



## Invitation-only Call for Letters of Inquiry (LOIs)

Individual artists are the heart of our arts and culture sector. However, across the country, tens of thousands of performing artists are in perilous financial circumstances due to the COVID-19 pandemic. Americans for the Arts reports that artists are among the workers most severely impacted by the pandemic—95% have lost creative income and at the height of the pandemic in 2020, 63% experienced unemployment. Furthermore, African, Latina/o/x, Asian, Arab, and Native American (ALAANA), and Black, Indigenous, and People of Color (BIPOC) artists have experienced higher rates of unemployment compared to White peers (69% vs. 60%).<sup>1</sup> While jobs are rebounding, arts jobs are still down 21% since before the pandemic according to the U.S. Bureau of Labor Statistics.

Many artists are still finding ways to create and innovate artistically despite the circumstances. But, with the slow reopening of performing arts venues, few performance touring opportunities, and limited other ways to generate income from their artistic practice, performing artists are struggling financially. Some are even being forced to pursue other lines of work. Artists need support to cover income gaps, enabling them to continue their work and be prepared to quickly resume performing at a high level once shutdowns end.

Providing financial support to professional artists in contemporary dance, jazz, and theater is core to the work of the Doris Duke Charitable Foundation (“the Foundation”). When the COVID-19 pandemic hit in March 2020, the Foundation provided funds through its intermediary partners to individual performing artists. The Foundation also joined other national efforts, such as the Artist Relief Fund, to provide emergency funds to artists hard-hit by the pandemic.

Recognizing that many performing artists nationally are still in great need, the Foundation created the Doris Duke Foundation Performing Artist Recovery Fund in The New York Community Trust. This fund will award a total of \$3 million through one-time unrestricted grants of \$10,000 each to 300 professional, generative artists from across the nation in the fields of contemporary dance, jazz, and theater. The Fund defines generative artists as those who have agency over their creative vision and production process, including financial oversight.

The grants will assist financially struggling individual performing artists, provide substantial economic security to help them take care of basic life needs and continue to hone their craft, and hopefully contribute to bridging the gap until opportunities for live performances more fully re-open.

While many artists work with companies, theaters, and ensembles, those entities have access to other relief and recovery support. This opportunity is designed to address solely the dire personal financial need of the artists invited to apply.

### Eligibility

To be eligible, applicants must be:

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<sup>1</sup> COVID-19’s Impact on The Arts Research & Tracking Update: December 14, 2020 <https://www.americansforthearts.org/node/103614>.

- ✓ Recipients of an invitation-to-apply email directly from The New York Community Trust—this invitation is non-transferrable;
- ✓ Prior artist awardees from the Doris Duke Charitable Foundation or from one of its intermediary funding partner programs listed on page 3;
- ✓ Professional artists, not art students, working in the fields of contemporary dance, jazz, or theater;
- ✓ In dire personal financial need as a result of COVID-19 and unable to cover the cost of housing, food, medical needs, childcare or other core necessities;
- ✓ Applying as individuals (this grant is not intended for companies or ensembles); and
- ✓ Able to complete an IRS W-9 form—note that individual grant recipients may be required to pay taxes on the grant.

## Application Deadline

Letters of Inquiry (LOIs) must be submitted electronically no later than **3pm EST (12pm noon PST) on July 27, 2021** on The New York Community Trust's Grants Portal.

## LOI Submission Instructions

**Step One: Personal Statement** - Prepare a one-page narrative (PDF) addressing the questions below, using 12-point font with 1” margins. We respect your privacy and any information you provide will be kept confidential and used solely for the grant review and decision-making process.

Please tell us accurately and succinctly:

1. *What is your artistic vocation? In no more than two sentences, share a little about your work and who you are as an artist.*
2. *We know that artists’ ability to hone their creative practice and generate artistic work varies widely in this moment. Have you been able to continue performing during the pandemic? If so, please describe how and let us know whether you’ve been able to receive compensation for performing. If not, please tell us about the barriers you have encountered.*
3. *What were your income source(s) and financial situation prior to the pandemic? Has that changed, and if so, how? How have you stayed afloat financially and covered necessary expenses?*
4. *What immediate dire personal financial need do you have? What could possibly happen to your artistic career if the need is not addressed in the next few months?*
5. *Tell us how you will use grant funds to meet the financial need and the ways in which this will help you prepare to return to the stage when venues fully reopen.*

**Step Two:** Go to The Trust's Grant Portal <https://proposals.nycommunitytrust.org/>. Click on the “Apply Here” button at the bottom of the page. Under “Available LOIs,” find the “**(Invitation Only) Doris Duke Foundation Performing Artist Recovery Fund**” LOI and click on the "Apply" button. Please gather all your materials and be ready to upload and submit your personal statement before applying online, as the application must be completed in one session and the system will time out after one hour of inactivity.

**Step Three:** Complete the LOI profile, answer the questions on the electronic application, and upload your one-page personal statement.

*We recommend looking at the electronic application form and preparing your answers for the application and the personal statement prior to beginning the submission process. The submission process should take less than five minutes if you are prepared.*

## **LOI Review Criteria & Process**

The Fund prioritizes supporting communities most impacted by COVID-19 including ALAANA/BIPOC, disabled, immigrant, elderly, LGBTQ, and women-identifying artists. LOIs will be evaluated on a competitive basis by external national panels of experts, comprised of representatives from the Foundation's re-granting partners and experts in contemporary dance, jazz, and theater. Priority will be given to LOIs that provide clear, thoughtful, and compelling articulation of:

- ✓ The dire nature of the COVID-19-induced financial situation that the artist is facing;
- ✓ The impact the pandemic has had on the applicant's artistic practice;
- ✓ How the grant will be used to meet dire personal financial need and to prepare the artist to return to the stage when opportunities for live performances more fully reopen.

## **Award Notification**

Notification of award status will be made by email by September 2021. Grant recipients will complete an IRS W-9 form and provide ACH (electronic banking) information via a secure DocuSign process.

Please add [noreply@nycommunitytrust.org](mailto:noreply@nycommunitytrust.org), [docusign@nyct-cfi.org](mailto:docusign@nyct-cfi.org), and [nyctdocusign@nyct-cfi.org](mailto:nyctdocusign@nyct-cfi.org) to your address book so that our communications do not get caught in your spam filters.

## **Questions**

**Technical Assistance with Grant Portal and Grant Award process:** If you have questions about or issues with the grant application portal, reach out to Julia Chang [jtc@nyct-cfi.org](mailto:jtc@nyct-cfi.org) at The New York Community Trust. She also can address any issues that may arise with the grant notification, contracting, and/or payment processes.

**Personal Statement & Application Help:** All invited applicants have received support directly from the Doris Duke Charitable Foundation or one of its intermediary funding partners. Therefore, if you have questions about your personal statement and/or need assistance in completing this application, please review the list below and consider reaching out to the contact for the program that supported your work in the past. For example, if you are a recipient of a New Jazz Works award, your contact at Chamber Music America can answer your questions. As noted above, this partner cannot resolve technical issues that may arise with the proposal submission or grant contracting process; please direct those questions to The New York Community Trust.

Please also see the Frequently Asked Questions on page 4.

Finally, please do not contact the Doris Duke Charitable Foundation about this opportunity unless directed to do so below\*.

## Doris Duke Charitable Foundation Funding Partner Program Contacts

<p><i>If you received a Doris Duke Charitable Foundation award from this funding partner</i></p>	<p><i>Then contact this staffer for personal statement &amp; application help</i></p>
<p>Chamber Music America</p> <ul style="list-style-type: none"> <li>• New Jazz Works</li> <li>• Presenters Consortium for Jazz</li> </ul>	<p>Gargi Shindé, <a href="mailto:gshinde@chamber-music.org">gshinde@chamber-music.org</a></p>
<p>Doris Duke Impact Awards* (only recipients of this award should contact the Doris Duke Charitable Foundation directly for application assistance.)</p>	<p>Lillian Osei-Boateng, <a href="mailto:losei-boateng@ddcf.org">losei-boateng@ddcf.org</a></p>
<p>MAP Fund</p>	<p>Lauren Slone, <a href="mailto:lauren@mapfund.org">lauren@mapfund.org</a>          Maya Quetzali Gonzalez, <a href="mailto:maya@mapfund.org">maya@mapfund.org</a></p>
<p>New England Foundation for the Arts</p> <ul style="list-style-type: none"> <li>• National Dance Project</li> <li>• National Theater Project</li> </ul>	<p>Dance: Indira Goodwine, <a href="mailto:igoodwine@nefa.org">igoodwine@nefa.org</a>          Theater: Quita Sullivan, <a href="mailto:qsullivan@nefa.org">qsullivan@nefa.org</a></p>
<p>National Performance Network</p> <ul style="list-style-type: none"> <li>• Artist Engagement Fund</li> <li>• Creation &amp; Development Fund</li> </ul>	<p>Stanlyn Brevé, <a href="mailto:stanlyn@nnpweb.org">stanlyn@nnpweb.org</a></p>
<p>South Arts</p> <ul style="list-style-type: none"> <li>• Jazz Road</li> </ul>	<p>Sara Donnelly, <a href="mailto:sdonnelly@southarts.org">sdonnelly@southarts.org</a></p>

## FREQUENTLY ASKED QUESTIONS

### **What do you mean by “dire” financial need?**

Primary evaluation of applications will be based on demonstrated dire personal financial need which we define as the inability to cover core needs and expenses such as food, housing and rent, medical needs and health care, childcare, and other resources necessary for immediate and long-term safety and well-being.

### **I do not have dire financial need, but my staff do; can I apply and use the funds for rehearsal pay for them?**

While we are sorry to hear of the plight of other artists, this grant can only be used to support the individual generative artist who is applying. Artists should respond to the personal statement questions addressing their own personal financial need; grants will not go toward affiliated nonprofits, ensembles, or companies as this opportunity is designed to understand and meet individual artists’ personal financial needs. Note that the artist will need to complete a W-9 form and may be required to pay taxes on the grant.

### **How should I frame or focus my narrative in my personal statement? To which questions should I devote more space?**

Applications will be evaluated based on assessment of personal financial need, level of urgency, and potential detriment to artists’ careers if these financial needs are not met. Artists should spend no more than two sentences discussing their artistic work as applications are not being evaluated on artistic merit. They should devote more space to telling the review committee about past and current income sources and how their financial circumstances have changed since the pandemic, the financial challenges they are currently facing, and how a grant may alleviate those challenges and enable them to resume their artistic careers at a high level.

### **What if I haven’t been able to perform or continue my artistic practice during this time? Is this going to make my application less competitive?**

No. Applications will be evaluated based primarily on assessment of personal financial need. We understand this has been an immensely challenging time to generate artistic work and continue performing. We ask this question so that we can better understand the specific challenges you, the artist, have faced, and how your financial need has impacted that artistic work. If you have not been able to perform during this time, please tell us about the institutional, professional, or personal barriers you have encountered, and how a grant will help you return to your artistic career.

### **What if I have been able to perform? Is this going to make my application less competitive?**

No. Applications will be evaluated based primarily on assessment of personal financial need. We understand that compensation levels have varied greatly during this time. We would like to hear about how you have been able to continue performing and generating artistic work during this difficult period, and how the pandemic has changed how that looks. We expect that you will provide in your

narrative a clear articulation of your financial need alongside your experience of performing in this moment, and how a grant will help you prepare to resume your artistic career at a high level.

**I do not consider myself in dire financial need, but I know another artist who is--can they apply instead of me?**

No. This program is designed to help only artists who have been funded by the Doris Duke Charitable Foundation or its intermediaries as outlined on the final page of the program guidelines, and invitations are not transferrable. (A resource page for other opportunities is available online at Creative Capital, another funding partner: <https://creative-capital.org/online-resources/>)

**I'm a graduate student. Can I still apply?**

If your primary vocation was as a professional generative artist in contemporary dance, jazz, or theater prior to the pandemic, and you are continuing or plan to resume your career as a professional generative artist as the pandemic eases, then yes, you can still apply. (Generative artists are defined as artists who are main organizers of their projects, including agency over the creative vision, production process, and financial oversight.) Please ensure you respond to all questions in the RFP, particularly those regarding your primary income source(s) and financial situation prior to the pandemic and how that has changed, and how a grant will enable you to resume your artistic practice and return to the stage.

**This opportunity is being administered by The New York Community Trust, but I am not a New Yorker. Can I apply?**

Yes. This is a national grant program.

**Will any of the information I share in my application, including my financial situation, be shared publicly?**

Any information you provide will be kept confidential and used solely for the grant review and decision-making process. No grant recipients' names will be published.

**When will I hear about the status of my application?**

All artists will be notified, via email, of the status of their application by September 2021. Please add [noreply@nycommunitytrust.org](mailto:noreply@nycommunitytrust.org), [docusign@nyct-cfi.org](mailto:docusign@nyct-cfi.org), and [nyctdocusign@nyct-cfi.org](mailto:nyctdocusign@nyct-cfi.org) to your address book so that communications do not get caught in your spam filters.

**I'm having technology issues with the application portal.**

Please contact Julia Chang at The New York Community Trust, at [jtc@nyct-cfi.org](mailto:jtc@nyct-cfi.org).