

**Request for Proposals to Advance the Pre-Professional Development of
Young Artists from Historically Underrepresented Populations
Proposals must be submitted online by 4:00 pm on May 24, 2024**

The Edward and Sally Van Lier Fund

Sally Van Lier was a theatrical performer in New York in the 1920s who appeared in the original production of *Showboat*. Throughout their lives, [Ms. Van Lier and her husband, Edward](#), were avid visitors to the City's cultural institutions and introduced many young people to the arts. Through the Edward and Sally Van Lier Fund, The New York Community Trust makes grants to arts organizations to support artists at two important stages of their artistic development: *pre-professional*, which describes the training and artistic growth of young people ages 6 to 18, prior to attending college or conservatory programs; and *young professional*, during which adults ages 18 to 30 seek to establish a career in the arts. We issue a separate Request for Proposals (RFP) for each level of development, typically in alternating years. This year, we will exclusively consider proposals for efforts to serve pre-professional artists.

Fellowships for Pre-Professional Artists

In October 2024, the Van Lier program will award grants to a small number of tax-exempt, 501(c)(3) organizations, to provide fellowships to young artists between the ages of 6 and 18 who reside in New York City. The program's primary goal is to help fellowship recipients achieve a significant artistic credit likely to lead to admission to a higher education arts program or other career opportunities. Funds may be used to support or expand an existing effort or to begin a new program. Highest priority will be given to groups that are serving artists from historically underrepresented backgrounds (e.g., those excluded by race and ethnicity, disability, and/or gender).

To be eligible for Van Lier funding, fellowship programs must:

- Help young people ages 6 to 18 pursue the study of one or more arts disciplines (e.g., filmmaking, theater, music, visual arts).
- Provide recipients with artistic training and related services (e.g., mentoring; opportunities to perform, exhibit, or publish artistic work; college preparation and visits).
- Be responsible for recruiting and selecting fellowship recipients, assuring that support and resources are provided, monitoring the artists' progress over the term of the fellowship, and tracking subsequent professional career development.
- Be located and primarily take place within New York City's five boroughs.

Van Lier funding will NOT support fellowships that:

- Provide training in graphic design, media post-production, or arts administration.
- Serve young people who are or will be enrolled in a college, conservatory, or other degree-granting program during the grant period.
- Are distributed by an organization that has an annual operating budget below \$250,000, an accumulated deficit, or negative net assets.
- Are distributed by an organization that has a current, active grant from The Trust's arts program that concludes after October 2024.

Grants will extend for a period of two or three years and will not exceed \$150,000 per organization (\$75,000 per year for two years or \$50,000 per year for three years). The Trust will not support an agency's Van Lier fellowship program for more than six consecutive years. Applicants must request support for at least two fellows; and they may request a maximum of \$25,000 per fellow, per year. The size and duration of each fellowship should be based on activities involved, and the resources and time needed for artists to achieve a significant professional credit. Grants are intended to cover fellowship costs. Grants are designed to primarily benefit fellowship recipients rather than the sponsoring organization. However, grant budgets may include limited support for administrative costs. Supplemental income from other sources is encouraged.

The Trust will require grantees to submit periodic reports on the program as a whole and on the status of each fellowship recipient, and establish procedures for tracking recipients' artistic achievement after the fellowship. Organizations may choose to support either the same artists over the term of the grant, or different artists for shorter periods. Individual artists may receive multiple Van Lier fellowships, but in aggregate they should not receive fellowships comprising more than four years of Van Lier funding from a single nonprofit organization.

Application Requirements

1. A proposal cover sheet for the Van Lier Pre-Professional RFP. Please make sure that the top of the proposal cover sheet you fill out says it is for this specific RFP—not The Trust's regular competitive grants program or another RFP. Details on how to complete this form are provided in the Submission Process section of this RFP.
2. A proposal narrative describing the project that does not exceed five single-spaced pages and includes information about:
 - Your organization's history and mission.
 - How your program for talented young artists meets the needs of young people from historically underrepresented populations in the arts.
 - The training, resources, performance and exhibition opportunities, and supportive services to be provided to fellows, including any direct financial support.
 - The role and qualifications of partnering organizations, if applicable.
 - The methods you will use to identify fellowship recipients, including how their level of financial need is assessed; the number of fellowships to be provided; and the names and brief profiles of intended recipients (if known).
 - Your plan for tracking recipients' progress and career development after the fellowship, and for continuing the fellowship program beyond the grant period.
 - Previous Van Lier grant recipients should describe how support from The Trust has affected the organization overall. (For example, did it help attract new culturally diverse artists? How have previous fellows' careers progressed?)
3. A multi-year project budget that indicates both the annual and total costs of all fellowships. Please include an itemization of the costs per artist (e.g., stipend, space rental, supplies, administration, etc.) and the total request from The Trust, specifying the amount requested for each fellowship. If applicable, please note other confirmed and projected funding sources.
4. An organizational operating budget for the current year and projected operating budget(s) for the proposed grant period.

Submission Instructions

1. Merge items 2-4 listed from the Application Requirements section into a single PDF file no larger than 25 MB in size, labeled in the following format: “Organization Name.pdf.”
2. Create a [Van Lier Pre-Professional RFP cover sheet](#) through The Trust’s Grants Portal.
3. Complete the cover sheet as instructed and upload the PDF of items 2-4 (see Step 1, above). Once uploaded, check the certification box at the end and click submit. You will get an email confirming the proposal has been received. This email will include—as a PDF attachment—the cover sheet you just completed. The email will be sent to the email address entered in the “Information about Person Completing this Form” field on the proposal cover sheet.
4. Please note The Trust's communications about the result of your submission will be by email, whether notification of a decline or grant. Please add noreply@nycommunitytrust.org to your address book so important communications do not get caught in spam filters.

Proposals must be submitted online by 4:00 pm on May 24, 2024. Applications that are incomplete or submitted after the due date will not be considered for funding. Grants will be announced in October 2024.

Please direct questions about the RFP to Leigh Ross, Program Officer for Girls & Young Women, Early Childhood Education, and Arts Education, at lcr@nyct-cfi.org. For help completing the proposal cover sheet, uploading the proposal, or navigating The Trust’s Grants Portal, please contact Melanie DeLorenzo, Grants Manager, at mdl@nyct-cfi.org.