

Queens Arts Fund: New Work Grant

The New Work Grant supports emerging individual artists and artist collectives of all artistic disciplines in their creation of new work. “New Work” is defined as work that has not been produced or presented to an audience before. New Work Grants offer project-based financial support of \$3,000.

The 2025 Queens Arts Fund is supported in part by public funds from the New York City Department of Cultural Affairs, Greater New York Arts Development Fund, in partnership with the City Council.

Timeline

Applications Open: Tuesday, September 17, 2024 at 10:00 AM EST

Applications Close: Tuesday, November 19, 2024 at 5:00 PM EST*

Applicants Notified: Spring 2025

**Please note that the application form on Submittable will automatically close and stop accepting applications at this time.*

Applicant Eligibility

All QAF applicants are required to attend a live info session or watch a recorded info session. Any one member of an organization or artist collective may attend or watch an info session on behalf of their group.

Applicants can only submit ONE application to QAF in the 2025 calendar year.

Who Can Apply

- Artists who live in Queens or who have a full-time studio lease in Queens (PO boxes are not accepted)
- Artist collectives or collaborations must designate one Queens-based artist as the “lead applicant” who applies on behalf of the group. The lead applicant must meet all eligibility requirements for individual artists.
- Artists working in any artistic discipline
- Applicants must be at least 18 years of age by December 31, 2024.

Who Cannot Apply

- Past recipients of any QAF grant who failed to submit a final report or are otherwise out of compliance with their QAF Cultural Contract.
 - Students, full or part-time, either currently enrolled at the time of application or who will be enrolled in 2025. This includes degree programs and certificate programs.
 - Collectives that are LLCs or private entities, even with the use of a fiscal sponsor organization that is a 501(c)3. Collectives must be unincorporated to apply.
 - Artists who received funding in 2024 for the QAF New Work Grant.
 - Individual artists or artist collectives applying on behalf of or in partnership with an organization/collective to the 2025 Arts Access Grant. Applicants of a 2025 QAF Arts Access Grant are not eligible for the 2025 New Work Grant.
 - Applicants applying for DCLA funds in another county/borough for fiscal year 2025.
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Project Eligibility

New Work

Proposed projects must involve the creation of a new work within the 2025 calendar year (January 1 – December 31, 2025). “New Work” is defined as work that has not been produced or presented to an audience before. This can include works in progress that you have been developing over time but have not yet presented, as well as entirely new projects that you plan to start and complete during 2025.

Public Component

Proposed projects must include a public component that takes place in Queens* within the 2025 calendar year (January 1 – December 31, 2025) and provides Queens community members with the opportunity to experience dynamic, easily accessible arts and cultural events. Public Components can include, but are not limited to: exhibitions, performances, festivals, screenings, readings, and workshops. Projects may be in any artistic discipline. Preference is given to public programs that are free or have a sliding scale fee to participate.

**Public components may be held in-person, virtually, or a combination of both. All presentations and events taking place virtually must include some type of live component (i.e. an artist talk, Q&A, listening, or viewing event) and must be targeted towards local Queens audiences or participants. Uploaded videos/media or online galleries alone are not sufficient. Applicants proposing virtual public components must still be based in Queens.*

Eligible Grant Expenses

- Artists' Fees and compensation
 - Please note: QAF encourages all of its applicants to include artist fees for themselves and their collaborators within their submitted project budget!
- Technical Assistance fees (i.e. videographer, audio editor, translators and interpreters, etc.)
- Planning and preparation expenses for a proposed event
- Supplies and materials needed to execute the proposed project (individual items may not exceed \$1,000)
 - This can include but is not limited to: art supplies, sheet music, hardware, and memory cards
- Equipment, software, subscriptions, and training related to the creation and promotion of virtual programming (individual items may not exceed \$1,000)
 - This can include: cameras, lighting equipment, subscriptions associated with virtual programming, and training to utilize these tools
- Venue rental for the project (general home/studio rent is not eligible)
- In-state travel expenses
- Marketing and publicity costs

Ineligible Grant Expenses

- Public programs that exclude the general public, including members-only access workshops or programs
 - Recreational, religious, or therapeutic art programs or commercial art or entertainment– this includes clowning, magic, culinary arts, and cosmetology
 - Fellowships, scholarships, residency fees
 - Start-up costs for new collectives/organizations
 - In-school arts education activities and programs exclusively serving a school's student body (after school activities that are open to the general public are eligible)
 - Direct living or general operating expenses (residential or studio rent)
 - Equipment costs or capital goods whose total exceeds \$1,000
 - Acquisitions
 - Entertainment costs including openings, receptions, catering (food and drink), fundraising
 - Out-of-state travel expenses
 - Programs in which children (under 18) are paid
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Evaluation Process

Evaluation Criteria

Applications should accurately describe the project, target audience, and plans for community engagement. Eligible applications are scored by peer review panels based on the following evaluation criteria:

1. **Creativity and Artistic Merit** – A competitive application’s artistic or organizational mission is highly aligned with the proposed project or program’s goals, and is reflected in the quality of their submitted work samples.
2. **Clarity of Project Proposal** – A competitive application is cohesive and both the project concept and logistics are clearly described. Key participating artists and collaborators are identified and their roles are clearly defined.
3. **Community Engagement** – A competitive application clearly identifies the project’s intended Queens-based audience and provides an engaging, culturally-relevant arts or cultural experience that is reflective of the diversity of Queens. Competitive applications demonstrate evidence of long-lasting, sustainable relationships between the applicant and members of their target audience.
4. **Project Feasibility** – A competitive application is able to clearly demonstrate its ability to successfully complete the proposed project. The timeline and budget are clear and realistic in relation to the project’s scope.

Funding Priority

Priority will be given to individual artists and nonprofit arts organizations whose primary mission is to provide arts and cultural programs at the community level in Queens as well as (in no particular order):

- Artist-driven projects that are collaborative between artists and/or organizations
- Cultural activities that provide cultural access for under-resourced communities
- Cultural traditions and/or contemporary creative expression of cultural ethnicity
- Projects that demonstrate uniqueness/non-duplication of comparable existing programs in the same geographical area
- Geographic diversity and distribution across neighborhoods throughout Queens

Panel Review Timeline

- **November 19, 2024**
Deadline to submit an application for the 2025 grant cycle.
- **November - December**

NYFA staff will review all applications for eligibility and completeness following the application deadline. Ineligible or incomplete applications will be eliminated from consideration and will not be reviewed by panelists.

- **December - February**

Panelists will carefully review and pre-score assigned applications based on their artistic discipline. Panelists will then participate in virtual panel review sessions to discuss each application they have reviewed as a group, assembled by artistic discipline. This peer review process determines the distribution of grant funds to QAF applicants.

Please note: Only the information and materials contained within the application will be considered during review. Any additional information presented after the application deadline will not be accepted or considered.

- **March**

All applicants will receive a notification regardless of the outcome.

- **April - May**

Recipient contracting, payments, and public announcement. An exact payment and announcement timeline will be provided after recipient notification.

- **January 1 - December 31, 2025**

2025 recipient projects can take place at any point within the 2025 calendar year.

How to Apply

Submit your application

We only accept applications via Submittable. First-time users will need to register with Submittable to access the application portal.

[Apply for the 2025 Queens Arts Fund](#)

Applications submitted after the deadline will not be accepted and no exceptions will be made. We strongly recommend that applicants complete their applications in advance of the deadline to allow time for work samples to upload and to avoid potential technical problems.

Applicants will receive an automatic response from Submittable once their application has been successfully received.

Info Sessions

The NYFA Grants team will host a series of virtual information sessions designed to help artists build a strong application. Each live session will have a Q&A section where artists can ask the Grants team questions about the application process.

All QAF applicants are required to attend a live info session OR watch a recorded info session. Any one member of an organization or artist collective may attend or watch an info session on behalf of their group. Recorded information sessions have subtitles available in Spanish and Chinese.

Registration is required for live info sessions. Please sign up below.

All sessions listed below are held virtually over Zoom and are in English. Registration is required and on a first-come, first-served basis for each live session.

- Tuesday, September 24 at 2PM EST, [Register here](#).
- Tuesday, October 22 at 2PM EST, [Register here](#).

Recorded Info Sessions

Recorded info sessions will be available for viewing on [NYFA's Youtube Channel](#) approximately one week after the live session. Recorded information sessions have subtitles available in Spanish and Chinese.

1-on-1 Info Sessions

The NYFA Grants team offers 25-minute appointments to provide feedback on your draft application and answer any questions you may have. A draft of your application must be started prior to your review appointment in order for us to provide the most helpful feedback.

[1-on-1 sign-ups are available through this link](#). Sessions are available from October 21, 2024 through-November 8, 2024. All appointments will be available on a first come, first served basis and will be held virtually over Zoom in English.