

ADK QUAD-COUNTY DECENTRALIZATION COMMUNITY ARTS 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.

BASIC ELIGIBILITY

- An applicant organization must be a governmental or quasi-governmental entity, a tribal organization or a designated New York State nonprofit. Applicant organizations must have an active board of trustees. Please note that the address on the documentation provided must be within the county where the project is taking place.

Evidence of this status **MUST** be present in the form of one of the following documents and submitted with the grant application.

- Determination letter from the Internal Revenue Service as a 501(c)(3) organization; OR
- Letter from the New York State Board of Regents, Section 216 of the Education Law; OR
- Current New York State Bureau of Charities filing receipt; OR
- Official authorization as an arm of a local government (i.e., a formal letter on official stationery signed by the appropriate county, town or village executive); OR
- Documentation of incorporation under section 402 of the New York State Not-for-Profit Law.

(Please note that the address on the documentation **must** be within Clinton, Essex, Franklin, or Hamilton County)

Please Note: An alternative for those organizations that do not meet the above requirements is to seek sponsorship from an organization that does.

- The sponsoring organization **MUST** provide a letter of commitment describing the terms of fiscal sponsorship.

COMMUNITY ARTS GRANTS

The Community Arts Grant has constituted most of the four-county's regrant activity. These grants provide support for arts and cultural projects to community-based organizations. Community Arts re-grants fund a **maximum** of 75% of the total cash expense of the program. Community Arts grants may include, but are not limited to: exhibitions, workshop series, performances (all disciplines), festivals, screenings or readings. Grant amounts may range from \$500 to \$5,000 (or a total of \$5,000 when combined with DEC Arts Education Grants) **All funded projects in this category must be community based and open to the general public.**

Please note, if a Community Arts project is taking place in a venue that is directly funded by NYSCA, a copy of the venue contract must be included with the grant application.

COMMUNITY ARTS RESTRICTIONS

THE FOLLOWING WILL NOT BE FUNDED:

1. New York State agencies and departments (including SUNY schools)
 2. Public universities, colleges; and public, private, or parochial schools, secondary and elementary schools
 3. DEC site Staff or Board Members
 4. Unincorporated applicants without an eligible sponsor or partner organization (Arts Education Exception)
 5. NYSCA applicants, including fiscally sponsored applicants that have applied to NYSCA in the most recent cycle.
 6. Projects involving partners that apply directly to NYSCA.
 7. Non-incorporated chapters of organizations whose "parent" is incorporated outside of the Decentralization service area (Clinton, Essex, Franklin, and Hamilton County) NOTE: When crossing county lines a conduit organization in the appropriate county is required.
 8. Start-up or seed funding for the establishment of a new organization
 9. General operating expenses
 10. Operating expenses of privately owned facilities (e.g. homes and studios)
 11. Requests that are greater than an applicant organizations project expenses minus total project income
 12. Non-arts related activity including: Galas, benefits or fundraising events including entertainment costs receptions, and food.
 13. Projects that are recreational, therapeutic, or rehabilitative in nature
 14. At-risk/social service programs when the focus is primarily for rehabilitative or therapeutic purposes
 15. Activities not open to the general public such as camps, clubs or college associations
 16. Events that take place in private homes
 17. Non-arts related activity including: Galas, benefits, or fund-raising events including entertainment costs for receptions, food or fund-raising events
 18. Entertainment such as balloons, clowns, magic, "paint and sip"
 19. Acquisition of works of art
 20. Contingency funds
 21. Permanent equipment or Capital improvements
 22. Creation of textbooks or classroom material
 23. Lobbying expenses
 24. Programs in which children are used as professional artists (paid a fee)
 25. Re-grants by applicants to fund other activities
 26. Cash prizes, juried shows, fellowships, educational scholarships and other awards to students
 27. Past re-grantees that have failed to submit final reports
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WHAT KINDS OF PROJECTS MAY BE FUNDED?

The Decentralization Program 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. Exhibits, performances, classes, demonstrations, guest directors or conductors, historic site surveys, folklore projects and other arts and cultural programs that benefit the community and are open to the public can be funded. Single events, series of events, and long-term projects can be designed. We strongly encourage projects that promote diversity and that reach underserved populations.

REVIEW CRITERIA

The following criteria will be used in evaluating requests.

ARTISTIC MERIT:

- Quality of the artist or artists
- Quality of artists' participation in community outreach and integration into the community.

- Programs which represent diverse cultures and backgrounds.
- Uniqueness and innovation of the program as compared with programs happening in the area.

ORGANIZATIONAL COMPETENCE:

- Organizational history and stability.
- Responsibility and cooperation with past grant regulations.
- Accurate and clear project budget with relevant budget notes
- Clearly defined marketing strategy using multiple media.

SERVICE TO THE COMMUNITY:

- Events that reach and develop new audiences.
- Programs that service year-round local community.
- Programs that focus on community building through the arts.

LOCAL FUNDING PRIORITIES :

- Programs that cross real and perceived boundaries in the community.
- Areas of distinct cultural deficiency, i.e. programs for underserved, rural communities.
- Creative and innovative programs which represent diverse cultures and backgrounds.
- Organizations able to secure a portion of outside funding for the project.
- Programs that service the year-round population during the off-season (September - June) or that specifically target year-round residents during the summer season, especially youth
- New initiatives from past applicants.
- New organizations with a rural address or performance capability.
- Projects initiated by artists of all disciplines: writers, performers, musicians, dancers, visual artists.
- Applicants who hire regional artists as a part of their performance.
- Collaborative artistic performances.
- 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. As applications must be completed in full by the application deadline, **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 also 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.
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. 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

APPLICATION FORM

Complete applications should include proof of non-profit status, list of board of directors, (where applicable) and project staff and artists' resumes each year. 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.

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 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.

Address: www.adirondackarts.org
Adirondack Lakes Center for the Arts
P.O. Box 205
3446 State Route 28
Blue Mountain Lake, NY 12812

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