



New Mexico Arts

FY25 GRANT FUNDING GUIDELINES



Welcome

For accessibility questions or to request an alternate format of these guidelines and associated documents, contact New Mexico Arts at 505-827-6490.



Our Mission

Public support
for the arts to
ensure the arts
are central
to the lives of
New Mexicans

Our Vision

A New Mexico with
vibrant communities,
meaningful quality of life,
and a robust economy

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New Mexico Arts Commission

New Mexico Arts, a division of the Department of Cultural Affairs, is the state arts agency.

New Mexico Arts administers the state's One Percent for Public Art program, awards grants to nonprofit organizations for arts and cultural programs in their communities across the state, and provides technical assistance and educational opportunities for organizations, artists, and arts educators throughout New Mexico.

- Nancy Potter Cooper, Albuquerque, Chair
- Wren Prather-Stroud, Carlsbad, Vice Chair
- Terri J. Salazar, Los Ranchos, Secretary
- Delbert D. Anderson, Farmington
- JoAnn Balzer, Santa Fe
- Terry L. Bumpass, Raton
- Janet Clow, Santa Fe
- Glenn R. Cutter, Mesilla
- Miriam E. Hill, Silver City
- Connie Hines, Las Cruces
- Mary C. Lyle, Hobbs/Rio Rancho
- Tom Maguire, Santa Fe
- Mary Peña Noskin, Los Ranchos
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New Mexico Arts Staff

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Grants Program

Life Cycle of a Grant Application



The Grants Program is our annual funding program which allows Federal 501(c)(3) tax-exempt nonprofit organizations, units of government, schools, colleges, universities, and Indian tribal government entities to apply for funding for arts activities including exhibitions, publications, screenings, lectures, or performances in New Mexico. The program is intended to deliver on our mission of public support for the arts to ensure the arts are central to the lives of all New Mexicans.

FY2025 funded activities should have a public presentation component that takes place during the state fiscal year July 1, 2024, to June 30, 2025. New Mexico Arts cannot reimburse programming expenses until the grant agreement has been approved by the State Department of Finance and Administration. Due to agreement requirements most funded programs take place between August and May.



Important for FY2025

All FY2025 applicants will request a fixed grant amount of \$10,000, funding will be allocated based on available funding and panel score; full funding is not to be expected but rather a percentage of available funding. The maximum request of \$10,000 is intended to create a more equitable distribution of funds across all funding categories serving small and large organizations, and those in rural and urban communities.

The following funding categories: Community Arts, Arts Projects, Major Cultural Organizations and Colleges, Universities & Government Entities are listed under the Creative Support Funding Umbrella, (see page 27-30 of the guidelines.)

The Economic & Entrepreneurial Development and Arts Trails funding categories have been discontinued for FY2025; we encourage past applicants to apply in one of the Creative Support Funding categories if they meet the eligibility criteria of a funding category.

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” (see pages 25-26 of the guidelines) before applying.

New Mexico Arts applicants 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-arts organizations may be 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.

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 11:59 p.m. MT December 8, 2023. If an organization does not have a 501(c)(3) IRS Tax-Exempt Determination Letter from the IRS with the FEIN # on it, New Mexico Arts may not be able to enter into an agreement with the organization, even if funding has been approved. For more information about how to obtain IRS 501(c)(3) Tax-Exempt 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.

If your organization has Federal 501(c)(3) tax-exempt status and a Federal Employer Identification Number (FEIN) you are required to have a Unique Entity Identifier (UEI) from SAM.gov, if you are using a fiscal agent, the fiscal agent is required to have a Unique Entity Identifier (UEI) by the published application deadline of 11:59 PM MT December 8, 2023. Please see SAM.gov | <https://sam.gov>

Online Application Process

New Mexico Arts uses FoundantGLM online grants management system. The FY2025 application must be submitted online, access the system here: <https://www.grantinterface.com/Home/Logon?urlkey=nmarts>

Previous applicants and current awardees will use their existing account login and password. If you are unsure of your login and password, please contact New Mexico Arts staff to access your account. Applicants that applied for funding prior to FY2018 will need to create a new account.

The online system uses one application for all New Mexico Arts FY2025 Funding categories:

1. Arts in Social Service
2. Arts Learning in Schools and in Community
3. Arts Projects
4. Colleges, Universities, and Government Entities
5. Community Arts
6. Local Arts Councils & Service Organizations
7. Major Cultural Organizations
8. Traditional Folk Arts Projects



Important Deadlines

10-23-23

Advance Review

All applicants are encouraged to submit an Advance Review.

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 must be submitted online by the published deadline of 11:59 p.m. MT October 23, 2023.

12-08-23

Final Deadline

New applicants must contact New Mexico Arts program staff to determine if the proposed program meets the eligibility requirements of a funding category. The FY2025 application must be submitted online by the published deadline of 11:59 p.m. MT December 8, 2023.

Applicants will upload or provide links to all required application materials including 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 in the online application. New Mexico Arts advises applicants to test all uploads and links to all materials prior to the application deadline.

All applicants, except public schools and government entities, are required to have on file a copy of a letter from the IRS granting 501(c)(3) Tax-Exempt 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.



Eligibility Requirements



Any applicant requiring assistance with the online application should contact their grant funding category program coordinator no later than three weeks before the grant deadline. Technical assistance is offered on a limited first-come first-served basis between 8:00 AM - 5:00 PM. All applications must be submitted online by 11:59 pm MT, December 8, 2023, to be considered eligible for funding.

- Be limited to one application per organization/institution.
- Have been providing programs to the public for a minimum of six (6) months prior to the application deadline, unless otherwise noted in a funding category.
- Have a Unique Entity Identifier (UEI). All organizations who apply to New Mexico Arts are required to have a Unique Entity ID (UEI) from SAM.gov in alignment with requirements for the National Endowment Arts.
Please see SAM.gov | <https://sam.gov>
Once assigned, the UEI number will never expire; however, entity registrations do expire annually and require annual renewal.
- Be submitted online by the published deadline of 11:59 p.m. MT December 8, 2023.
- Have been submitted for an Advance Review by the published deadline, if the 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.

- Upload or link to all required application materials. Refer to the Application Materials Checklist.
- Have on file in their organization's online account a 501(c)(3) IRS Tax-Exempt Determination Letter granting them tax-exempt status which includes the Federal Employer Identification Number (FEIN) (does not apply to public schools and government entities). New applicants and organizations not funded since FY2018 must upload a copy of the letter to their application. Applicants using a fiscal agent must submit the letter for the fiscal agent which includes the fiscal agent's FEIN.
- Meet the eligibility requirements of a funding category. Program Coordinators may need to move your application to a different funding category as long as the eligibility criteria are met for the new category.
- Not be discussed with NMA Commissioners or panelists during the grants process, December 8, 2023–June 30, 2024, as this will make an application ineligible.

New Applicants

New applicants and organizations not funded since FY2018 must create a new account to apply in FY2025. 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 full legal name as registered with the IRS. If using a fiscal agent, please list 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. If using a fiscal agent, enter their FEIN.
- Enter the Unique Entity Identifier (UEI), if you are using a fiscal agent, enter their UEI.
- 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.



Application Materials Checklist

Board Members List/Advisory Committee if Using a Fiscal Agent

501(c)(3) IRS Tax-Exempt Determination Letter
(Except public schools and government entities), all new applicants and returning applicants not funded since FY18 are required to upload a copy of a letter from the IRS granting 501(c)(3) tax-exempt status which includes the FEIN number. Applicants using a fiscal agent must submit the letter for the fiscal agent which includes the FEIN number. Please check your organization documents in your online account to ensure we have the most up to date letter on file. If your organization has changed your name; we require a new letter reflecting the name change.

Artistic Samples:
- Printed Materials - Digital Images - Audio - Video

Budget Detail

Income and Expense Statement

For Arts Learning in Schools ONLY: Principal Letter(s)
(Letters of commitment from the principals of the participating schools.)

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; contact New Mexico Arts to discuss your project's purpose to determine eligibility.
- 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; and rent or fees for facilities owned by the DCA;
- 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.

Funded Program Requirements

APPLICANTS MAY APPLY IN ONLY ONE FUNDING CATEGORY.

Please read the category descriptions and panel evaluation criteria carefully to determine the appropriate category in which to apply. New Mexico Arts Program Coordinators can assist applicants in determining the correct category (before the December 8, 2023, deadline).

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, if New Mexico Arts' priorities change or depending on an applicant's past or current performance.

PUBLIC PRESENTATION

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

FINAL INVOICE & REPORT

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

REIMBURSEMENT

Funding from New Mexico Arts is on a reimbursement basis. New Mexico Arts cannot reimburse programming expenses until the grant agreement has been approved by the State Department of Finance and Administration.

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 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.

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, New Mexico Arts strongly encourages applicants to prepare artistic samples as soon as possible.

All Advance Review applications must be submitted online by 11:59 PM MT October 23, 2023.



Application Process

Technical Assistance

New Mexico Arts Program Coordinators are available to guide applicants through the application process. Please contact the coordinator listed for your category.

Staff Review

Following the application deadline of December 8, 2023, staff will determine eligibility and check that applications were submitted by the application deadline.

Panel Review

Application Reviews take place in March. Panelists review and score applications based on the panel evaluation criteria outlined for each funding category. Panelists are selected for their artistic or administrative experience. Panelists represent a range of artistic genres as well as geographic reach. Applications that do not meet stated eligibility requirements will not be reviewed by panels. The panel scores will be posted on the New Mexico Arts' website within ten business days of the end of the panel review period at www.nmarts.org.

New Mexico Arts Commission Action

The panel scores 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.

Funding Recommendations

New Mexico Arts makes recommendations based on available funds. Applicants should be note that less than full funding for approved applications typically occurs. If an applicant is successful, New Mexico Arts will require a revised budget with their grant agreement that identifies additional sources of funding or reduced programming to achieve a balanced budget.

Additional Programs

Folk Arts Apprenticeship Program

The Folk Arts Apprenticeship program contracts with master folk artists to teach their art forms to dedicated apprentices. The apprenticeship provides one-on-one intensive learning experiences for artist engaged traditional art forms. Applicants interested in applying for the Folk Arts Apprenticeship Program should contact New Mexico Arts, (505) 827-6490, Folk Arts Apprenticeship Program Guidelines are available in PDF format at www.nmarts.org/guidelines-and-app/

Arts & the Military

The Arts & the Military Program seeks to build awareness of the important role of the arts in addressing healing, reintegration, and strengthened communities, as well as increased arts opportunities for military and veterans' families. For more information, contact Kevin Lenkner, Arts & the Military Coordinator at (505) 412-5791.

Art in Public Places

The Art in Public Places Program enriches New Mexico communities through innovative and diverse public art. Through a fair and open process, the program facilitates the sale of artwork for public spaces through purchase initiatives, site-specific commission projects, and temporary installations that offer in-depth community engagement and artist development. For more information about the Art in Public Places Program, contact Meredith Doborski (505) 396-0326.

New Mexico Arts Policies

Grants Process

In adherence to New Mexico Arts' policies, applicants are asked not to contact panelists and New Mexico Arts Commissioners during the grants process December 8, 2023–June 30, 2024. 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 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 New Mexico Arts. Any attempts to influence the commission or panel during the grants process may jeopardize future funding from New Mexico Arts.

Funding Priorities

The New Mexico Arts application process is open to all eligible organizations. All applications are scored against the published criteria and all applicants who score 65 and above are eligible for funding. Funding is not needs-based but considers the priorities set by the legislature including one-third of funding awarded to organizations based in rural communities.

New Mexico Arts Policies

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, they should contact New Mexico Arts program staff. Failure to comply with this policy may jeopardize the organization's future funding from New Mexico Arts.



New Mexico Arts Policies

Diversity & Inclusion

We believe that public funding of the arts is essential to a healthy arts ecosystem and that it contributes to making New Mexico's communities vibrant and economically sustainable.

We recognize that New Mexico is made up of many diverse cultures and we seek to support the artistic and cultural expression of all cultures.

We value the ethnic and racial diversity of an organization's board as that diversity has been shown to lead to diversity in staff and audiences.

We believe that New Mexicans should have access to the arts regardless of age, geography, income level, or physical ability.

We believe that supporting rural artists, rural arts organizations and rural communities is essential to serving our state.

We believe that investing in small organizations is as important as investing in larger ones.

We seek to support excellence, creativity, and innovation in all artistic genres to advance the arts in New Mexico.

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. 6101 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 (P.L. 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 agreement packet.

Non-discrimination

General Accessibility

New Mexico Arts encourages applicants to consider accessibility in the broadest terms. 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. In-person and virtual events should also be accessible to the public through provision of adequate notice of the event, proper scheduling to allow for the greatest number of attendees, adequate parking and signage, ticket price, and ease of use of appropriate technology.



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

Use of a Fiscal Agent

Organizations that do not have Federal 501(c)(3) status by December 8, 2023, are required to use a Fiscal Agent. Applicants using a fiscal agent, please 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 please review 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 (a member of the board's executive committee, president, vice-president, secretary, or treasurer) to certify the application form;
- If funding is awarded, to read carefully and sign any application revisions as well as the grant agreement;
- Not to charge more than 5% of the funding amount for serving in this capacity;
- To make certain that the terms of the grant agreement are fulfilled by the Applicant Organization; and
- To serve as the Fiscal Agent for the Applicant Organization, and if funding 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.

Use of a Fiscal Agent

The Fiscal Agent understands that if the Applicant Organization does not fulfill the terms of the agreement by submitting required Final Invoice Reports, future funding of the Fiscal Agent and the Applicant Organization by New Mexico Arts may be impacted.

The Applicant Organization Agrees to:

- Complete the paperwork required by New Mexico Arts and to acquire the necessary signatures from the Fiscal Agent's Authorizing Official;
- Supply the Fiscal Agent with a copy of the application and any subsequent revisions;
- If funding 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 Grant Agreement with New Mexico Arts, 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 grant period.



Creative Support Funding

Through Creative Support Funding we support arts organizations and other presenters for program activities in the performing arts, visual arts, literary arts, media arts, multidisciplinary arts (involving more than one discipline), and interdisciplinary arts (relating to two or more artistic disciplines). Funding can be used for a single event, several events, or an organization's entire season.

The following application categories are available for Creative Support Funding: Community Arts, Arts Projects, Major Cultural Organizations, and Colleges, Universities, and Government Entities.

Community Arts

Community Arts funding supports arts organizations statewide with small budgets for arts presenting activities. The activities are aimed at serving the general public in the community in which they are located. Community Arts is designed to help small organizations continue, strengthen, and expand current programs and audiences. Organizations with actual last completed fiscal year unrestricted income of \$0-\$99,999, excluding in-kind should apply in Community Arts.

Arts Projects

Arts Projects funding supports organizations statewide with medium-sized budgets for arts presenting activities.

Organizations with actual last completed fiscal year unrestricted income of \$100,000-\$749,999, excluding in-kind should apply in Arts Projects.

Creative Support Funding

Major Cultural Organizations

Major Cultural Organizations funding supports larger organizations statewide for arts presenting activities.

Organizations with actual last completed fiscal year unrestricted income of more than \$750,000, excluding in-kind should apply in Major Cultural Organizations.

Colleges, Universities, & Government Entities

Colleges, Universities, and Government Entities funding supports colleges and universities, local and county governments, and Indian tribal government entities who serve as a primary arts presenter and/or key provider of arts services in their local community. Programs must be marketed and accessible to the general public in addition to students, faculty, and staff. The public component must be the primary focus of the proposed project and the benefit to the community served must be demonstrated.

For colleges and universities: please note that we are not able to offer direct aid to individuals, including fellowships, scholarships, cash prizes, or awards; or projects in which school, college or university course credit is the primary purpose. Please submit for projects offered by your institution that are public facing. Funding is not intended to supplement a department's budget for a special project.

Creative Support Funding

Eligibility Criteria:

- The applicant organization must have been providing programs to the public for a minimum of six (6) months prior to the application deadline.
- The applicant organization must have an independent governing board or advisory committee empowered to formulate policies and execute the activities of the organization.
- Funding can be used for artistic or administrative salary support and/or general operating support.
- 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.
- Applicants will request a fixed grant amount of \$10,000.
- Funding for Creative Support must include a 50% match by the applicant organization, at least half of which must be cash.
- Only one application per institution is allowed.

Creative Support Panel Evaluation Criteria

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

Please see your category's Scoring Guide for guidance on how application reviewers will consider applications for funding

<http://www.nmarts.org/guidelines-and-app.html> under

"Panel Evaluation Criteria and Scoring Guide - Creative Support Funding."

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 or existing works of art.

Community Support, Representation, & Benefit-40 Points

Application reviewers consider 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 provide access to people with disabilities).
- Geographic location and reach of an applicant.
- Donated goods or in-kind services and/or financial backing from the community or local government.
- How your program(s) serve and/or reach populations historically underserved by the arts due to ethnicity, economics, geography, or disability.

Administrative Ability-25 Points

Application reviewers consider the quality of the organization's project and budget management as informed by:

- 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 in the 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, including board composition (professions, skills, experience, is ethnically diverse and/or representative of the community) is appropriate for size and mission of organization.

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 project activities 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 will request a fixed grant amount of \$10,000.
- 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 applicants are eligible for general operating support.
- Only one application per institution is allowed.

Arts in Social Service

Arts in Social Service Panel Evaluation Criteria

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

Please see your category's Scoring Guide for guidance on how application reviewers will consider applications for funding.

<http://www.nmarts.org/guidelines-and-app.html>

under "Panel Evaluation Criteria and Scoring Guide - Arts in Social Service."



Panel Evaluation Criteria

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 and social service.
- The creativity in program's concept, design, and execution.
- The innovative presentation/production of original works of art or existing works of art.

Community Support, Representation, & Benefit-40 Points

Application reviewers consider 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 provide access to people with disabilities).
- Geographic location and reach of an applicant.
- Donated goods or in-kind services and/or financial backing from the community or local government.
- How your program(s) serve and/or reach populations historically underserved by the arts due to ethnicity, economics, geography, or disability.

Administrative Ability-25 Points

Application reviewers consider the quality of the organization's project and budget management as informed by:

- 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 in the 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, including board composition (professions, skills, experience, is ethnically diverse and/or representative of the community) is appropriate for size and mission of organization.

Traditional Folk 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 folk and traditional arts being practiced in New Mexico.

Folk and traditional arts are the culturally specific traditional, functional, and expressive arts practiced and passed down within a community. Folk arts reflect the values and worldviews of the groups that create them and are part of a rich and valuable heritage for all New Mexicans.

Eligibility Criteria

- Projects eligible for funding under Traditional Folk Arts Projects include but are not limited to events that showcase traditional artists, such as festivals, or art fairs performance series that showcase folk and traditional 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 traditional artists.
- Projects not eligible for funding include media projects or documentaries featuring the work of folk artists.
- Applicants will request a fixed grant amount of \$10,000.
- Funding requests for Traditional Folk Arts Projects must include a 50% match by the applicant, at least half of which must be cash.
- Only one application per institution is allowed.

Traditional Folk Arts Projects Panel Evaluation Criteria

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

Please see your category's Scoring Guide for guidance on how application reviewers will consider applications for funding.

<http://www.nmarts.org/guidelines-and-app.html>

under "Panel Evaluation Criteria and Scoring Guide— Traditional Folk Arts Projects."

Panel Evaluation Criteria

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, including the traditional art form(s).
- The creativity in program's concept, design, and execution.
- Traditionality and/or cultural significance of the art form(s).

Community Support, Representation, & Benefit-40 Points

Application reviewers consider 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 or service providers in the project.
- Public's ease of access to programs (i.e., location, cost, ability to provide access to people with disabilities).
- Geographic location and reach of an applicant.
- Donated goods or in-kind services and/or financial backing from the community or local government.
- How your program(s) serve and/or reach populations historically underserved by the arts due to ethnicity, economics, geography, or disability.

Administrative Ability-25 Points

Application reviewers consider the quality of the organization's project and budget management as informed by:

- 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 in the 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, including board composition (professions, skills, experience, is ethnically diverse and/or representative of the community) is appropriate for size and mission of organization.

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.
- Individual guest 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

Arts Learning in Schools

- 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 they are committed to the project and the level at which they 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 will request a fixed grant amount of \$10,000.
- Funding requests must include a 50% match by the applicant organization at least half of which must be cash.
- Only one application per institution is allowed.



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 programs identified community. There should be strong evaluation and assessment components built into the program.

Eligibility Criteria

Arts Learning in Community

- 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 will request a fixed grant amount of \$10,000.
- Funding requests must include a 50% match by the applicant organization at least half of which must be cash.
- Only one application per institution is allowed.

Arts Learning in Schools and in Community Panel Evaluation Criteria

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

Please see your category's Scoring Guide for guidance on how application reviewers will consider applications for funding.

<http://www.nmarts.org/guidelines-and-app.html>

under "Panel Evaluation Criteria and Scoring Guide — Arts Learning: In Schools and In Community."



Panel Evaluation Criteria

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

Application reviewers consider 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.
- The role of New Mexico artists in the project.
- Public's ease of access to programs (i.e., location, cost, ability to provide access to people with disabilities).
- Geographic location and reach of an applicant.
- Donated goods or in-kind services and/or financial backing from the community or local government.
- How your program(s) serve and/or reach populations historically underserved by the arts due to ethnicity, economics, geography, or disability.

Panel Evaluation Criteria

Administrative Ability-25 Points

Application reviewers consider the quality of the organization's project and budget management as informed by:

- 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 in the 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, including board composition (professions, skills, experience, is ethnically diverse and/or representative of the community) is appropriate for size and mission of organization.



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.” Please contact New Mexico Arts to determine if this is the correct funding 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.).
- 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, helping local leaders better understand the impact of the arts on the community, working 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 and Panel Evaluation Criteria

Eligibility Criteria

- Local Arts Councils (LACs) and Service Organizations (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.
- LACs and SOs may not use a Fiscal Agent and must have nonprofit status by the time funding agreements are issued in June.
- Applicants will request a fixed grant amount of \$10,000.
- Funding requests for LACs and SOs must include a 50% match by the applicant organization, at least half of which must be cash.
- Only one application per institution is allowed.

Local Arts Councils & Service Organizations Panel Evaluation Criteria

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

Please see your category's Scoring Guide for guidance on how application reviewers will consider applications for funding.

<http://www.nmarts.org/guidelines-and-app.html>

under "Panel Evaluation Criteria and Scoring Guide—Local Arts Councils & Service Organizations."

Panel Evaluation Criteria

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.

(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.

Community Support, Representation, & Benefit-40 Points

Application reviewers consider 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 or service providers in the project.
- Public's ease of access to programs (i.e., location, cost, ability to provide access to people with disabilities).
- Geographic location and reach of an applicant.
- Donated goods or in-kind services and/or financial backing from the community or local government.
- How your program(s) serve and/or reach populations historically underserved by the arts due to ethnicity, economics, geography, or disability.

Panel Evaluation Criteria

Administrative Ability-25 Points

Application reviewers consider the quality of the organization's project and budget management as informed by:

- 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 in the 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, including board composition (professions, skills, experience, is ethnically diverse and/or representative of the community) is appropriate for size and mission of organization.



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