



Adirondack Lakes Center for the Arts
P.O. Box 205, Blue Mountain Lake, NY 12812
www.adirondackarts.org



**Council on
the Arts**

ADK QUAD-COUNTY DECENTRALIZATION ARTS EDUCATION GRANT PROGRAM

2018 Grant Application Guidelines

Deadline: Monday, October 23, 2017

HISTORY AND PURPOSE

The Decentralization Program was developed by the New York State Council on the Arts (NYSCA) in 1977 in response to a mandate by New York State's Legislature that there be greater local involvement in funding decisions affecting local non-profit organizations offering artistic or cultural services and programs. These funds have been administered by the Adirondack Lakes Center for the Arts (The Arts Center) in Blue Mountain Lake for Hamilton County. As of 2015, The Arts Center expanded its Decentralization Grant program to encompass Clinton, Essex and Franklin Counties as well as continuing to serve Hamilton County.

Please Note: Each applicant may submit only one application limited to requests for funding for no more than **three** separate projects. **Maximum** total request cannot exceed \$5,000. All projects must take place between January 1 and December 31, 2018.

ARTS EDUCATION GRANTS

FUNDING FOR IN-SCHOOL AND AFTER-SCHOOL AND COMMUNITY-BASED LEARNING PROJECTS

This grant is a local funding program that is administered by the Arts Center as part of the New York State Council on the Arts (NYSCA) Decentralization Program in four Northern New York counties: Clinton, Essex, Franklin, and Hamilton. It is supported by NYSCA's State and Local Partnership Program. This regrant program supports the role that local cultural organizations and/or individual artists play in engaging K-12 public school students and/or youth and adults in after-school and community settings in rich artistic learning experiences. AE funds serve to bring teaching artists and their classroom skills into dedicated learning environments for all ages through K-12 in-school projects and after-school and community-based learning settings.

Funds can support arts education projects that take place in K-12 school settings during the school day and/or in after-school and community-based settings for youth and/or senior learners. Emphasis is placed on the depth and quality of the creative process through which participants learn through or about the arts. Projects must focus on the exploration of art and the artistic process. In-school programs may incorporate inter-curricular collaboration and all projects must include sequential, skill-based study that incorporates one or more art forms and includes a minimum of 3 hands-on learning sessions. AE regrants will fund a **maximum** of 75% of the projects total cash expenses and should include costs for appropriate project evaluation and documentation. Grants may range from \$500 to \$5,000 (or a total of \$5,000 when combined with a DEC Community Arts Grant).

BASIC ELIGIBILITY

Arts Education funds support arts education projects in K-12 school settings during the school day as well as arts education projects that take place after school and community-based settings for youth and/or senior learners. Regrant funds are directed to cultural organizations and/or artists working in partnership with public schools as well as with individual teaching artists or arts organizations leading learning based arts-projects following the criteria set in these guidelines for after school projects and adults. Projects must be focused on the exploration of art and the artistic process. Emphasis is placed on the depth and quality of the creative

process through which participants learn through or about the art. For in-school projects, there must be at least one arts teacher (whether visual, music, dance, drama, literary) from the partnering school actively involved with the project in a hands-on teaching capacity. Inter-curricular collaboration is encouraged but not required. Artists applying directly for this funding must reside within one of the four counties served: Clinton, Essex, Franklin, or Hamilton.

Artists working in school systems in a different county from the one in which they reside must have a not-for-profit organizational sponsor in the county where the work will be executed.

Nonprofit organizations, independent artists, or unincorporated entities may apply.

A written letter of commitment from the school partner(s) to the arts organization or artist is required for in-school projects. The letter must outline in detail the partner support of the project (monetarily and otherwise) and anticipated roles and responsibilities for each partner involved. The partnership letter should be on the partner(s) letterhead and signed by the principal and partnering art teacher.

A written letter of commitment from the community-based partner to the artist, arts organization or unincorporated entity must be included with the application in order to be eligible. The letter of commitment must outline in detail the partner(s) support of the project (monetarily and otherwise) and anticipated roles and responsibilities for each partner involved. The partnership letter should be on the partner(s) letterhead and signed by the director of the partner organization.

Recommended support materials for ALL Arts Education projects should include lesson plans, evaluation plan, video/photo work samples of past Arts Education work, participant evaluation forms, and letters of recommendation.

PROJECT ELIGIBILITY

- * Projects initiated by cultural organizations or artists in partnership with public schools during the school day or with an after-school and/or community-based youth or senior learning center
- * Programs must include at least three contact sessions (please specify length of contact session) with the same artist(s), teacher(s) and core group of students (the latter applies to in-school programs. Though others may be involved, these professionals and students constitute the “core group.”)
- * Sequential, skills-based study that incorporates one or more art forms in those three contact sessions
- * In-depth, age and skills appropriate learning opportunities
- * Hands-on, participating creation and/or learning opportunities in one or more art forms that may culminate in exhibitions, productions, or demonstrations
- * Stated learning goals, methodologies, and outcomes as a means of evaluation
- * Activities and outcomes must be collaboratively designed, planned, taught and evaluated by the partners, along with any additional school or community members as may be appropriate.
- * In-school activities are encouraged to address New York State Learning Standards for the arts.
- * Collaborative planning must take place before an application is submitted.

AE Notes:

- AE re-grant funds must not replace, or appear to replace, the role of certified arts teacher(s) in schools’
- Funding priorities will be given to artist fees, but may include scholarship support, administrative support, and cost of materials.
- Private and parochial schools are ineligible partners.
- Public schools cannot apply directly for DEC Arts Education re-grant funding.
- Projects with school partners involved in any AE projects currently receiving direct NYSCA funding are not eligible for DEC Arts Education re-grant.

Application Notes for In-School Projects

- * Goals should be clear, concise and appropriate to the NYS Learning Standards for the arts.
- * The level of interaction described in plans for contact time between the core group of teacher(s), artist(s), and student(s).
- * Detailed collaborative planning and implementation timeline.
- * Level of expertise or background of the proposed artists and teachers.
- * Potential of the project to strengthen and build the existing arts-focused curriculum.
- * Cost and cost-effectiveness of the program and the ability to manage the costs.
- * Demonstration of efforts to obtain local cash contributions or other resources to enhance the project.
- * The degree to which the Project meets the needs of student learning.

PROJECT RESTRICTIONS

The Following Will Not Be Funded:

- * Stand-alone assembly programs, single performances, or one-time visits to cultural institutions
- * Projects that appear to replace the role of certified art, music, dance, or theatre teachers
- * Programs for which selected students are taken out of regular classes or are self-selected for participation
- * College-level courses, scholarships, contests, or student performing groups
- * New York State agencies and departments (including SUNY schools)
- * Public universities, colleges; and public, private, or parochial schools, secondary and elementary schools
- * DEC site Staff or Board Members
- * NYSCA applicants, including fiscally sponsored applicants that have applied to NYSCA in the most recent cycle
- * Projects involving partners that apply directly to NYSCA
- * School partners involved in any Arts Education projects currently receiving direct NYSCA funding are NOT eligible
- * Requests that are greater than an applicant organizations project expenses minus total project income
- * Non-arts related activity including: Galas, benefits or fundraising events including entertainment costs, receptions, or food.
- * Projects that are recreational, therapeutic, rehabilitative or religious in nature including at-risk/social service programs when the purpose is primarily for rehabilitation, therapy, or worship
- * Events that take place in private homes
- * Creation of textbooks
- * Past re-grantees that have failed to submit final reports

WHAT KINDS OF PROJECTS MAY BE FUNDED

The Decentralization Arts Education Program Arts considers projects in the following areas: any and all visual arts; architectural and environmental arts; dance; folk arts; literature, writing, and poetry; music and radio; photography, film and video; and theater, children's theater, and opera, and folklore. We strongly encourage projects that promote diversity and that reach underserved populations.

REVIEW CRITERIA

For Arts Education

The following criteria will be used in evaluating requests.

ARTISTIC EXCELLENCE, Quality of Service:

- Quality of the artist or artists
- Quality of work and logistics of the presentation of the work
- Experience of the artist

MANAGERIAL COMPETENCE:

- Past performance history / bio.
- A clear and articulated plan for executing the program and the partnership with the school personnel or the community-based organization
- For in-school projects—a clear plan for contact sessions with the core group of students and how art teacher personnel and visiting artist will interact
- A clear plan for reaching other students (if applicable)
- A balanced budget with in-kind and/or cash contribution of 25% and appropriate budget notes

SERVICE TO THE STUDENT AND COMMUNITY:

- Diversity of programming
- Diversity of student body (age range, socio-economic, cultural) and/or youth and senior learners
- Cross-over curriculum, if appropriate
- Culminating event, if applicable

- **LOCAL FUNDING PRIORITIES :**

- Programs that cross real and perceived boundaries in the community
- Areas of distinct cultural deficiency, ie. programs for underserved, rural communities
- New artist applicants
- New art form that has not been represented in the past
- New school applicants
- New initiatives from past applicants
- Projects elaborating regional history and/or cultural diversity

AMERICANS WITH DISABILITIES ACT (ADA)

People with disabilities have the right to participate in the programs that we fund. All services and facilities of organizations that receive NYSCA funding should be provided in a way that best suits the individuals' needs. Each NYSCA grantee is required to provide assurances that it will comply with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 in making its programs and activities accessible to individuals with disabilities. You may ask the National Endowment for the Arts to send you its publication "The Arts and 504" and its companion piece, "Program Evaluation Workbook." The NEA address is 1100 Pennsylvania Ave., N.W., Washington, DC 20506. Office numbers for the NEA's Office for Access Ability are: (202) 682-5532, (FAX) (202) 682-5613 and (TTY) (202) 682-5496. You can also find ADA information and help at <http://www.usdoj.gov/crt/ada/adahom1.htm>

REVIEW PROCEDURES

The Decentralization Grant Coordinator screens all applications for eligibility and completeness. **It is highly recommended that applications be submitted at least one week prior to the deadline so that errors and/or omissions can be corrected. Applications submitted prior to October 10 are eligible for a pre-review by the DEC Coordinator and must be submitted through a Submittable account.** All eligible applications are distributed to the Review Panel, a committee of area residents knowledgeable about the arts. The Review Panel meets to evaluate and rank the applications according to the funding criteria, and recommends funding levels for approved projects. The AC Board of Trustees makes the final funding decisions based on the Review Panel's recommendations.

APPEALS

There are three grounds for appeal:

1. Non-presentation of material information by staff or panelist;
2. Misrepresentation of material information by staff or panelist;
3. Improper procedure (bias or arbitrary/capricious).

The applicant's dissatisfaction with a denial of an award or with the grant amount is not sufficient reason for appeal. Details on the appeals process will be sent with the funding notification letter.

CONTRACTS AND PAYMENT PROCEDURES

Applicants will be notified by January 1 of the Panel's decision. Award letters will be emailed and contracts will be mailed to awardees. The checks will be awarded at an Award Ceremony to be held either at the Arts Center or at other cultural centers in one of the four counties served. *Deviations from this schedule may occur and applicants will be notified in this event.*

RESPONSIBILITIES

Receiving a grant from the Decentralization carries with it some responsibilities. All of these obligations are directly related to NYSCA's duty to see that public funds are expended responsibly.

ALL GRANT RECIPIENTS MUST:

1. Keep the Decentralization Coordinator informed of any changes regarding the sponsored project, prior to making the change.
2. Notify the Decentralization Coordinator at least two weeks prior to the event for auditing purposes and hold 2 tickets for the auditor *if applicable*
3. File a final report for each project within 30 days of completion of the project or by December 31, 2017, **whichever is earlier.**
4. Use the proper credit statement on all publicity and programs in acknowledging the support of the New York State Council on the Arts Decentralization Program. NOTE: the required credit statement is included on the Quad-County Decentralization Cultural Services Contract for organizations receiving funding.
5. Send a letter of thanks to your state and local elected officials and to representatives at the New York State Council on the Arts, describing your funded AE project and acknowledging their support for Arts Education
6. Attend a DEC grant seminar or consult with a Grant Coordinator one on one.

SCHEDULE OF DEC GRANT SEMINARS

Adirondack Lakes Center for the Arts offers free grant application seminars to help individuals and organizations learn how to apply for DEC Program grants. These workshops also contain information about any changes to the grant process or paperwork since the previous year.

Please note: Applicants must be in contact with DEC Coordinator to either attend a seminar or for a private consultation with the Coordinator; all applicants MUST attend a seminar or a private consultation.

Participants should register for the application seminars in advance by contacting the DEC Coordinator. Grant application seminars will take place in August and September in various locations around Clinton, Essex, Franklin and Hamilton Counties. Check the website for a complete list of seminars: www.adirondackarts.org

APPLICATIONS SHOULD INCLUDE

- * Bio/resume of key artist(s) and/or educator(s) and proof of residency
- * Work samples documenting the artist(s) interacting with students, as well as samples of student work (see below)
- * For In-School Projects: Written letter of commitment signed by the school from the public school partner(s), on school letterhead, to the arts organization or individual artist outlining the schools' support of the project (monetary or otherwise) and anticipated roles of participants

WORK SAMPLES

Work samples should be delivered electronically with the Arts Education application.

- * Audio Video Samples: Audio or video files, or URL with excerpts of recent work totaling no more than FIVE minutes of audio or video; label clearly with name of artist/work title/ year of creation.
- * Images: No more than TEN images which may include diagrams and sketches of proposed work and/or images of previous projects. No Power Point presentations.
- * Literary Arts: Applicants may submit a writing sample. The excerpt may be no more than FIVE pages.

Applicants should not assume that the Decentralization Site has prior year's information on file. The application format must be adhered to and all submissions must be submitted electronically.

SEMINARS

The Adirondack Lakes Center for the Arts will be holding a number of public seminars throughout Clinton, Essex, Franklin, and Hamilton County to explain the program, answer questions, and provide application assistance. **In order to receive DEC funding, it is required that all applicants attend** one of these seminars before completing the application to help in the preparation of well-written, competitive grant applications. Please note that the contact person, the grant writer, and the person who attends the seminar or consultation with the DEC coordinator must be the SAME person.

APPLICATION DEADLINE

Applications must be submitted electronically to the Adirondack Lakes Center for the Arts by midnight on **Monday, October 23, 2017**. Late or incomplete applications will not be accepted for review.

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P.O. Box 205
3446 State Route 28
Blue Mountain Lake, NY 12812
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**QUESTIONS: Contact: Kathy Recchia, Grant Coordinator at
518-352-7715 or email: kathy@adirondackarts.org**

Executive Director: Christine Pouch

The New York State Council on the Arts is dedicated to preserving and expanding the rich and diverse cultural resources that are and will become the heritage of New York's citizens.

Toward this goal, the New York State Council on the Arts encourages arts and cultural organizations to work with artists to support the creation, presentation and dissemination of their work, and serves as an advocate on artists' issues. The Council awards grants to help support programs in arts education, public participation, and lifelong learning programs for children and adults in schools and community settings.

SEE EXCEL SPREADSHEET BUDGET SAMPLE