

A program of the NYC Department of Probation
in partnership with Carnegie Hall's Weill Music Institute

I. Organization/Artist Information

a) NeON site you are applying to:

(You may apply to multiple NeONs, but please fill out a separate application for each NeON.)

Bedford-Stuyvesant Brownsville East New York Harlem Jamaica South Bronx Staten Island

b) Name of Organization/Artist:

c) Address:

d) E-Mail:

e) Phone:

f) Website (if applicable):

g) Fiscal Status (check one): 501(c)(3) / non-profit Under fiscal sponsorship Other*

*You may apply if you are an independent artist or an organization other than a 501(c)(3).

h) Tax ID Number:

i) Have you done this project or a similar project before? Yes No

j) Provide a brief history of your organization or an artist biography, as appropriate. (Maximum 100 words)

k) Describe your relevant experience in completing similar projects, including those in justice settings. (Maximum 100 words)

l) Describe any projects you have done in this NeON neighborhood before. Please list your most recent project dates and locations, as well as any partnerships involved in these projects. (Maximum 100 words)

m) If available, provide brief profiles of the teaching artists / people who will be involved in this project. (Maximum 225 words)

n) If available, please share images, sound files, or videos by providing links to your social media channels or media-sharing websites in the space below. If you have any questions about sharing media files, please contact NeONArts@carnegiehall.org.



Department of
Probation

carnegiehall.org/NeONArts

CARNEGIE HALL
Weill Music Institute

09/23/15

II. Project Summary

- a) The NeON stakeholder groups will look for inspiring projects that will serve their clients and communities. Please provide a project summary that includes a clear description of the central art-making activity of your project. (Maximum 500 words)

III. Project Components

a) Project Details

- i. Proposed age range of participants for this project:
- ii. Proposed number of participants:
- iii. Minimum/maximum number of participants:
- iv. Proposed total of weeks of project:
- v. Proposed frequency of workshops:
- vi. Descriptive title for this project:
- vii. Type of project: Dance Film Music Theater Visual art Other

viii. Why do you believe this project will engage the clients and community members it will serve? (Maximum 200 words)

ix. Describe what kind of space, equipment, and materials you will need for weekly workshops. If you have connections to a space for this project, provide the location address. (Note: Application selection is not contingent on securing a space.) (Maximum 150 words)

b) Recruitment Strategies

i. List any incentives participants will receive for their involvement in this project.

ii. NeON Arts projects are also open to community members who are not under the supervision of the Department of Probation. Describe what kind of outreach you will do in order to recruit participants from the NeON community. (Maximum 100 words)

c) Final Event

i. Describe what you propose for a final public event for this project. How will participants contribute to the final public event? (Maximum 100 words)

ii. Describe what kind of space, equipment, and materials you will need for your proposed final event. If you have connections to a space for the event, provide the location address. (Note: Application selection is not contingent on securing a space.) (Maximum 150 words)

IV. Goals and Outcomes

a) Please describe how your project can help participants achieve the following outcomes:

i. Social and artistic skill development and/or other learning in your art form(s) (Maximum 175 words)

ii. Employment opportunities or career development (Maximum 175 words)

iii. An enhanced connection between the NeON and the community in which it is located (Maximum 175 words)

iv. Develop capacity in the NeON for sustained arts programming in the future (Maximum 175 words)

b) Describe what method(s) will be used to measure the success of the project. (Maximum 150 words)

V. Project Expenses

a) Please detail the total project expenses in the chart on the following page. Your budget should clearly fit the project and outcomes you describe in this application.

- i. You may allocate up to 15% of your budget to administrative costs and salaries. The remaining 85% should consist of direct project costs.
- ii. For anything that falls outside of the budget form, please attach a short note of explanation.
- iii. Your request to NeON Arts should not exceed \$15,000.
- iv. All capital equipment purchases made by you or your organization are subject to pre-purchase screening. The Department of Probation owns property title to all equipment purchased using funds received through this project.

PROJECT EXPENSES			
Expenses	Sub-Category	Budget Notes	Total Project Expenses
Workshop Expenses			
Artist Fees			
	Teaching Artists		\$
	Other Artistic Personnel		\$
	Other (Specify)		\$
Materials/Supplies			
	Supplies		\$
	Equipment		\$
	Books/Recordings		\$
	Other (Specify)		\$
Workshop Expenses Subtotal			\$
Final Exhibition / Performance Expenses			
Artist Fees			
	Teaching Artists		\$
	Other Artistic Personnel		\$
	Other (Specify)		\$
Materials/Supplies			
	Supplies		\$
	Equipment		\$
	Books/Recordings		\$
	Other (Specify)		\$
Promotional Costs			
	Marketing and Promotion		\$
	Other (Specify)		\$
Final Exhibition / Performance Expenses Subtotal			\$
Evaluation Expenses			
	Artist or Staff Time		\$
	Other (Specify)		\$
Evaluation Expenses Subtotal			\$
Total Subtotal			\$
Administrative Expenses			\$
TOTAL PROJECT EXPENSES			\$

VI. Project Revenue

- a) Please detail the sources of revenue for your project and include the total NeON Arts grant request in the “Request to NeON Arts” line.
- i. In the “Contributed Income” lines, only include additional grants that have been pledged or received for this project.
 - ii. In the “Remaining Need” line, include pending grant requests, as well as additional funds to be raised.
- b) If you will receive in-kind donations for this project, note the anticipated value and donors in the “In-Kind Donations” lines.

PROJECT REVENUE		
	Revenue Detail	Total Revenue
Contributed Income		\$
		\$
Request to NeON Arts		\$
Remaining Need		\$
TOTAL PROJECT REVENUE		\$
PROJECT REVENUE		
	In-Kind Donations Detail	Estimated Value
In-Kind Donations		\$
		\$
		\$
		\$
TOTAL IN-KIND DONATIONS		\$

VI. Signature

I, submit this application on behalf of

(name/title if applicable) (name of organization)

on .

(date)

(signature)