



Washington Square Park Conservancy Arts Grants 2019 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 fourth year. Full guidelines below. Grants range from \$500 - \$1,500.

Qualifying Events Must:

- Take place in Washington Square Park, NYC, during the 2019 calendar year
- Have applied for a [Special Event Permit](#) from the NYC Parks Department (pending approval is acceptable)
- Be free and open to the public
- Offer music, theater, literature, film 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.
- Past grantees welcome to apply.

Program Criteria:

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

Examples of what this grant may fund:

- Funds to pay musicians
- Funds to pay actors for a theatrical performance
- Funds to pay administrative or technical event workers
- Funds for supplies/costumes

- Equipment rentals for performance/event
- Funds to market performance/event

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, catering

Grants Timeline

February 5, 2019	Grant program announced
March 1, 2019	Questions will be answered when submitted by this date
March 8, 2019	Applications due by 5 PM
Second week of April	Recipients announced
July 2019 onwards	Funds distributed following event

Selection Committee

The selection committee will be comprised of members of the Washington Square Park Conservancy board of directors, Manhattan Community Board 2 members, 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/reason for hosting at WSP
- Approximate number of attendees expected
- Rain Date plans
- Description of event budget and how grant funds will be used
- 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, including at least one from a Greenwich Village resident or community organization.

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

Past grantees should include a short description (one paragraph, 150 words or less) of their last program which received a WSPC Arts Grant.

Submit your application as a **single PDF** to hello@washingtonsquareparkconservancy.org by Friday, March 8, 2019, no later than 5:00 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 grace@washingtonsquareparkconservancy.org before March 1st. Ask early, we cannot guarantee a response to an inquiry submitted after that date.