New Mexico Arts contracts arts services on behalf of the state for the people of New Mexico. Activities funded for FY2021 should have a public presentation component that takes place between July 1, 2020 and June 30, 2021.

For accessibility questions or to receive an alternate format of these guidelines please contact New Mexico Arts Accessibility Coordinator Lilli Tichinin at Lilli.tichinin@state.nm.us; phone: 505-476-0518 (voice); Instate: 1-800-879-4278 (voice); TTY Relay: 1-800-659-8331; Fax: 505-827-6043.
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Nancy Cooper, Albuquerque
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Sherry Davis, Santa Fe
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New Mexico Arts contracts arts services on behalf of the state for the people of New Mexico. Activities funded for FY2021 should have a public presentation component that takes place between July 1, 2020 and June 30, 2021.

NOTE: Due to contract requirements most funded programs take place between August and May.

Each year, New Mexico Arts receives requests totaling more than three times the amount of funds available. Applicants should be aware that less than full funding for approved applications typically occurs. If a successful applicant receives less than full funding, New Mexico Arts will require a revised budget at contract time that identifies additional sources of funding or reduced programming in order to achieve a balanced budget.

Who May Apply

Federal 501 (c) (3) tax-exempt nonprofit organizations, units of government, schools, colleges, universities, and Indian tribal government entities with offices in New Mexico are eligible to apply. New Mexico based organizations wishing to apply that are not one of the above may enter into a fiscal sponsorship with a nonprofit organization. If using a Fiscal Agent, a formal agreement between the agent and the applicant is required. Please read the Use of a Fiscal Agent Policy and Fiscal Agent Agreement on page 7 of these guidelines before submitting an application.

Each applicant organization is required to have one of the following: Federal 501 (c) (3) tax-exempt status and Federal Employer Identification Number (FEIN); or a Fiscal Agent Agreement with an organization that has 501 (c) (3) status by the published application deadline of 5:00 p.m. MST December 6, 2019. If an organization does not have a letter from the IRS with the FEIN # on it, New Mexico Arts will be unable to enter into an arts services contract with the organization, even if funding has been approved. For more information about how to obtain IRS 501 (c) (3) status, contact New Mexico Arts at 1-800-879-4278, (505) 827-6490, or fax (505) 827-6043, or visit the IRS website at http://www.irs.gov/Charities-&-Non-Profits and www.stayexempt.irs.gov.

Important Information

New Mexico Arts is using the FoundantGLM system at https://www.grantinterface.com/Home/Logon?urlkey=nmarts for our FY2021 Funding Application. All New Mexico Arts grant applications, support material, and invoices must be submitted through FoundantGLM.

Organizations funded in FY2019 and/or FY2020 will use their existing FoundantGLM log in and password. If you are unsure of your log in and password, please contact New Mexico Arts staff to access your account. Applicants that applied for funding before FY18 in the GO™ system will need to create a new account in the FoundantGLM system. If you are a new applicant, see New Applicants.

NMA cannot reimburse programming expenses until the arts services contract has been approved by the State Department of Finance and Administration. Most funded programs occur in August–May.
**FoundantGLM**

The FoundantGLM system uses one application for all of the following categories:

- Arts in Social Service
- Arts Learning in Schools and in Community
- Arts Projects A, B, & C
- Arts Trails
- Colleges, Universities, and Government Entities
- Community Arts A & B
- Economic and Entrepreneurial Development
- Local Arts Councils & Service Organizations
- Major Cultural Organizations
- Traditional Folk Arts Projects

**New Applicants**

New applicants or organizations not funded in FY2018-20 must create a new account this year. If you are unsure if your organization has an account in the system, please contact New Mexico Arts staff. Please do not create duplicate accounts.

- On the Logon page, click on Create New Account to enter your organization’s information.
- Enter the Applicant Organization’s legal name as registered with the IRS.
- If using a fiscal agent please put the fiscal agent’s name in parenthesis after the applicant organization’s name: Applicant Organization Name (Fiscal Agent Organization Name).
- Enter the 9-digit Federal Employer Identification Number (FEIN) assigned to the organization by the IRS. Do not use a social security number or NM Corporate ID number.
- Enter D-U-N-S number, a unique 9-digit identifier provided by Dun and Bradstreet. Get a free D-U-N-S number at www.dnb.com. If you are using a fiscal agent, enter their D-U-N-S information.
- Enter the Organization’s Primary Address where payments should be sent. Do not enter the fiscal agent’s address here.
- Enter the User Information (Project Director) and create a password.

**Tips!**

Applicants will upload or provide links to all required application materials. This includes all artistic samples (print, digital images, audio and video samples); Income and Expense Statement; Board Member List; etc. The recommended and/or required file formats are provided within the application. New Mexico Arts advises applicants to test all material well in advance of the application deadline.

All applicants, except public schools and government entities, are required to submit a copy of a letter from the IRS granting 501 (c) (3) status which includes the Federal Employer Identification Number (FEIN). Applicants using a Fiscal Agent must submit the letter for the Fiscal Agent which includes the FEIN.

All applicants are encouraged to submit an Advance Review. All new applicants are required to submit an Advance Review by the published deadline of 5:00 p.m. MST October 18, 2019. New applicants must contact New Mexico Arts program staff to determine if the proposed program meets the eligibility requirements of a funding category.

The FY2021 application must be submitted online through FoundantGLM available on our website at www.nmarts.org. The application must be completed and submitted online by the published deadline of 5:00 p.m. MST December 6, 2019.

**New applicants are required to submit an Advance Review by 5PM MST October 18, 2019.**

Eligibility Requirements

All applications/applicants must:

- Be submitted online by the published deadline of 5:00 p.m. MST December 6, 2019.
- Have been submitted for Advance Review if the following applies: if the applicant was declared ineligible or did not receive funding in the past year or has not applied in the past two years. All new applicants and any applicants meeting the requirements stated above must have completed the Advance Review process in order to submit a final application.
- Upload required application material to include: Artistic Samples, Income and Expense Statement, Board Member List, etc. Refer to the Application Checklist to the right.
- Have on file in their organization’s online account an IRS status letter granting them 501(c)3 status which includes the Federal Employer Identification Number (FEIN), except public schools and government entities. New FY21 applicants and returning applicants funded prior to FY18 must email a copy of their letter to the program coordinator of their funding category before the published deadline. Applicants using a fiscal agent must submit the letter for the fiscal agent which includes the fiscal agent’s FEIN.
- Upload a letter of commitment from the principal of the participating school (Arts Learning in Schools applicants ONLY).
- Meet the eligibility requirements of a funding category. Program Coordinators may need to move your application to a different category as long as eligibility criteria are met for the new category.
- Not be discussed with NMA Commissioners or panelists during the grants process, December 6, 2019–June 30, 2020, as this will make an application ineligible.

All applicants must use FoundantGLM at www.nmarts.org. The guidelines are available in PDF format on our website. Technical difficulties with the online application or with personal computers are the applicant’s responsibility and may not be accepted as an excuse for late or incomplete applications. It is advisable to print a hard copy after making any changes, in case you experience problems.

Advance Review

An Advance Review is offered prior to the final deadline to help applicants improve their applications and to check for mistakes that might cause ineligibility. If an applicant was declared ineligible or did not receive funding in the past year or has not applied to New Mexico Arts in the past two years, an Advance Review is required.

In addition, New Mexico Arts’ Program Coordinators may require some organizations to submit an Advance Review based on past applications. Failure to comply will disqualify those organizations from submitting a Final Application in December.

Advanced Review required if: Declared ineligible or did not receive funding in the past year or has not applied in the past 2 years.

New Mexico Arts strongly encourages all applicants to take advantage of this service. To complete an Advance Review, applicants must complete and submit an online application. Artistic samples are not required at this time; however due to the requirements of the online application, New Mexico Arts strongly encourages applicants to work with artistic samples as soon as possible. All Advance Review applications must be submitted online through FoundantGLM by 5PM MST October18, 2019.
APPLICATION DEADLINE

All New Mexico Arts FY21 applications must be submitted online through FoundantGLM no later than 5PM MST December 6, 2019.

TECHNICAL ASSISTANCE

New Mexico Arts Program Coordinators are available to guide applicants through the application process. Help is available via telephone, fax, email, or personal appointment. Please call the coordinator listed for your category: 1-800-879-4278, (505) 827-6490, or fax (505) 827-6043.

Application Process

Staff Review

Following the application deadline of December 6, 2019, staff will determine eligibility and check that applications were submitted by the application deadline.

Panel Review / NM Arts Commission Action

Application Review Panels, comprised of peers from the field, review applications in March. Panelists review and score applications based on the panel evaluation criteria outlined for each funding category. Applications that do not meet stated eligibility requirements will not be reviewed by panels. The panel rankings will be posted on the NMA website within ten business days of the end of the panel review period at www.nmarts.org. The panel rankings will be presented to the Planning and Budget Committee of the New Mexico Arts Commission with funding recommendations in May. Final approval of funding recommendations occurs at the next meeting of the full New Mexico Arts Commission in June.

Conflict of Interest

In adherence to New Mexico Arts’ policies, applicants are asked not to contact panelists and New Mexico Arts Commissioners during the grants process December 6, 2019–June 30, 2020. Organizational representatives and staff may not discuss their applications for funding from New Mexico Arts with members of the review panel or the commission. To avoid any perceived conflicts of interest, applicants should not attempt to contact New Mexico Arts Commissioners until after the meeting at which funding recommendations are approved. Actions such as inviting commissioners and panelists to events, writing them personal messages about your program, and speaking to them directly about the organization could be interpreted by some, including other applicants, as attempts to influence the commission or panel about your grant application score and ultimate funding from NMA. Any attempts to influence the commission or panel during the grants process may jeopardize future funding from New Mexico Arts.

Appeals Policy & Procedures

Note: There is no Appeals Process for ineligible applications. Only applications reviewed by panels are eligible for the Appeals Process.

If an applicant believes that there are grounds for an appeal following the panel review of its application, a formal letter to the Executive Director of New Mexico Arts stating grounds for the appeal is required within thirty (30) days of receipt of funding notification, only if the applicant can demonstrate one of the following:

• The review of the application was based on criteria other than those appearing in the New Mexico Arts guidelines; or
• The decision was influenced by a review panel member or New Mexico Arts Commissioner with undisclosed conflicts of interest.

Applicants may not contact New Mexico Arts Commissioners or panelists to discuss their application during the review process or if filing an appeal. If an applicant has questions or concerns, s/he should contact New Mexico Arts program staff. Failure to comply with this policy may jeopardize the organization’s future funding from New Mexico Arts.
NM ARTS FY21 Funding Guidelines

Folk Arts Apprenticeship Program

Applicants interested in applying for the Folk Arts Apprenticeship Program should contact the Folk Arts Coordinator for Apprenticeship Guidelines at 1-800-879-4278 or (505) 827-6490. Apprenticeship Guidelines are also available in PDF format at www.nmarts.org.

Art in Public Places Program

The Art in Public Places (AIPP) program enriches New Mexico's communities through innovative and diverse public art. Through a fair and open public process, committees made up of local and regional representatives work with New Mexico Arts staff to select artwork for their communities. The program commissions and purchases artwork using 1% appropriations from state-funded construction budgets exceeding $100,000. For more information on the 1% and the Art in Public Places Program, please call New Mexico Arts at 1-800-879-4278 or (505) 827-6490.

NM Arts Funding Guidelines

Applicants can apply in only one category, except those applying in Arts Trails. Please read the category descriptions and criteria carefully to determine the appropriate category in which to submit an application. New Mexico Arts Program Coordinators can assist applicants in determining the correct category (before the December 6, 2019 deadline).

Applicants can apply in only one category, except those applying in Arts Trails.

Public Presentation

Any organization that receives funding from New Mexico Arts should have a public presentation component during the contract period. Examples of public presentations include exhibitions, publications, screenings, lectures, or performances. All public presentations must be open and accessible to the general public.

Non-discrimination

New Mexico Arts complies with all local, state, and federal laws and regulations concerning civil and human rights and must assure that programs, grants, and employment practices are free of any discrimination based on race, color, national origin, disability, sex, or age. Any program or activity receiving state financial assistance through New Mexico Arts must:

- Comply with Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C.794), the Americans with Disabilities Act of 1990 ("ADA") (42 U.S.C. 12101-12213), the Age Discrimination Act of 1975 (42 U.S.C. 601 et seq.) and, where applicable, Title IX of the Education Amendments (20 U.S.C.1681 et seq.). In addition, comply with The National Environmental Policy Act (NEPA) of 1969, as amended; the requirements regarding debarment and suspension in Subpart C of 2 CFR 180, as adopted by the Arts Endowment in 2 CFR 32.3254; The Drug Free Workplace Act; Davis-Bacon and Related Acts (DBRA), as amended; The Native American Graves Protection and Repatriation Act of 1990; U.S. Constitution Education Program. Within a Federally-supported project, you may not conduct political lobbying, as defined in the statutes and regulations 18 USC 1913; 2 CFR 200.450; Section 319 of Public Law 101-121, codified at 31 USC 1352. None of the Federal or matching funds expended for an awarded project may be distributed to the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries (PL. 111-88 Sec. 427).

- Compensate professional performers and related or supporting professional personnel at no less than the prevailing minimum compensation as defined by the Secretary of Labor and assure that no part of a supported project will be performed or engaged in under working conditions that are unsanitary, hazardous, or dangerous to the health and safety of the employees involved.

- Complete and sign an Assurance of Compliance form provided in the contract packet.

The New Mexico Arts Arts Services Contract Agreement signed by all funded organizations requires compliance with these federal laws.

Final Invoice & Reports

Final Invoice and Reports must be submitted by the contracted organization by the receipt deadline stipulated in the contract. Failure to comply will result in loss of the balance of the contracted amount. Non-receipt of required reports may jeopardize future funding from New Mexico Arts.

Funding from New Mexico Arts is on a reimbursement basis. New Mexico Arts cannot reimburse programming expenses until the arts services contract has been approved by the State Department of Finance and Administration.
General Funding Restrictions

Funding from New Mexico Arts cannot be used for the following:

- Any events or activities already listed as part of another organization’s application;
- Projects or organizations (including fiscal agents) outside of the State of New Mexico;
- Investment or contingency funding (i.e., accounts earning interest);
- Direct aid to individuals, including fellowships, scholarships, cash prizes, or awards;
- Projects that have already occurred;
- Projects in which school, college, or university course credit is the primary purpose;
- Projects whose main purpose is recreational;
- Projects whose primary purpose is the re-staging of historical events, such as re-enactments, mountain men gatherings, etc.;
- Cost of parties, receptions, fund-raising events, and other social functions;
- Grant writing, solicitation of gifts/services, and donor appreciation programs;
- Any food except when food is part of a per diem;
- Deficit reduction;
- Negotiated indirect costs;
- Projects in which commissions/acquisitions of permanent works of visual art are the primary purpose;
- Permanent acquisitions (i.e., buildings or land);
- Capital improvements, new construction, renovation, or conservation;
- Capital supplies & equipment such as copy machines, musical instruments, electronic equipment, computers, etc.;
- Requests that fund other divisions, foundations, or employees and contractors of the Department of Cultural Affairs or members of the New Mexico Arts Commission;
- National Endowment for the Arts (NEA) direct funds, TourWest funds through the Western States Arts Federation (WESTAF), and other Federal funds cannot be used as a cash match for New Mexico Arts funded projects.

NM Arts Policies

Funding Fluctuations

New Mexico Arts may experience funding fluctuations from year to year. Funding of an application one year does not guarantee funding the next. Whenever possible, New Mexico Arts will alert organizations of significant decreases in available funds. New Mexico Arts has the right not to award funding to an organization in the event that New Mexico Arts’ priorities change or depending on an applicant’s past or current performance.

Cultural Diversity

New Mexico Arts recognizes that there are a variety of cultural traditions in the state. Therefore, New Mexico Arts encourages the presentation and expansion of these cultural art forms and of organizations that represent a specific culture and present arts programming relative to that culture.

General Accessibility

New Mexico Arts encourages applicants to consider accessibility in the broadest terms both in their public programming and within their organization. Any organization or individual contracting with New Mexico Arts is required to be in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. As stated in the law, contractors must make “reasonable accommodations” that are “readily achievable” to ensure that all programs, services, and facilities are accessible to individuals with disabilities. Such events should also be accessible to the public through provision of adequate notice of the event, proper scheduling of the venue to allow for the greatest number of attendees, adequate parking and signage, and ticket price.

Non-traditional Applicants

Applicants to New Mexico Arts do not have to be arts organizations, however individual artists may not apply. As long as applicants can satisfy eligibility requirements, they are welcome to apply. For example, in some communities, non-traditional applicants may be the only organizations qualified to apply, such as chambers of commerce, historical societies, etc. Please refer to the funding categories for specific information regarding eligibility. New Mexico Arts Program Coordinators can assist applicants in determining the correct category.
Use of Fiscal Agent Policy

Organizations that do not have Federal 501 (c) (3) status by December 6, 2019, are required to use a Fiscal Agent.

Applicants using a Fiscal Agent need to read the following policy carefully.
Nonprofit organizations who choose to serve as Fiscal Agents for New Mexico Arts funding must have a letter of approval on record from their boards, stating that the board is fully aware of the legal responsibilities and implications of serving as a Fiscal Agent, that funding to the applicant organization will be held in a separate account, and that no more than 5% of the funding award will be charged as a fee for serving in this capacity. New Mexico Arts reserves the right to audit the Fiscal Agent to ensure that these requirements are being met. New Mexico Arts strongly encourages organizations serving as Fiscal Agents to have liability insurance for their board members.

Fiscal Agent Agreement

Organizations planning to use a Fiscal Agent need to pay close attention to the following information outlining responsibilities of the Fiscal Agent and Applicant Organization.

The Fiscal Agent agrees to assume the legal responsibility for the Applicant Organization and its proposed projects in relationship to New Mexico Arts and to fulfill the following responsibilities:

- To authorize the filing of the application through the approval of its governing body;
- To designate an Authorizing Official (chairman of the board of directors or other member of the board’s executive committee) to certify the application form;
- If a contract is awarded, to read carefully and sign any application revisions as well as the contract;
- Not to charge more than 5% of the funding amount for serving in this capacity;
- To make certain that the terms of the contract are fulfilled by the Applicant Organization; and
- To serve as the Fiscal Agent for the Applicant Organization, and if a contract is awarded, to receive checks from New Mexico Arts on behalf of the Applicant Organization, to place those checks in a restricted fund or separate bank account, and to promptly redistribute those funds to the Applicant Organization.

The Applicant Organization agrees to:

- Complete the paperwork required by New Mexico Arts and to acquire the necessary signatures from the Authorizing Official;
- Supply the Fiscal Agent with a copy of the application and any subsequent revisions;
- If a contract is awarded, supply the Fiscal Agent with copies of the invoice reports which the Applicant Organization’s Project Director submits to New Mexico Arts;
- Inform the Fiscal Agent, as well as New Mexico Arts, about the progress of the proposed project, including any changes that may occur;
- Comply with the terms of the Arts Services Contract with New Mexico Arts so as not to jeopardize the future eligibility of the Fiscal Agent and the Applicant Organization; and
- Inform New Mexico Arts and the Authorizing Official if the Project Director or the contact information for the Project Director changes at any time during the contract period.
Funding Categories

Arts Projects A, B, & C

Arts Projects A, B, & C funding supports organizations for arts activities in the following discipline areas: performing arts, visual arts, literary arts, media arts, multidisciplinary arts (involving more than one artistic discipline), and interdisciplinary arts (relating two or more artistic disciplines).

Arts Projects funding can be used for a single event or an organization’s entire season, artistic and administrative salary support, and/or general operating support.

Eligibility Criteria

Arts Projects A: Organizations with actual last fiscal year unrestricted income of $300,000 to $749,999, excluding in-kind contributions;

Arts Projects B: Organizations with actual last fiscal year unrestricted income of $200,000 to $299,999, excluding in-kind contributions;

Arts Projects C: Organizations with actual last fiscal year unrestricted income of $100,000 to $199,999, excluding in-kind contributions.

- Applicants for Arts Projects funding are limited to a maximum request of $20,000.
- Funding for Arts Projects must include a 50% match by the applicant organization, at least half of which must be cash.

Major Cultural Organizations

Major Cultural Organizations funding supports organizations with IRS 501 (c) (3) status for arts activities in the following discipline areas: performing arts, visual arts, literary arts, media arts, multidisciplinary arts (involving more than one artistic discipline), and interdisciplinary arts (relating two or more artistic disciplines).

Major Cultural Organizations funding can be used for a single event or an organization’s entire season, artistic or administrative salary support, and/or general operating support.

Eligibility Criteria

- Organizations with an actual fiscal year unrestricted income of $750,000 or higher, excluding in-kind contributions.
- Applicants for Major Cultural Organizations funding are limited to a maximum request of $20,000.
- Funding for Major Cultural Organizations must include a 50% match by the applicant organization, at least half of which must be cash.

Applicants whose program or organization is a line item in a larger institution’s budget must use the institution’s actual last fiscal year income excluding in-kind contributions to determine category selection. Only one application per institution is allowed.
Colleges, Universities, & Government Entities

Colleges, Universities, and Government Entities funding supports colleges and universities, local and county governments, and Indian tribal government entities for arts activities in the following discipline areas: performing arts, visual arts, literary arts, media arts, multidisciplinary arts (involving more than one artistic discipline), and interdisciplinary arts (relating two or more artistic disciplines).

Eligible applicants include government entities or colleges, universities that demonstrate a commitment to arts programming that serves the larger community. New Mexico Arts encourages government entities that serve as a primary arts presenter and/or key provider of arts services in their local community to apply for support. Programs must be marketed and accessible to the general public in addition to students, faculty, and staff.

Colleges, Universities, and Government Entities funding can be used for a single event or an organization’s entire season, artistic and administrative salary support, and/or general operating support.

Eligibility Criteria

- Organizations with an actual last fiscal year unrestricted income of $750,000 or higher, excluding in-kind contributions.
- Applicants for Colleges, Universities, and Government Entities funding are limited to a maximum request of $20,000.
- Funding for Colleges, Universities, and Government Entities must include a 50% match by the applicant organization, at least half of which must be cash.

Projects in which school, college, or university course credit is the primary purpose are not eligible for funding. See funding restrictions on page 6.

Community Arts A & B

Community Arts funding supports arts projects in small organizations whose primary purpose and activities are aimed at serving the general public of the community in which they are located. Community Arts is designed to help small organizations continue, strengthen, and expand current programs and audiences. Any organization’s whose arts projects’ primary purpose and activities are the production and/or coordination of public programs in the performing, visual, media, multidisciplinary, or literary arts may submit a Community Arts application, if they meet the following criteria.

Community Arts funding can be for a single event or an organization’s entire season, artistic and administrative salary support, and/or general operating support.

Eligibility Criteria

- The organization must have been providing programs to the public for a minimum of six (6) months prior to the application deadline and must provide at least six (6) months of programming annually.
- The applicant organization must have an independent governing board or advisory committee empowered to formulate policies and execute the activities of the organization.
- Applicants for Community Arts funding are limited to a maximum request of $15,000.
- Community Arts funding requests must include a 50% match by the applicant organization, at least half of which must be cash.

Projects in which school, college, or university course credit is the primary purpose are not eligible for funding. See funding restrictions on page 6.

Applicants whose program or organization is a line item in a larger institution’s budget must use the institution’s actual last fiscal year income excluding in-kind contributions to determine category selection. Only one application per institution is allowed.
Arts in Social Service

Arts in Social Service funding supports arts organizations or social service organizations for arts-based projects that focus on addressing social issues with a primary purpose of reaching specific populations (people who are incarcerated, homeless, abused, ill, etc.) or fosters artistic activity that formally encourages civic dialogues on important social issues (the environment, crime, etc.).

Eligibility Criteria

- The primary activities of the proposed project must be in one of the following arts disciplines: performing arts (dance, music, theater), visual arts, literary arts, media arts (film and video), or multidisciplinary arts (a project involving more than one artistic discipline), or interdisciplinary arts.
- The applicant organization must have been providing programming to the public for a minimum of one (1) year prior to the application deadline.
- The applicant organization must have an independent governing board or advisory committee to assist with the programs of the organization.
- The proposed project must reach a specific population such as people who are incarcerated, homeless, ill, etc., or must serve to formally encourage civic dialogue on important social issues (the environment, crime, etc.).
- The proposed project must include a public presentation. For example, visual work displayed with or without the artist's name, a recorded performance shown at a later date to the general public, publication of a catalogue or anthology of works produced, or a lecture about the project.
- The activities of the proposed project must be free of charge to those who participate in the project.
- Applicants to Arts in Social Service are limited to a maximum request of $15,000.
- Funding for Arts in Social Service must include a 50% match by the applicant organization, at least half of which must be cash.
- Arts in Social Service Organizations are eligible for general operating support.

Traditional Folks Arts Projects

Traditional Folk Arts Projects funding supports organizations, Indian tribal government entities, local governments, and universities whose programs further, showcase, and help to perpetuate the various traditional arts practiced in the State of New Mexico.

Folk Arts are the traditional functional and expressive arts passed down informally by people through word of mouth or by imitation within a specific cultural group. Common types of cultural groups include family, community, occupational, ethnic, or religious. Folk Arts reflect the values and worldviews of the groups that make them and are a rich and valuable heritage for all New Mexicans.

Eligibility Criteria

- Projects eligible for funding under Traditional Folk Arts Projects include events that showcase traditional artists, such as folk festivals, cowboy poetry gatherings, or traditional art fairs; performance series that showcase folk music, poetry, storytelling, and dance; workshops, classes, or demonstrations where traditional arts are taught or demonstrated to the public; and exhibits featuring the works of folk artists.
- Projects not eligible for funding include media projects or documentaries featuring the work of folk artists.
- Applicants to Traditional Folks Arts Projects are limited to a maximum request of $15,000.
- Funding requests for Traditional Folks Arts Projects must include a 50% match by the applicant, at least half of which must be cash.
NM ARTS
FY21 Funding Guidelines

Arts Learning: In Schools & In Community

New Mexico Arts offers two grant categories for arts education projects with K-12 school-age children: Arts Learning in Schools and Arts Learning in Community. Charter schools and 501 (c) (3) private schools and 501 (c) (3) organizations may apply for themselves. Public schools must apply through the parent-teacher organization if that organization is a 501 (c) (3) or through the school district.

Arts Learning in Schools

Arts Learning in Schools supports a wide range of programs taking place in K-12 schools either during school hours or during after-school programs. These programs may focus on creative process arts activities, arts activities integrated into other content areas, art history, or arts education professional development. In school residencies with individual artists are also included in this category (note: applicants for residencies cannot be individuals and the applicant must be a charter school, 501 (c) 3 private school, school district, or 501 (c) 3 organization). In school projects (including residencies) may be short-term, mid-length, or long-term. Examples of in school projects include:

- Numerous arts education experiences within one school or within a school district
- Week or month long activities such as intensive immersion in an art form or an arts specialist teamed with several classroom teachers to create and present a month-long arts integrated program in their school
- A weekly arts activity integrated into a non-arts classroom for a semester
- Guest individual artists teamed with certified teachers to create programs that promote learning in and through the arts for schools during school hours or after school
- Professional development activities for teachers, administrators, and artists

All in school programs should be supplemental to the school’s regular arts education program. They may enhance the school program, such as the school’s basic Elementary Fine Arts Education Program. Projects may take place either during school hours or during after-school programs. The program may include off-campus learning if the participants are teachers with their students.

**NOTE:** for K-12 school-age children learning outside of public or private schools see Arts Learning in Community.

All projects should be aligned with New Mexico Standards and Benchmarks. There should be strong evaluation and assessment components built into the project.

Eligibility Criteria

- Program or residency evaluation can include student artwork, performance appraisals, mapping tools, surveys of students, and other methods.
- The project or residency must be in alignment with New Mexico State Standards and Benchmarks for the grade level, artistic discipline(s), and, if an arts-integration project, the core content area.
- The application must include a letter of commitment from the principal(s) stating that s/he is committed to the project and the level at which s/he will participate in and support the project.
- For residencies: Artistic Samples for residencies should include samples of the resident artist’s work. If this residency is a continuation from previous years, samples of former participants’ work should also be included. The school or host organization must provide each artist with space to hold an open studio or community session during the residency.
- All projects must have a public performance which can include exhibitions, publications, screenings, lectures, or performances. All public presentations must be open and accessible to the general public.
- Applicants are limited to a maximum request of $20,000.
- Funding must include a 50% match by the applicant organization, at least half of which must be cash.

For information about funding from the Elementary Fine Arts Education Program, contact the Public Education Department Arts & Humanities Education Manager at (505) 827-6526, or visit the FAEA page on the New Mexico PED website.
**Arts Learning in Community**

Arts Learning in Community supports arts learning for K-12 school-age children outside of a school setting. These programs focus on creative process arts activities or the development of specific artistic skills and take place in 501 (c) 3 arts organizations. (Projects that take place in a K-12 public or a private school should apply in Arts Learning in Schools.)

Organizations whose primary purpose is the education of K-12 school-age students should apply in this category. Examples of these organizations include youth symphonies, teen performing arts organizations, visual arts education providers, and dance institutes. Arts organizations whose primary purpose is not the education of K-12 students may apply for support of specific K-12 education programs taking place in their organizations.

**NOTE:** those organizations seeking funding for both youth and adult programs or are only presenting programs to youth should apply in another category.

Arts Learning in Community programs may be short-term, mid-length, or long-term. Programs should be of a significant enough duration to show evidence of learning. Examples of in community programs include:

- Week or month long activities such as intensive immersion in an art form
- Year-long training in an art form culminating in a public performance
- Provision of master classes for youth in summer sessions or during after school hours

All programs should be aligned with the education standards in the field and/or the learning objectives of the projects identified community. There should be strong evaluation and assessment components built into the program.

**Eligibility Criteria**

- The organization must have been providing programs to the public for a minimum of six (6) months prior to the application deadline and must provide at least six (6) months of programming annually.
- The applicant organization must have an independent governing board or advisory committee to assist with the programs of the organization.
- Arts Learning in Community funding may be used for arts education program support, artistic and administrative salary support, and/or general operating support.
- All projects must have a public performance which can include exhibitions, publications, screenings, lectures, or performances. All public presentations must be open and accessible to the general public.

- Program evaluation can include student artwork, performance appraisals, mapping tools, surveys of students, and other methods.
- All programs must be aligned with education standards in the field and/or the learning objectives of the project’s identified community.
- Applicants for Arts Learning in Community are limited to a maximum request of $20,000.
- Funding for Arts Learning in Community must include a 50% match by the applicant organization, at least half of which must be cash.

**Local Arts Councils & Service Organizations**

This category supports local arts councils that are incorporated tax-exempt organizations or agencies of government or Indian tribal entities and tax-exempt service organizations that provide services to artists, arts organizations, or in the field of arts education.

New Mexico Arts defines a local arts council as “a community organization or an agency of local government that supports cultural organizations, provides services to artists and arts organizations, and/or presents arts programming to the public.” A service organization is defined as “an organization with a membership or constituency that spans a city, region or the state; that offers services to artists, arts organizations, or in the field of arts education; that promotes the arts through advocacy efforts; and/or provides arts information services to the public.” Organizations with a membership or constituency that provide presenting activities or are not primarily service organizations should apply in another category. Local arts councils and service organizations provide one or more of the following services/activities:

- Advocacy (general arts advocacy, arts education advocacy, etc.)
- Information Services to the Public (arts calendar, publications, artists/organizations directory, cultural resource library, newsletter, website, etc.)
- Services to Artists (seminars/workshops, artists’ registry or listings, health insurance, etc.)
- Services to Arts Organizations (seminars/workshops, publicity/promotion/marketing, insurance, shared computers and office equipment, etc.)

Only one application per institution is allowed.
• Grant Making (provide financial support to arts organizations, artists, arts educators, etc.)

Local Arts Councils may also offer one or more of the following activities:

• Presenting (exhibitions, performances, festivals, literature/poetry readings, film/video screenings, lectures, art classes, etc.)

• Arts Education Activities (artists in the schools, after school programs, summer arts camp, advocacy for arts education, designing arts education curricula, adult education, etc.)

• Cultural Planning, Community Development, Cultural Tourism (assessing the cultural needs of the community and mapping a plan of implementation, help local leaders better understand the impact of the arts on the community, work to increase the tourism industry in the community, etc.)

• Public Art (public art/percent for art programs, lectures, etc.)

• Facility Operation (gallery/exhibition space, performance space, etc.)

Eligibility Criteria

• LACs and SOs must have been operating at least six (6) months prior to the application deadline.

• LACs and SOs may use New Mexico Arts funds for arts projects and services, salary support, and/or general operating support.

• Applicants to the LAC and SO Category are limited to a maximum request of $20,000.

• Funding for LACs and SOs must include a 50% match by the applicant organization, at least half of which must be cash.

• LACs and SOs may not use a Fiscal Agent and must have nonprofit status by the time contracts are issued in June.

Only one application per institution is allowed.

Economic & Entrepreneurial Development

Economic and Entrepreneurial Development projects and partnerships support the economic development of communities and their artists. Such projects and programs include arts-based cultural tourism activities (such as the support or development of studio art tours), and economic opportunities and training for artists (such as business training and market development).

This program will support activities undertaken by arts organizations, tourism groups, and community development foundations—especially projects in which these groups collaborate—designed to increase tourism or economic opportunities motivated entirely or in part by the arts-related offerings or skills of community or region. The program also supports projects that foster the entrepreneurial skills of artists to support their income-producing ability.

Projects whose primary purpose is the presentation of art or the development of artistic skills should apply in another category.

Eligibility Criteria

• The applicant must be a 501 (c) 3 organization though partners may include government entities, Indian tribal governments, or for-profit entities.

• Projects must measure the impact of economic development on their community or region (through contract year reports).

• Applicants to Economic and Entrepreneurial Development are limited to yearly maximum requests of $15,000.

• Funding requests for Economic and Entrepreneurial Development must include a 50% match by the applicant organization, at least half of which must be cash.
Arts Trails

The Arts Trails Program is an art and economic development initiative designed to put New Mexico artists on the map and bring the market to artisans and enterprises statewide. It seeks to provide visibility for New Mexico artists so that they can be productive as artists and increase the sales of their work while continuing to live in their current communities. The trails are a way to market the outstanding quality, vibrancy, and diversity of the arts in New Mexico to the rest of the world, bringing recognition and beneficial economic development to New Mexico communities rich in artistic traditions and expressions.

An arts trail is a series of artists’ studios, galleries, and other related sites within a geographic region (one county to statewide). The trail may be limited to sites related to one artistic discipline (pottery, fiber arts, glass arts, etc.), or it may be multidisciplinary (open to all artistic disciplines). Sites on the trail must open for business year-round. Marketing materials for Arts Trails may also include restaurant, lodging, and important community historical and/or cultural information that can enhance the visitor’s experience on the trail.

Some of the goals of the program are listed here:

- Respond to artists’ stated needs to work in their studios while earning their livelihoods in their current locales.
- Promote arts-based tourism throughout New Mexico.
- Stimulate year-round local arts-based economic activity in communities throughout New Mexico, especially in rural areas.
- Increase New Mexicans’ awareness of the impact artists have on their communities or regions.

Eligibility Criteria

- The applicant must be a tax-exempt nonprofit organization or use a fiscal agent, and must serve as lead-partner with other nonprofit and for-profit partners to present an Art Trail in its region.
- An application for Arts Trails support may be submitted by an organization submitting an application for other projects in another funding category.
- The sites on the Arts Trails must be open for business year-round.
- Applicants for Arts Trails are limited to a maximum request of $20,000.
- Arts Trails requests must include a 50% match by the applicant organization, at least 25% of which must be cash.

Eligible Projects: Arts Trails Start-Up / Development

New Mexico Arts offers two grant categories for Arts Trails: Arts Trails Start-Up and Arts Trails Development.

- A Start-Up application is appropriate for years one and two as the trail is being organized. Start-Up Arts Trails develop criteria for acceptance for sites on the trail, issue calls for applications, jury the applications, and create the initial arts trail map. Web development, print materials, and business training for artists and sites are other examples of appropriate activities during this initial phase. A timeline for start-up activities is required in the application.

- Arts Trails Development projects have moved through the start-up phase and are now in operation. NMA encourages development projects to highlight marketing the arts trail (including website); provide business training for artists and sites; create unique events that promote the arts trail; and collect data regarding new jobs created, numbers of visitors, and income increases from sites along the arts trail. Arts Trails Development applications may be catered to projects that meet the specific needs of the trail. A marketing plan is required in a development application. The plan should include a variety of methods print, web, etc., and how the methods will be used to reach different audiences.

Studio tours are not eligible to apply for Arts Trails funding. Please see Economic and Entrepreneurial Development funding on page 13, for more information about support for studio tours.
Panel Evaluation Criteria

Panel Evaluation Criteria

Arts Projects A, B, & C; Major Cultural Organizations; Colleges, Universities, & Government Entities; Community Arts A & B; Arts in Social Service; and Traditional Folk Arts Projects

Criteria are based on a maximum of 100 points. Applicants must score a minimum of 65 points to be considered for funding.

Please see the rubric for your funding category for guidance on how review panelists will consider applications for funding based on New Mexico Arts Panel Evaluation Criteria at http://www.nmarts.org/guidelines-and-app under “FY2021 Panel Evaluation Criteria and Scoring Guide.”

Artistic Quality & Creativity — 35 Points

In determining artistic quality and creativity, application reviewers are guided by:

• Artistic Samples submitted
• The program’s fulfillment of the organization’s mission
• The program’s contribution to the arts
• The creativity in program’s concept, design, and execution
• The innovative presentation/production of original works of art.

Community Support, Representation, & Benefit — 40 Points

New Mexico Arts considers the applicant’s responsiveness to community needs as determined by:

• Contribution to the enrichment and education of the community it serves
• The role of New Mexico artists in the project
• Public’s ease of access to programs (i.e., location, cost, ability to serve special needs)
• How your program(s) reach individuals seldom served by the arts due to geography, economic conditions, ethnic background, youth, elderly, or disability, etc.
• Geographic location and reach of an applicant
• Donated goods/in-kind services and/or financial backing from the community/local government

Administrative Ability — 25 Points

New Mexico Arts considers the quality of the organization’s project and budget management by considering the following:

• Financial information: feasibility of the proposed project expenses and income & amount of non-NMA support and cash match; and financial stability of the organization based on financial statements and financial narrative
• Accuracy and ability to follow directions evidenced in application
• Capability of key artistic, technical, and administrative positions in place to fulfill the proposed program
• The board or advisory committee of the applicant organization.

Artistic Quality & Creativity: For Folk Arts Projects the traditionality of the art form is also considered. For Arts in Social Service the social service contribution is also considered.
Arts Learning:
In Schools & In Community

Criteria are based on a maximum of 100 points. Applicants must score a minimum of 65 points to be considered for funding.

Please see the rubric for your funding category for guidance on how review panelists will consider applications for funding based on New Mexico Arts Panel Evaluation Criteria at http://www.nmarts.org/guidelines-and-app under “FY2021 Panel Evaluation Criteria and Scoring Guide—Arts Learning: In Schools and In Community.”

Artistic Quality & Creativity—35 Points
In determining artistic quality and creativity, application reviewers are guided by:

- Artistic Samples submitted
- The applicant’s contribution to the arts education (skill development) of the students or the professional development of the teachers it serves
- Professional quality of artists, arts educators, works of art, organizations (including their experience in arts learning for youth), as appropriate
- Proposed programs’ fulfillment of the New Mexico Standards and Benchmarks for in school programs. For in community programs, program’s alignment with the standards in the field
- Evaluation and assessment component

Community Support, Representation, & Benefit—40 Points
New Mexico Arts considers the applicant’s responsiveness to community needs as determined by:

- Contribution of the project to the arts education plan or goals of the school or school district for in school programs. For in community programs, the contribution of the project to the learning needs of the program’s identified community
- How your program(s) reach individuals seldom served by the arts due to geography, economic conditions, ethnic background, youth, elderly, or disability, etc.
- The role of New Mexico artists in the project
- Public’s ease of access to programs (i.e., location, cost, ability to serve special needs)
- Geographic location and reach of an applicant
- Donated goods/in-kind services and/or financial backing from the community/local Government

Administrative Ability—25 Points
New Mexico Arts considers the quality of the organization’s project and budget management by considering the following:

- Financial information: feasibility of the proposed project expenses and income & amount of non-New Mexico Arts support and cash match; and financial stability of the organization based on financial statements and financial narrative
- Accuracy and ability to follow directions evidenced in application
- Capability of key artistic, technical, and administrative positions in place to fulfill the proposed program
- The board or advisory committee of the applicant organization
Local Arts Councils & Service Organizations

Criteria are based on a maximum of 100 points. Applicants must score a minimum of 65 points to be considered for funding.

Please see the rubric for your funding category for guidance on how review panelists will consider applications for funding based on New Mexico Arts Panel Evaluation Criteria at http://www.nmarts.org/guidelines-and-app under “FY2021 Panel Evaluation Criteria and Scoring Guide—Local Arts Councils & Service Organizations.”

**Artistic Quality & Creativity—35 Points**

In determining artistic quality and creativity, application reviewers are guided by:

- Artistic Samples submitted
- The applicant’s contribution to the arts through services and/or activities
- The creativity in proposed programs concept, design, and execution(1)
- The innovative presentation/production of original works of art or interpretation of existing works of art(2)
- Proposed programs’ fulfillment of the organization’s mission and relevance to the community

**Community Support, Representation, & Benefit—40 Points**

New Mexico Arts considers the applicant’s responsiveness to community needs as determined by:

- Contribution to the enrichment and education of the community it serves
- How your program(s) reach individuals seldom served by the arts due to geography, economic conditions, ethnic background, youth, elderly, or disability, etc.
- The role of New Mexico artists or service providers in the project
- Public’s ease of access to programs (i.e., location, cost, ability to serve special needs)
- Geographic location and reach of an applicant
- Donated goods/in-kind services and/or financial backing from the community/local Government
- Financial information: feasibility of the proposed project expenses and income & amount of non-New Mexico Arts support and cash match; and financial stability of the organization based on financial statements and financial narrative.
- Accuracy and ability to follow directions evidenced in application.
- Capability of key artistic, technical, and administrative positions in place to fulfill the proposed program.
- The board or advisory committee of the applicant organization.

(1) For service activities, quality of those activities and materials produced. For presenting activities, quality of artists presented and materials produced.

(2) For service activities, the creativity and innovative presentation of service activities.
Economic & Entrepreneurial Development

Criteria are based on a maximum of 100 points. Applicants must score a minimum of 65 points to be considered for funding.

Please see the rubric for your funding category for guidance on how review panelists will consider applications for funding based on New Mexico Arts Panel Evaluation Criteria at http://www.nmarts.org/guidelines-and-app under “FY2021 Panel Evaluation Criteria and Scoring Guide—Economic and Entrepreneurial Development.”

Quality & Creativity—35 Points

In determining quality and creativity, application reviewers are guided by:

- Samples submitted
- Description of the proposed program and the role of partners (including non-arts organizations, community partners)
- The creativity in proposed program’s concept, design, and execution
- Uniqueness of the project as an arts and economic or entrepreneurial initiative, and diversity of programs or services provided
- Demonstrated suitability of the program to the assets and the needs of the community

Community Support, Representation, & Benefit—40 Points

New Mexico Arts considers the applicant’s responsiveness to community needs as determined by:

- Proposed program’s short- and long-term benefit(s) to the community served
- How program(s) or service(s) reach individuals seldom served due to geography, economic conditions, ethnic background, youth, elderly, or disability, etc.
- The role of New Mexico artists or service providers in the project
- Public’s ease of access to programs (i.e., location, cost, ability to serve special needs)
- Geographic location and reach of an applicant
- Donated goods/in-kind services and/or financial backing from the community/local government

Administrative Ability—25 Points

New Mexico Arts considers the quality of the organization’s project and budget management by considering the following:

- Financial information: feasibility of the proposed project expenses and income and amount of non-New Mexico Arts support and cash match; and financial stability of the organization based on financial statements and financial narrative.
- Accuracy and ability to follow directions evidenced in application
- Capability of key artistic, technical, and administrative positions in place to fulfill the proposed program.
- The board or advisory committee of the applicant organization
Arts Trails

Criteria are based on a maximum of 100 points. Applicants must score a minimum of 65 points to be considered for funding.

Please see the rubric for your funding category for guidance on how review panelists will consider applications for funding based on New Mexico Arts Panel Evaluation Criteria at http://www.nmarts.org/guidelines-and-app under “FY2021 Panel Evaluation Criteria and Scoring Guide—Arts Trails.”

Artistic Quality & Creativity—35 Points

In determining quality and creativity, application reviewers are guided by:

- Artistic Samples and marketing materials
- The proposed arts trail description and demonstrated need for the arts trail
- The proposed arts trail’s contribution to the arts in the communities served
- List of sites and participating artists; including art forms and media represented
- Key Artistic and Technical Personnel’s skills and abilities to carry out the project

Community Support, Representation, & Benefit—40 Points

New Mexico Arts considers the applicant’s responsiveness to community needs as determined by:

- The arts trail’s contribution to its arts constituency, (non-profit arts organizations, artist and artisan studios, and for-profit arts businesses). Include the number of individual New Mexico artists and artisans served.
- List of partners and other community support. Include each partner’s name, brief description, their nonprofit or for-profit status, and specific role and/or contribution to the trail.
- Geographic location and reach of an applicant
- Donated goods/in-kind services and/or financial backing from the community/local Government
- Financial information: feasibility of the proposed project expenses and income & amount of non-New Mexico Arts support and cash match; and financial stability of the organization based on financial statements and financial narrative.
- Accuracy and ability to follow directions as evidenced in the application
- Key Administrative Personnel’s skills and abilities to carry out the project
- The board or advisory committee of the applicant organization

Administrative Ability—25 Points

New Mexico Arts considers the quality of the organization’s project and budget management by considering the following:

- Financial information: feasibility of the proposed project expenses and income & amount of non-New Mexico Arts support and cash match; and financial stability of the organization based on financial statements and financial narrative.
- Accuracy and ability to follow directions as evidenced in the application
- Key Administrative Personnel’s skills and abilities to carry out the project
- The board or advisory committee of the applicant organization
New Mexico Arts FY2021
Funding Guidelines