

## **Creatives Rebuild New York Frequently Asked Questions**

*Updated 3.21.2022*

Welcome to CRNY's extended FAQ document! We will continue to update this document on a weekly basis until both the Guaranteed Income for Artists and Artist Employment Program applications close on March 25, 2022. Please use the Table of Contents below or at left to navigate to different sections of this document.

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Don't forget to visit the original FAQs included in the guidelines for each program: [Guaranteed Income for Artists FAQ](#) and [Artist Employment Program FAQ](#)

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### **General Application Questions**

**Where do we go to jointly apply for the Artist Employment Program?**

CRNY's application portal is here: <https://creativesrebuildny.submittable.com/submit>

Direct link to the Artist Employment Program application is here:

<https://creativesrebuildny.submittable.com/login?returnUrl=%2Fsubmit%2F214994%2Fartist-employment-program-2022>

**Where do we go to apply for the Guaranteed Income for Artists program?**

CRNY's application portal is here: <https://creativesrebuildny.submittable.com/submit>

Direct link to the Guaranteed Income for Artists application is here:

<https://creativesrebuildny.submittable.com/submit/213922/guaranteed-income-for-artists-2022/eligibility>

**Where do I find the guidelines, which include the original FAQs, for each program?**

Artist Employment Program: <https://www.creativesrebuildny.org/apply/artist-employment/>

Guaranteed Income for Artists Program:  
<https://www.creativesrebuildny.org/apply/guaranteed-income/>

### **Where can I see the questions asked on the applications?**

Application questions can be previewed in the below documents under the 'Application Questions' section.

English ([Artist Employment](#) | [Guaranteed Income](#))

Español ([Artist Employment](#) | [Guaranteed Income](#))

To access applications for the Artist Employment Program and the Guaranteed Income for Artists Program, go to this link: <https://creativesrebuildny.submittable.com/submit>. Scroll to the bottom of the page and click the Submit button for the program you wish to apply for. Both programs offer the application in English and Spanish. Before starting your application, we strongly recommend reviewing the complete guidelines—including eligibility details, application instructions, and frequently asked questions. Links for those guidelines are provided above.

### **Where do I find webinars to sign up to learn more?**

All of the information sessions that we are running can be found here:  
<https://www.eventbrite.com/cc/crny-online-information-sessions-116859>

### **What is the Help Desk phone number and email address?**

CRNY aims to make this application as accessible and simple as possible. If you need any assistance, including applying in a language other than English or Spanish, please call our Help Desk at 855-929-3863 (live assistance available Monday-Friday from 10:00 AM to 4:00 PM Eastern) or email [HelpDesk@creativesrebuildny.org](mailto:HelpDesk@creativesrebuildny.org).

### **Who is staffing the CRNY Help Desk and how do they communicate with CRNY staff?**

We are lucky to be partnering with Good Call NYC to administer our help desk. This amazing group of folks already run an emergency arrest hotline that alerts loved ones and connects those dealing with the criminal legal system with a free lawyer. Their website is here: <https://goodcall.nyc/>. Good Call has hired and trained artists to staff the CRNY Help Desk - very exciting!

### **Who are the CRNY staff? Who has helped guide and co-create CRNY programs?**

Staff, their emails, and our Leadership Council and Think Tank members can be found here: <https://www.creativesrebuildny.org/leadership>.

**Are you accepting applications on a rolling basis? If you apply earlier, does that make your application "look better" in some way?**

Neither program is accepting applications on a first-come, first served process. This is not a rolling application. The deadline to submit applications for both programs is Friday March 25, 2022 at 11:59pm and only then, will applications be selected.

**What is the status of my application?**

Guaranteed Income for Artists applicants will be notified about selection on April 15, 2022, and Artist Employment Program applicants will be notified on April 11, 2022 whether they are moving to Stage Two of the application process. CRNY is a small team and does not have the capacity to monitor or confirm the status of individual applications; please contact the Help Desk if you need assistance with the application process ([helpdesk@creativesrebuildny.org](mailto:helpdesk@creativesrebuildny.org) or 855-929-3863 Monday through Friday from 10 AM to 4 PM).

**Is there someone I can talk to about the strength of my application? Would it be possible for someone to review our application and let us know if it looks good before we apply?**

The Help Desk does not have the capacity to review drafts of applications or to comment on the content or strength of an Artist Employment Program proposal. If you have questions related to the content of your AEP application, or need help deciding which program to apply to, please contact a member of the [Artist Outreach Corps](#).

**What is the Artist Outreach Corps and how can they help me?**

We are proud to be working with a group of artist organizers across the state to get the word out and answer questions about both the Guaranteed Income for Artists and Artist Employment Program. Please contact the Artist Outreach Corps member who hails from the region or community where you feel the best alignment:

<b>REGION or COMMUNITY</b>	<b>NAME (PRONOUNS)</b>	<b>EMAIL ADDRESS</b>
North Country and Capital Region	Marissa Hernandez (she/her)	marissa@creativesrebuildny.org
Southern Tier and Mohawk Valley	Hayden Haynes (he/him)	hayden@creativesrebuildny.org

Central New York and Finger Lakes	Cjala Surratt (she/her)	cjala@creativesrebuildny.org
Buffalo and Western New York	Alexa (she/her) and Edreys (he/him) Wajed	wajed@creativesrebuildny.org
Mid-Hudson	Myraan Mays (he/him)	myraan@creativesrebuildny.org
New York City and Spanish Speakers	Herbert Norat (he/him)	herbert@creativesrebuildny.org
Long Island and Indigenous Communities Downstate	Jeremy Dennis (he/him)	jeremy@creativesrebuildny.org
Indigenous Communities Upstate	Jeanette Jemison (she/her)	jeanette@creativesrebuildny.org
Deaf & Disabled Communities Statewide	Kevin Gotkin (he/they)	kevin@creativesrebuildny.org

**[Technical Application Questions \(Submittable\)](#)**

**I am having technical issues with Submittable. Who can I contact?**

For any and all Submittable issues (not getting emails, needing to check the status of a form, error messages, etc.) you can now directly connect with Submittable for tech support. Please contact [submittersupport@submittable.com](mailto:submittersupport@submittable.com). Someone will respond within 24 hours.

### **I can't figure out how to submit an application on my own. Can I get help?**

For anyone who is having trouble filling out the application on their own (whether because of disability, technological, circumstantial, etc. barriers), the Help Desk can offer to fill out their application on their behalf using the Manual Submission process. CRNY aims to make this application as accessible and simple as possible. If you need any assistance, including applying in a language other than English or Spanish, please call our Help Desk at 855-929-3863 (live assistance available Monday-Friday from 10:00 AM to 4:00 PM Eastern) or email [HelpDesk@creativesrebuildny.org](mailto:HelpDesk@creativesrebuildny.org).

### **I find it confusing that the button says 'Submit' and not 'Apply'. Did my application go through?**

We see how the 'Submit' button can be confusing, and we apologize for any inconvenience! This is an unfortunate limitation of the application platform. You should have received a confirmation email; if not please contact the Help Desk so they can resend it to you (call 855-929-3863 or email [HelpDesk@creativesrebuildny.org](mailto:HelpDesk@creativesrebuildny.org)).

### **I am no longer seeing the Eligibility Form. Did I do something wrong?**

No, you did not! Applicants are only required to fill out the Eligibility form once. Once an applicant is eligible, they are taken to the application. You are welcome to save your application as a draft and return to it later, but the Eligibility Form questions will not appear—since you've already completed them!

### **Can applicants edit their applications once they've submitted?**

For the Guaranteed Income program, applicants cannot edit their applications once they've submitted. If applicants need to correct information on their application, they need to withdraw their application and re-submit. For step-by-step instructions on how to withdraw your application, [see here](#).

For the Artist Employment Program, you may edit your application any time starting at 10:00 am ET the business day after your application was submitted. [Sign into your Submittable account](#) and click on your submitted application to edit.

If your collaborators have changed, you will need to withdraw your original application and submit a new application with the updated collaborators and re-send their reference forms via the new primary application.

All applicants can save a draft of their submission BEFORE submitting.

### **My collaborators have changed for my Artist Employment Program application, but I've already submitted my application. How can I make those changes?**

Once you've officially submitted your application, you cannot edit your collaborators. To update your collaborators or your application, you would need to withdraw your application and re-submit. For step-by-step instructions on how to withdraw your application, [see here](#). To reference your responses to withdrawn applications, visit your My Submissions page and click the 'Withdrawn' tab.

Remember, you can save your application as a draft and take time to confirm all details are correct before hitting Submit. We strongly encourage you to meet with your collaborators to discuss your application before submitting. Your application and reference forms need to be completed and submitted by March 25 at 11:59 pm ET.

### **If our organization has a fiscal sponsor, can we apply or does our fiscal sponsor have to be the one to apply?**

If your AEP collaboration involves a fiscal sponsor, the community-based organization or group being fiscally sponsored should apply as the primary applicant. The fiscal sponsor should be listed as a collaborating organization, and must complete an Organizational Reference Form to confirm they are participating as part of this project. In the narrative sections of the reference form, the fiscal sponsor may simply enter the following: "We are the fiscal sponsor for this application."

### **What is a reference form?**

In the context of the Artist Employment Program application, the "reference form" is something that each of your collaborators must fill out. (It is not an external "reference" like a letter of support.) If you are the primary applicant, you will be given the opportunity to send a reference form to all the artists and organizations who will be collaborators on the overall proposal. They will then receive an email with the form they need to fill out. In order for an application to be considered complete, all reference forms must be submitted by the deadline of Friday, March 25 at 11:59pm. The questions can be found starting on page 18 of the guidelines <https://bit.ly/CRNY-AEP-Guidelines-PDFs>

## **General Eligibility**

### **Can you explain the difference in eligibility requirements between the two CRNY funding opportunities?**

The Guaranteed Income for Artists (GI) and Artist Employment Program (AEP) have very different eligibility requirements. Please review the eligibility requirements for both programs closely before you apply: [Guaranteed Income Eligibility](#) | [Artist Employment Program Eligibility](#). For example:

- **Financial Need:** GI requires that artists have financial need, and AEP does not.

- **Application Process:** For GI, individual artists can apply on their own. AEP requires a joint application between an artist and a community-based organization.
- **Partnerships:** GI provides no-strings attached funding to individual artists. AEP requires a two-year commitment between artists and organizations in service of a specific community.
- **Documentation Status:** Undocumented artists are eligible to apply for support through GI. For AEP, all participating artists and organizations must follow New York State labor laws, so unless you have a special arrangement directly with the organization that will employ you, AEP can only support artists who are legally able to hold W2 employment in the US.

### **Can you explain the residency requirements for artists in both programs?**

CRNY requires that all artists have primary residence in New York State at the time of application (regardless of whether you are applying to the Guaranteed Income for Artists or Artist Employment Program). For the Artist Employment Program, organizations must have their principal place of business in New York State.

### **How does CRNY define rural?**

Rural is defined in nearly a dozen different ways within New York State; however, for the purposes of the CRNY's funding programs, 'rural communities' are those outside of metropolitan and micropolitan areas with a population of 10,000 or fewer residents.

### **How do I know if my work is included in CRNY's definition of artists, culture bearers and culture makers?**

Please see <https://www.creativesrebuildny.org/how-crny-defines-artist/> for more information.

### **Where do I submit a portfolio or work sample?**

Neither the Guaranteed Income for Artists or Artist Employment Program requires portfolios or work samples of artists, nor will CRNY be evaluating artists' work in any traditional, merit-based way. Only those who are selected to receive guaranteed income will be asked to submit documentation of their eligibility after April 15, including a brief statement or video about their artistic practice. Artist Employment Program applicants have the opportunity to describe their practice in Stage One application questions.

### **Will there be a merit-based assessment of artists who apply? Does artistic excellence matter? Do I have to be a well-known or established artist to qualify?**

We believe all artists deserve financial security, and so no artist will be valued for the merit of their artistic practice. Eligible artists who apply for Guaranteed Income for Artists

will be selected through a randomized process that prioritizes folks who face barriers to financial security. Read more about the GI selection process in the [guidelines](#) and [FAQ](#).

For the Artist Employment Program, CRNY and its reviewers will assess the strength of the proposed collaboration in each submission. Artists will not be evaluated individually. Read more about the AEP selection criteria in the [guidelines](#) and [FAQ](#).

### **I'm not in a marginalized group; should I still apply?**

All kinds of artists, regardless of their identity, circumstance, and location within New York State will be selected for both the Guaranteed Income for Artists and Artist Employment Program. As an expression of CRNY's commitment to equity, populations that face structural barriers to financial security will be given priority in the Guaranteed Income for Artists selection process, and Artist Employment Program funding is dedicated solely to organizations working in collaboration with artists to serve such populations. Please see eligibility details here: [Guaranteed Income Eligibility](#) | [Artist Employment Program Eligibility](#)

### **Why are women not included as a priority?**

All kinds of artists, regardless of their identity, circumstance, and location within New York State, will be selected for both the Guaranteed Income for Artists and Artist Employment Program. Artists identifying as women will not explicitly be prioritized in the Guaranteed Income for Artists selection process, but they are very much eligible to apply.

## **[Artist Employment Program \(AEP\)](#)**

### **Can CRNY help me find an organization? Can CRNY help my organization find an artist?**

The process of creating a joint application can help artists and organizations build new relationships and deepen existing ones. But we understand how hard it can be to build new relationships for the AEP program, especially during our current COVID-19 restrictions. If you are an artist or an organization looking for collaborators to apply for the Artist Employment Program, we offer the following ways to connect:

- If you are comfortable sharing your information publicly, fill out the [CRNY Teaming and Partnering form](#) and we will share a link to this database on our website, through our Outreach Corps, and via our Help Desk.
- [Check out the CRNY database of artists and organizations](#) seeking a partnership in your area.
- [Attend an online information session](#). During these sessions, you will learn about the goal of the collaborations and decide if this program is right for you.



- [Reach out to an Outreach Corps member](#). Outreach Corps members are artist organizers around the state who know their regions/communities well and may be able to help you think through the type of organization and artist that might best fit your needs.
- [Contact your Local Arts Council](#) and ask for recommendations about artists or organizations in your area.

### **When does the Artist Employment Program grant start and end?**

AEP will grant funds to organizations for employment starting on July 1, 2022 and ending on June 31, 2024.

### **Do AEP artists need to demonstrate financial need?**

No. The artists' individual financial need is not a criterion for the Artist Employment Program.

### **I would love to have a salary for the next two years, but I have another year left in my MFA program. Can I still apply for AEP?**

If you are an artist who wants or needs to engage in multiple simultaneous projects, take on extensive and diverse freelance opportunities, or are in a full-time academic program, AEP is likely not a good fit for you.

### **As an artist, am I expected to work 40 hours a week?**

Time allocated for the artist's personal practice should be determined by the artist and organization together—it will depend on the nature of the collaboration and the work. Some collaborations will entirely overlap with the artist's personal practice (e.g., a residency). Other relationships will require a set amount of time per week, and others may benefit from a certain number of months per year. However, there is no requirement that an artist is working 40 hours each week.

### **Can artists take significant time off (2-3 months) from working with the partner org?**

Yes. It is up to the artist and the organization to determine the nature of the collaboration and the balance of time the artist is working for the organization. Some relationships will require a set amount of time per week, and others may benefit from a certain number of months per year.

### **Is the artist expected to be working for the organization in a full-time capacity?**

No. Each artist must be paid the full \$65,000/year salary provided by CRNY, however the number of hours and exact work schedule will depend on the unique circumstances of each partnership as agreed upon by the artist and the organization. Artists may use time outside of the agreed upon work to further their artistic practice, pursue additional

projects, etc. – but organizations may not decrease the \$65,000/year salary simply because an artist is working fewer than 40 hours/week.

**Does the \$65,000 salary have to be an artist's sole income during the two years, or can they take on other gigs/jobs?**

As long as the artist is fulfilling the expectations of the collaboration, they may use the time outside of the agreed upon work however they wish – to further their artistic practice, care for their families, pursue additional paid projects, etc. So yes, the artist may take on other gigs or jobs during the two year period of employment supported by CRNY.

**Can the salary of \$65,000 per year be split across individuals?**

The Artist Employment Program will fund artists' salaries at \$65,000 per year, per artist, for two years. This full salary funding will be provided to each individual artist in the collaboration; one salary may *not* be shared between multiple artists.

Part-time work is NOT supported by the Artist Employment Program, no 'prorated' salaries will be offered.

**Would it be possible for an artist to be paid as an independent contractor rather than as an employee?**

No. The Artist Employment Program is designed to support the growth of the arts employment ecosystem, so all artists must be salaried employees.

**Can the artist's work be remote?**

Yes, as long as that is what has been agreed upon by the artist and the organization.

**What if the organization wants to add additional compensation on top of the \$65,000 that's funded for each artist?**

The organization is welcome to pay the artist on top of the funds provided by CRNY. However, the organization CANNOT pay the artist less than \$65,000 that is funded; funding cannot be split across artists; and artists who want to work "part time" are still paid this salary as the artist employment must include time for their practice as mutually agreed upon by the artist and the organization.

**The \$65,000 salary for the artist is higher than what everyone else at my organization earns--even the executive director. How should we handle this?**

The issue of salary amounts across NY State for artists and for nonprofit administrators came up in many discussions with our Think Tank during the planning process for this program. There are two ways for organizations in this scenario to consider applying:

- First, they can use the organizational support funds (\$25,000-\$100,000) to supplement or fully support any administrators working at these smaller nonprofits to the extent that their activities support the collaboration
- Second, the organization could apply to have the artists' employment and benefits be held at the intermediary instead of at the organization so that the artists' salary is not on the organization's payroll. (In this case, the organization would still receive the \$25,000-\$100,000 each year, but not the salary and benefits funds.)

**Can you explain how AEP funding will provided, and to whom?**

In cases where the primary organization will employ artists directly, the primary organization will receive all of the funds associated with an AEP grant. This includes:

- **Salaries:** \$65,000 per artist
- **Payroll Taxes, Required Insurance, and Employee Benefits:** \$16,250 per artist (25% of \$65,000)
- **Organizational Support:** \$25,000-\$100,000 to support the proposed collaboration

In cases where artists are employed by CRNY's intermediary organization, the primary organization will receive only the Organizational Support. Salaries and funds to cover Payroll Taxes, Required Insurance, and Employee Benefits will be provided to the intermediary organization holding employment.

**How will CRNY determine how much money each organization receives? Is it based on the organizational annual budget or the project budget for this grant?**

The amount of organizational support (\$25,000-\$100,000) that an organization receives will vary depending on the number of applications CRNY receives and the different capacities of organizations that advance to stage two of the application process. Organizations with larger annual budgets will not automatically receive more funding, nor does hiring ten artists automatically mean an organization receives \$100,000. Only organizations invited to stage two of the AEP application process will be asked to provide a project budget. For planning purposes, we encourage organizations to assess the feasibility of the proposed collaboration should they receive the minimum award of \$25,000.

**Will you please explain in further detail the additional \$25,000-\$100,000 for the primary organization? What is this funding to be used for?**

In addition to the funds that cover artists' salaries and benefits, the Artist Employment Program will provide organizational support of \$25,000-\$100,000 per year, for two years, to the primary collaborating organization. These funds are intended to support programmatic expenses incurred as part of the collaboration with the artist (e.g., for artist

materials, production expenses, etc.). They may also be used to support the primary organization's administrative or indirect costs in connection with the collaboration, and/or shared with other collaborating organizations.

### **How will benefits and human resources work if the organization holds employment?**

In addition to funding each \$65,000 salary, CRNY will provide 25% of each artist's salary (\$16,250) to the organization that holds the artist's employment. This additional 25% is intended to support payroll taxes, required insurance, and all compulsory employee benefits (e.g. healthcare, worker's compensation, unemployment insurance, and other expenses legally required to be paid by the employer). These benefits will be administered in accordance with that organization's standard Human Resources practices.

Because healthcare benefits will be administered through each organization that holds employment, the exact nature of the insurance coverage (including the level of coverage for dependents) and the amount of insurance premiums will vary.

If an artist declines healthcare coverage (e.g., because they have coverage through a partner, or have a disability and need more extensive support), the primary organization will still receive the full 25% per artist. The healthcare funds may be reallocated in accordance with the employing organization's standard Human Resources practices.

Employment and benefits must be administered by the same organization. If an organization can hold employment but not offer benefits, the artists will be employed through the intermediary organization that can do both. Artists may not opt-in to 'benefits only' from the intermediary.

### **What if an organization only currently offers medical benefits? Do we have to offer medical, vision, dental to artists?**

The organization does not need to change the benefits it offers. Basic healthcare benefits (i.e., medical) must be offered, and the artist and organization should agree that the benefits available will be sufficient for the artist. In addition, the organization and the artist should explore the option of the intermediary holding employment and administering benefits during the second stage of the application process; this may be a better framework for both the artist and the organization.

### **Who holds tax liabilities for the artist employees?**

The employing organization will hold standard employment tax liabilities, and the artist will be responsible for paying all applicable federal, state, and local taxes on their W2 employment. If the primary organization does not have the capacity/HR infrastructure to do this, the employment can be held by the intermediary organization.

### **Can I apply with multiple community based organizations?**

Yes. Collaborations that involve partnerships between arts and non-arts organizations, or a lead organization that acts as a hub for other organizations, are possible. Multiple organizations can apply together as part of ONE application. In all these cases, one organization must be designated as the primary applicant, and this organization will be the only direct recipient of funds from CRNY.

### **Can my organization apply to employ artists, and also collaborate with other organizations and artists in our community on a proposal?**

No. Each organization can apply only ONCE to the Artist Employment Program. An organization or artist that submits as part of multiple applications will be disqualified.

### **My organization has been approached by several unincorporated community based groups to serve as their fiscal sponsor. Can we support more than one application to the Artist Employment Program?**

Yes. Fiscal sponsors may support more than one application as long as each application involves entirely different organizations and artists.

### **We have multiple artists engaged in very different collaborations within our programs. Do the narrative questions need to address each collaboration, or the overall organization-level project?**

The narrative questions should compellingly describe the collaboration—if there are multiple projects with multiple goals/visions of success, they should be articulated in some way.

### **What will collaborations look like in practice?**

The Artist Employment Program collaborations may take many forms. This program has never happened before, so there are no examples of previously funded work. Some imagined collaborations include, but are not limited to:

- Working with artists-in-residence, an arts studio will address the policy needs of local immigrant populations.
- An artist collective will employ their artists to collaborate with a local theater to produce and present public programming.
- Culture bearers will provide documentation of traditional and contemporary artists and apprenticeships for artists working in collaboration with an Indigenous organization.
- A housing development organization will collaborate with artists to work with local public housing residents to support social cohesion.

- A nonprofit legal organization will partner with filmmakers to document returning citizens and their positive impact on communities across the state.
- Working with artists across all agencies, a city will employ artists to support staff to brainstorm innovative solutions to daily issues.
- A community nonprofit will employ teaching artists to support their after school and in school programming.
- A theater will employ local playwrights to write plays to be performed over the next five years.

**Are universities, Tribal colleges, colleges, and community colleges eligible?**

If the university, Tribal college, college, or community college is a 501(c)(3) public charity or government instrumentality, YES, they are eligible to apply jointly with artists. Keep in mind that the strongest applications will be ones where the organizations have close ties to the community they aim to serve with the collaboration, and where the organization's leaders and the artists reflect the identities and cultural practices of the community or communities they support. In the case of a university, it may make most sense for a center or institute within the larger institution dedicated to a particular community to be the primary applicant.

**Can we use the CRNY grant to launch a program that has other outside applications pending?**

Yes, however, CRNY cannot extend the artist's employment and benefits beyond the two years and it must begin in July 2022.

**Can we put commissioned artists, artists-in-residence, or other artists currently working with us on salary, if they are currently working in some other way?**

Yes, if the artist wants to do that.

**Can the work be city-wide/town-wide?**

Yes, if an organization's work is city-wide or town-wide. However, a clear and specific community that will benefit needs to be articulated

**Can I apply to work with an organization that is in a different region from where I live, and move there if we receive AEP funding?**

Yes. Artists and organizations from different towns, tribes, cities, counties, or regions can apply to collaborate through the Artist Employment Program, as long as everyone is located in New York State. (CRNY does not expect you to move to the same place, unless the specific nature of your collaboration requires it.)

**Does the exact artist have to be the one we move forward with if granted? Or can it be another artist with the same project? In the case that the original artist is no longer available**

Must be the same artist. If something happens after the grant is awarded and the artist is no longer able to work with the organization, CRNY will work with the organization and the artist to find an equitable and restorative way forward.

**I am an artist and the founder/director of an organization. Can I apply to cover my own salary?**

The Artist Employment Program is designed to support the growth of the arts employment ecosystem, and to support artists doing work that leverages their skills and expertise as artists. We also understand the limited infrastructure for collectives and smaller community-based organizations, and that artists often play many roles at an organization.

If the work you are doing at your organization is part of your artistic practice, then yes -- you are eligible to apply for \$65,000 salary and benefits support from AEP. If your function at the organization is primarily as an administrator (or some other non-artistic function), then the \$25,000-\$100,000 organizational support can be used to support your employment to the extent that your activities support the collaboration.

As a reminder, the organization must be doing community based work, and collaborations will be evaluated based on how well the proposed work aligns with the mission of the organization, the artists' practice, and the needs of the community that the organization serves.

**I am part of an artist collective, can we apply to the Artist Employment Program?**

Yes, if your collective is fiscally sponsored by a 501(c)(3) public charity and meets the definition of a community based organization: "nonprofit organizations, government entities, or fiscally sponsored organizations that work at a local level to improve life for residents of their communities. Community-based organizations can focus their mission or work within the arts and culture sector or within another community development sector (health, education, environment, etc.) while working toward a vision of equitable and sustainable communities."

**I've established my artistic practice as a single member LLC. Can I work with my fiscal sponsor to apply for Artist Employment Program funding?**

No. Neither individual artists nor single member LLC's – even if they have a fiscal sponsor – are eligible to apply without a community based organizational partner. Even if your individual artistic practice is focused on community-based work, you must apply jointly with an organization that will collaborate with you on the proposed work.

**I'm active with a mutual aid group in my community. Can we apply to bring artists into our efforts, even if the rest of us are working as volunteers?**

Yes, as long as your mutual aid group has 501c3 status or a fiscal sponsor who has agreed to provide 501c3 status for the duration of the Artist Employment Program funding period (July 1, 2022 through June 30, 2024). Each artist must be paid \$65,000 / year and your mutual aid group will be eligible to receive \$25,000-\$100,000 in organizational support.

**How will CRNY check in with the artists and the organizations and distribute funds to ensure that ethical HR practices and behavior are being supported?**

CRNY will disburse payments and check in with collaborators on a six-month basis, throughout the life of the program. If an issue were to arise within the collaboration, CRNY would work with the organization, and the artist, to find an equitable and restorative way forward. In addition, we are designing other systems of support for all artists and organizations selected for this initiative.

**What if we want to work with an artist who has already applied to CRNY for Guaranteed Income, but once we approach them they are interested in applying to the Artist Employment Program with our org?**

Individuals cannot apply to both programs; if the artist chooses to apply to the Artist Employment Program with your organization, the artist must withdraw their GI application prior to March 25.

## **[Guaranteed Income for Artists \(GI\)](#)**

**What if I already applied to CRNY for Guaranteed Income, but now I've found an organization who would like me to apply to the Artist Employment Program with them?**

Individuals cannot apply to both programs; if you choose to apply to the Artist Employment Program with an organization, you must withdraw your GI application prior to March 25.

**The application asks for my Social Security Number, should I have immigration status concerns?**

Your documentation status will not affect your eligibility to participate in Guaranteed Income for Artists. In fact, because we know so many immigrants face financial instability, we really hope you apply. The application asks whether you will be able to provide a SSN or ITIN (or neither), because they relate to how you will receive your monthly payment, if you are selected.

**Can undocumented folks apply?**



Your documentation status will not affect your eligibility to participate in Guaranteed Income for Artists. In fact, because we know so many immigrants face financial instability, we really hope you apply.

Because our program is funded through private philanthropic foundations, our information, and the information of our applicants, cannot be subpoenaed through the Freedom of Information Act and therefore cannot be accessed by ICE.

### **I am unhoused; can I still apply?**

This program is designed to support artists in need, and we hope you apply. In the questions about geography, you're welcome to include the address of a New York-based shelter or other institution that knows you and would be able to be in contact with us. If you are selected, we will notify you on April 15 with the next steps to go through the verification and onboarding process. In your application, please include the contact information of at least 1 other person in case we're not able to reach you.

### **Will older artists be supported or is CRNY funding primarily for emerging or younger artists?**

All kinds of artists, regardless of their identity, circumstance, and location within New York State will be selected. The selection process will account for distribution across age groups, and we hope that our outreach strategies will ensure that emerging, mid-career, and elder artists all apply.

### **What is public assistance? (vis a vis Benefits Counseling)**

Public assistance refers to programs that provide either cash assistance or in-kind benefits to individuals and families from any governmental entity.

If you're unsure whether a program you are enrolled in counts as public assistance, we recommend you respond YES to question #32: *I am currently enrolled and receive public benefits from city, state, or federal government.*

Then, in question #32.1.1: *To the best of your knowledge, in which of the following are you currently enrolled?* Select Other, and write down the program(s) you think might be public assistance.

If you are selected, you will be put in touch with one of CRNY's benefits counselors who will aid you in your decision to accept or decline the guaranteed income.

### **What qualifies as a disability?**

To your own level of comfort, you should respond to this question according to how you identify. If you identify as a disabled person, then you are more than welcome to click 'yes' to that question. We will not evaluate what counts as a disability, as we understand

it includes a diverse community of people with physical, sensory, intellectual, or psycho-social disabilities and chronic illness, among others.

**Does the income I receive from Supplemental Security Income (SSI) or other benefits need to be counted as income for the Self Sufficiency Standard?**

No, the Self Sufficiency Standard is the amount needed to meet each basic need at a minimally adequate level, without public or private assistance. When you use the calculator, compare the Annual Total to your total pre-tax gross income without SSI.

Emergency relief grants as well as unemployment insurance do not need to be counted as income for the Self Sufficiency Standard.

**What does 'household' mean?**

'Household' here refers to the group of people who share income and expenses. In some cases this means all of those people also live together.

**The Self Sufficiency Standard asks for household income. Since I have a spouse I don't meet CRNY's definition of financial need, but as an individual artist I would qualify. Why aren't you supporting people like me?**

The Guaranteed Income for Artists program is designed to support New York State artists who do not have the financial means to meet their basic needs. We ask those who are able to meet their basic expenses, as calculated by the Self Sufficiency Standard, to refrain from applying so that CRNY's limited funding can be directed toward artists whose income does in fact fall below the Self Sufficiency Standard threshold.

Please note that financial need is not a criterion for artists applying to the Artist Employment Program, so we encourage you to review those program guidelines to see if that program is a fit for you: <http://www.creativesrebuildny.org/apply/artist-employment>

**Beyond the Self Sufficiency Standard, will additional/extreme needs be evaluated ?**

This program is designed to support artists in need. Because of the volume of applications, however, we decided not to add space for people to describe their specific need. Our randomized selection will prioritize those without a financial safety net; however we will not be able to evaluate need on a case-by-case basis. We do imagine that most of the folks calling with extenuating circumstances will be eligible and should definitely apply!

**What if I think the Self Sufficiency Standard is too low?**

We understand that everyone's financial story has many layers. Our intention is to distribute these limited funds to serve artists who do not have the financial means to

meet their basic needs. To meet the legal requirements to implement this program using private funds, we need to rely on standard measurements that allow us to determine financial need. The Self Sufficiency Standard's methodology includes multiple verified data sources at national and local levels. Through research and analysis, the standard accounts for the cost of housing, child care, food, transportation, health care, taxes, and a percentage for miscellaneous expenses which differ for all people, but may include things like credit card debt, phone bills, cleaning products, etc. FPWA and University of Washington's report goes into further detail:

[http://ydn.dtd.mybluehost.me/SELC/wp-content/uploads/2021/11/NY2021\\_SSS.pdf](http://ydn.dtd.mybluehost.me/SELC/wp-content/uploads/2021/11/NY2021_SSS.pdf)

In the application itself, we also ask a question about your financial safety net. Responses to this question will help to prioritize people who don't have a financial safety net in the selection process. There's more detail about the Self Sufficiency Standard as well as who we are prioritizing in the selection in the original FAQs:

<https://bit.ly/CRNY-GI-FAQs>

### **I can't find Manhattan/New York County or Brooklyn/Kings County in the Self-Sufficiency Standard calculator. Am I not looking hard enough?**

The Self Sufficiency Standard divides Manhattan into two geographic areas, North and South, so you must look for North Manhattan or South Manhattan as the county.

- North Manhattan includes the following sub-boroughs: Morningside Heights/Hamilton Heights, Central Harlem, East Harlem, and Washington Heights/Inwood
- South Manhattan includes the following sub-boroughs: Greenwich Village/Financial District, Lower East Side/Chinatown, Chelsea/Clinton/Midtown, Stuyvesant Town/Turtle Bay, Upper West Side, and Upper East Side
- To see a map of how the Self-Sufficiency Standard accounts for Manhattan's sub-boroughs click here:  
<https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:4f345850-9432-3f2c-9d0b-0a135ed7675b>

The Self Sufficiency Standard divides Brooklyn into two geographic areas, Northwest (Kings County-Northwest) and the remainder of Brooklyn (Kings County-Excluding Northwest Brooklyn).

- Northwest Brooklyn includes the following sub-boroughs: Williamsburg/Greenpoint, Brooklyn Heights/Fort Greene, and Park Slope/Carroll Gardens

- The sub-boroughs included in the remainder of Brooklyn include: Brownsville/Ocean Hill, Bedford-Stuyvesant, East New York/Starrett City, Coney Island, North Crown Heights/Prospect Heights, Flatlands/Canarsie, East Flatbush, South Crown Heights, Sheepshead Bay/Gravesend, Bensonhurst, Bushwick, Bay Ridge, Sunset Park, Borough Park, and Flatbush
- To see a map of how Self-Sufficiency Standard accounts for Brooklyn's sub-boroughs click here: <https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:5d461e29-75b8-3161-91a0-ed2b72728826>

## Outreach

### **How did CRNY decide on the priority communities/populations?**

CRNY recognizes that race, class, ability, and other forms of privilege often dictate access to philanthropic funding. As such, we are prioritizing outreach to communities across the state that face structural barriers to financial security, including but not limited to: Black, Indigenous, and People of Color; Deaf/Disabled people; people who identify as LGBTQIAP+ (Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex, Asexual/Aromantic, Pansexual+); immigrants; people with past criminal legal system involvement; and people who live in rural communities. CRNY is working to reach these communities through partner organizations across the state, targeted outreach to local media outlets, and grassroots organizing through our Artist Outreach Corps. Guided by leaders in the linguistic and disability justice communities, CRNY is also providing necessary accommodations so that non-English speakers, English language learners, people with disabilities, and those without Internet access are supported throughout the application process.

### **Does CRNY have materials I can use to help spread the word within my community?**

Yes! We have created a [Dropbox Folder](#) that contains sample email language, a social media toolkit, and graphics that can be shared broadly. You can also follow CRNY on [Instagram](#), [Twitter](#), and/or [Facebook](#) to share information via those platforms.

### **Are you creating outreach materials in other languages? Do you have graphics in Chinese?**

Yes. We will continue to add translated materials to CRNY's social media platforms, and to the Social Media Toolkit for others to use, as they become available.

[CLICK HERE](#) for outreach graphics and sample language in English, Spanish, and Simplified Chinese.

[CLICK HERE](#) for CRNY's "Artists are..." poster in English, Spanish, and Chinese.

