



Washington Square Park Conservancy Arts Grants 2021 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 sixth year. Grants of up to \$2,000 will be awarded. Grant funds will be distributed beginning July of 2021.

Qualifying Events Must:

- Planned to take place in Washington Square Park, NYC, during the 2021 calendar year. If an in-person event is not feasible, must provide some form of online resource for the community (WSPC can assist with brain-storming and distribution).
- Have applied for a [Special Event Permit](#) from the NYC Parks Department (pending approval is acceptable).
- Be free and open to the public.
- Offer quality 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 to create online resources.

Funds may not be used for:

- Events that promote a commercial product.
- Artist/musician travel/accomodations in-out of New York City.
- Capital funds (ie, instrument/equipment purchase).
- Fundraising.
- Administrative costs not related to the project such as catering.

Grants Timeline

February 22, 2021	Grant program announced
April 12, 2021	Questions will be answered when submitted by this date
April 19, 2021	Applications due by 5 PM
Second week of May	Recipients announced
July 1, 2021	Funds start being 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, 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 and, if applicable, detail how COVID-19 impacted your program(s).

Submit your application as a **single PDF** to hello@washingtonsqpark.org by April 19, 2021, no later than 5:00 PM.

Applications received after this time will not be considered. Incomplete applications will not be considered. Applications that are not submitted as a single PDF will be considered incomplete.

Questions? Inquiries regarding this program may be submitted via email to grace@washingtonsqpark.org before April 12, 2021. Ask early, we cannot guarantee a response to an inquiry submitted after that date.