

The Tri-State Relief Fund to Support Non-Salaried Workers in the Visual Arts

→ Application questions and requirements: CYCLE 2

This document is designed to assist potential applicants in preparing materials to apply for the *The Tri-State Relief Fund to Support Non-Salaried Workers in the Visual Arts*

This is not the application form.

Applications are **only accepted** via the Submittable platform.

The application form will be available here: apply.nyfa.org/submit

APPLICATION TIMELINE (All cycles open at 10am EDT and Close at 11:59pm EDT)

Cycle I: May 5 - May 6

Cycle II: May 19 - May 20

Cycle III: June 2 - June 3

Please keep an eye on the NYFA website as all dates are subject to change.

Qualifying applicants will be selected for funding each cycle via a lottery process

If you are planning to submit an application in Cycle 2, we have updated requirements that you should be mindful of before submitting your application:

1. Applicants only need to provide 2 residency documents from anytime between 2018 and 2020
2. Applicants will need to only provide evidence of a sustained commitment to behind-the-scenes visual arts from the past 3 years
3. Support documents of evidence of sustain commitment to the field can also include a copy IRS Schedule - C
4. Letters of recommendation from past employers are a valid form of documentation for sustained commitment to the field or scheduled activities. These letters of recommendation/confirmed employment should include the employer's contact information and preferably be on a letterhead

5. Support documents of confirmed/cancelled of scheduled activity can now also include text-message screenshots with date stamp
6. Applicants will need to provide a short outline (100 word maximum) of the submitted confirmed/cancelled activity

Contents:

[DOCUMENT UPLOAD CHECKLIST](#)

[SECTION 1: APPLICANT GENERAL INFORMATION](#)

[SECTION 2: APPLICANT SUPPORT STATEMENTS AND DOCUMENTATION](#)

DOCUMENT UPLOAD CHECKLIST

The following is a list of the types of information you will be required to upload to your application form.

Question	Type of Information	No. Docs.
Evidence of a sustained commitment to behind-the-scenes visual arts from 2017 to 2020	<ul style="list-style-type: none"> ● An up-to-date work specific CV/resume ● Any two (2) of the following forms of evidence from different years: <ul style="list-style-type: none"> ○ Letters of agreement from past employers, ○ copies of 1099 listing relevant employer(s) ○ Copy of IRS Schedule-C or ○ letters of recommendation/confirmation of past freelance/contract employment. 	3 required File types: PDF, JPG, PNG, DOC, DOCX
Evidence of scheduled work activity from March 1 to August 1, 2020 <ul style="list-style-type: none"> ● Work activities must be related to your nominated visual-arts field 	<p>- Confirmation of scheduled work activities between March 1 to August 1, 2020. Confirmation must include, scope of activity, confirmed date of activity and fee to be paid. This can be in the form of</p> <ul style="list-style-type: none"> ● signed contracts ● email confirmations ● letters of agreement ● Text-message exchange with date and time stamp <p>*up-to 6 individual documents can be uploaded</p> <p>- Proof of cancellation of scheduled work activities due to COVID-19. This can be in the form of:</p>	1 required for each question. Up-to 6 for each question File types: PDF, JPG, PNG, DOC, DOCX

	<ul style="list-style-type: none"> ● email or personal communication about closure/job loss/opportunity postponement ● state-based shutdown communication ● or any official form of communication that clearly states the pre-agreed on activity is now cancelled due to COVID-19 <p>*up-to 6 individual documents can be uploaded</p>	
<p>Evidence of living and working in the Tri-State area (NY, NJ & CT) for at least the last two consecutive years (min. from 2018 to-date)</p> <ul style="list-style-type: none"> ● Provide 2 documents from any of the following year: 2018, 2019 or 2020 	<p>Evidence submitted must be:</p> <ul style="list-style-type: none"> ● On an official company document/letterhead ● Clearly state applicant's name ● Clearly state the date ● Clearly state a Tri-state address (the address does not need to be the same for each document). <p>This evidence can be but is not limited to:</p> <ul style="list-style-type: none"> ● Utility bill ● Bank statement or bill ● Valid government ID issued <i>in 2019 or before</i>, or ● Residential or studio lease. 	<p>2 required</p> <p>File types: PDF, JPG, PNG, DOC, DOCX</p>
Government Issued ID	Any form of government issued ID that clearly shows your full legal name.	<p>1 required</p> <p>File types: PDF, JPG, PNG, DOC, DOCX</p>

SECTION 1: APPLICANT GENERAL INFORMATION

To answer the following questions you will need to provide either short answer or select from a radio list

- Short Answer are indicated with a “S”
- Radio List answer are indicated with a “R”
- Upload a document are indicated with a “UP”
- All required questions are indicated with a *
- Under each question is the prompt that is given to assist applicants in answering the question

1) Name [*, S]

a) Please enter your full legal name as it appears on government issued identification

2) Artist Name [S]

a) An artist name or stage name is the name you are recognized by or published under, different from the name you use on government issued forms of identification.

3) Address [*, S]

a) *ELIGIBILITY REQUIREMENT: Applicants must be a residents Tri-State area: New York, New Jersey and Connecticut*

4) State [*****, **S**]

5) City [*****,**S**]

6) Zip Code [*****,**S**]

7) Phone Number [*****, **S**]

a) Enter numbers only. DO NOT include spaces or hyphens, commas etc.

8) Email [*****,**S**]

9) Website [**S**]

a) Please enter a direct link (http://.....)

10) Copy of a Government issued ID [*****,**UP**]

TYPES OF FILES ACCEPTED: PDF, DOC, DOCX, JPG and PNG

NUMBER OF DOCUMENTS ACCEPTED: 1

a) Upload a passport or state-issued ID.

Applicant Demographics

NYFA is committed to supporting the artistic community from all backgrounds and will continue to work towards inclusivity and accessibility for all applicants. The following information is requested so that the New York Foundation for the Arts may properly assess their effectiveness in serving artists. This information is for internal purposes only.

11) How would you describe yourself (Please select one)? [*****, **R**]

- Asian/East Asian/South Asian/ Southeast Asian
- Black/African/Caribbean/African-American
- Hispanic/Latinx/Chicanx
- Southwest Asian (Middle Eastern)/North African (SWANA/MENA)
- Multi-racial
- Native Hawaiian or other Pacific Islander
- Native American/Alaska Native/Indigenous/First Nations
- White/Caucasian
- Prefer not to say
- Not Listed (Please Specify)
 - [Write-in option]

12) Do you consider yourself to be: (Please select one) [*****, **R**]

- Asexual
- Bisexual
- Gay
- Straight (heterosexual)
- Lesbian
- Panasexual
- Queer

- Prefer not to disclose
- Prefer to self-describe
 - [Write-in option]

13) To which gender do you most identify (please select one)? [* , R]

- Female
- Gender Variant/Non-conforming/Genderqueer
- Male
- Transgender Female
- Transgender Male
- Prefer not to say
- Not listed (Please Specify)
 - [Write-in option]

14) Do you identify as someone with a disability? [* ,R]

- Yes
- No
- Prefer not to say

15) Date of Birth [* , S]

a) *ELIGIBILITY REQUIREMENT: Applicants must be 21 years or older on or before May 5, 2020.*

16) How did you hear about this opportunity? [* ,R]

- NYFA website
- NYFA Current blog
- NYFA News
- Social Media
- Friends / Family
- Advertising
- Local Arts Council
- Other
 - [Write-in option]

17) Sign-up for NYFA News email [R]

- a) Yes
- b) No

SECTION 2: APPLICANT SUPPORT STATEMENTS AND DOCUMENTATION

The following questions are short answer or require applicants to upload a document or provide a link

- Short Answer are indicated with a “S”
- Upload a document are indicated with a “UP”
- Radio List answer are indicated with a “R”
- All required questions are indicated with a *

SECTION INFORMATION:

This section is broken up into 3 sections

SECTION 2.1: Evidence of a sustained commitment to behind-the-scenes visual arts.

SECTION 2.2: Evidence of scheduled work activity from March 1 to August 1, 2020

SECTION 2.3: Evidence of living and working in the Tri-State area: New York, New Jersey and Connecticut

To be eligible for this fund, applicants must be able to supply:

- Description of scheduled work activity (March 1 – August 1, 2020)
- Evidence of a minimum of 3 years (2017 to 2020) working as a freelance, contract or non-salaried cultural worker in one of the above listed roles.
- Proof of cancellation of work activity due to COVID-19.
- Short narrative, up to 300 words, outlining your current financial emergency from loss of income due to the COVID-19 pandemic.
- Evidence of living and working in the Tri-State area: New York, New Jersey and Connecticut for a minimum of 2 year (since 2018)

SECTION 2.1: Evidence of a sustained commitment to behind-the-scenes visual arts.

1) Please indicate which area of the visual arts you primarily work in [* , R]

- Archivists
- Art handlers
- Artist/photographer's assistants
- Cataloguers
- Database specialists
- Digital assets specialists
- Image scanners/digitizers
- Registrars.

2) Up-to-date work specific CV/Resume [* ,UP]

TYPES OF FILES ACCEPTED: PDF, DOC, DOCX, JPG and PNG

NUMBER OF DOCUMENTS ACCEPTED: 1

Please include an artist CV no more than 2 pages in length.

Your CV/resume should outline freelance, contract or non-salaried cultural worker for a minimum of 3 years (2017 -20)

3) 2 additional support documents [* , UP]

TYPES OF FILES ACCEPTED: PDF, DOC, DOCX, JPG and PNG

NUMBER OF DOCUMENTS ACCEPTED: 2

a) *Please provide TWO (2) of the following forms of evidence from different years within the past 3 years:*

- *Letters of agreement from past employers*
- *Copies of 1099*
- *IRS Schedule-C*
- *Letters of recommendation/confirmation of past freelance or contract employment.*

SECTION 2.2: Evidence of scheduled work activity from March 1 to August 1, 2020

4) Please upload documents to support your confirmed activities: [* , UP]

TYPES OF FILES ACCEPTED: PDF, DOC, DOCX, JPG and PNG

NUMBER OF DOCUMENTS ACCEPTED: up-to 6

- a) *Applicants must show scheduled work activities from March 01 to August 01, 2020. Please upload documentation in the form of signed contracts, email confirmations, letters of agreement, text message exchange with date stamp or other forms of official documentation. Each item needs to clearly outline the projects/scope of work, outline of date/s of activity and fee to be paid.*

5) Please upload evidence of cancellations due to COVID-19: [* , UP]

TYPES OF FILES ACCEPTED: PDF, DOC, DOCX, JPG and PNG

NUMBER OF DOCUMENTS ACCEPTED: up-to 6

- a) *Proof of cancellation of work activity in the form of email or personal communication about closure/job loss/opportunity postponement, state-based shutdown communication, etc.*

6) Please give a short description of the confirmed/cancelled activity(ies): [* , S]

- a) *Short narrative, up to 100 words, outlining what activities have now been cancelled or postponed in your documentation. Bullet points preferred.*

7) Please outline your current financial emergency: [* , S]

- a) *Short narrative, up to 300 words, outlining your current financial emergency from loss of income due to the COVID-19 pandemic.*

SECTION 2.3: Evidence of living and working in the Tri-State area: New York, New Jersey and Connecticut

Applicants must provide evidence of living and working in the Tri-state area for at least the last two (2) consecutive years (minimum from 2018 to-date). Applicants will need to provide 2 documents from anytime during 2018, 2019 Or 2020.

8) Document 1 : [* , UP]

TYPES OF FILES ACCEPTED: PDF, DOC, DOCX, JPG and PNG

NUMBER OF DOCUMENTS ACCEPTED: 1

- a) *Must be on an official company document/letterhead, stating your name, date and Tri-state address (the address does NOT need to be the same for each document).*

9) Document 2: [* , UP]

TYPES OF FILES ACCEPTED: PDF, DOC, DOCX, JPG and PNG

NUMBER OF DOCUMENTS ACCEPTED: 1

- a) *Must be on an official company document/letterhead, stating your name, date and Tri-state address (the address does NOT need to be the same for each document).*

10) Government Issued ID [* , UP]

TYPES OF FILES ACCEPTED: PDF, DOC, DOCX, JPG and PNG

NUMBER OF DOCUMENTS ACCEPTED: 1

- a) *Any form of government issued ID that clearly shows your full legal name.*

SUBMIT

Once successfully submitted you will receive an email confirmation form Submittable.