most recent press release; brochures/postcards/identity pieces; clear photo documentation of previous work; quotes pulled from past reviews)

- **Resume or Bio**

- May not exceed two (2) pages

**All materials must be submitted online by 11:59pm on Sunday, October 8, 2023.**



## CHARLENE & ELLA GRANTEE HIGHLIGHTS

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### **IVIVA OLENICK | 2023**

Iviva Olenick enrolled in “Study of Women's Herbal Medicine,” a workshop focused on urban horticulture. Olenick engaged with diverse histories and traditions of herbal medicine for women through consultation with Brooklyn herbalists, propagation of women's health-conferring plants, and enhanced skill-building in urban horticulture and book arts. Her studies will result in printed and digital artist books, pamphlets, and/or articles about reproductive and climate justice to increase public awareness of the wealth of benefits locally cultivated and wild plants can provide.



### **BERYL BRIANE FORD | 2022**

Beryl engaged in a executive coaching program with CauseEffective, an organization committed to cultivating the next generation of nonprofit leadership. She received one-on-one coaching that addressed the following areas of growth: (1) Strategies to develop and execute a fundraising plan under COVID; (2) Guidance to strengthen her case for support to maximize fundraising campaigns; (3) Approaches to identify new donors and cultivate relationships; (4) Guidance on how to establish her organization's Development Department priorities and maximize her team's impact.



### **RAQUEL ACEVEDO KLEIN | 2021**

Raquel participated in a year-long producer academy program, which trained her on how to executive produce a live performance, music-theater work, and opera, using her Puerto Rico project "Se Levanta" as a case study. The program was divided into eight units, which covered topics on producing, including: creating proposals for pitching projects to performing arts venues/festivals; devising a creation budget; fundraising; contracting; managing production and tech, marketing, documentation; and touring a live performance project.



## POST-SELECTION: GRANTEE MATERIALS

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Funds for Brooklyn Arts Council grants come from public dollars and that comes with some responsibilities. All BAC grantees must:

- **Submit a Change of Scope Form** after being notified that they got the award to update or confirm their project description and budget.
- **Sign and Submit a Contract** with Brooklyn Arts Council that outlines award amount, project's projected start and end dates.
- **Submit a W-9**
- **Include BAC and funders' logos and provided crediting text** on all promotional materials for the funded project.
- **Submit a Final Report** within 30 days of project completion, or January 15, 2025, whichever is sooner.

BAC's Grants Department staff strives to support our community of artists and is available throughout the year for project troubleshooting, project marketing, and cohort exchange.



# APPEALS

Applicants can submit an appeal if they believe BAC Grants Department staff made a serious administrative error that caused their proposal not to have a fair hearing.

Applicants should **ONLY** appeal if, after discussing panel notes with the Grants Department, they have reason to believe that one of the following occurred at panel:

- **Non-presentation** - Pertinent information, included in the application, was not presented
- **Misrepresentation** - Pertinent information, included in the application, was misrepresented
- **Improper procedure**

If an applicant wishes to appeal based on the above criteria, they can write to the Grants Department at [grants@brooklynartscouncil.org](mailto:grants@brooklynartscouncil.org) requesting an appeal review and stating why.

Applicant must send this appeal request within **10 business days** of the date on which they were notified of funding denial. A separate Appeals Panel will meet to examine the grounds for the appeal, and to determine whether the appeal is justified based on the above criteria. The quality of the submission in question will not be revisited by this panel.

## 2024 GRANTEE TIMELINE

