

# Grant Application Deadline: **September 15, 2017**

*For Projects Taking Place January - December 2018*

Text in RED denotes new information for FY2018



**Council on  
the Arts**

**About this Grant** | Community Arts grants are available in Jefferson, Lewis, and St. Lawrence Counties through a competitive re-grant program administered by the St. Lawrence County Arts Council (SLC Arts). Funds are provided on a statewide basis

through the **New York State Council on the Arts (NYSCA) - Decentralization Program** to fund public arts experiences and foster creative communities.

**Purpose** | The New York State Council on the Arts (NYSCA) provides state funding to arts and cultural organizations. The Decentralization Program (DEC) was established in 1977 to reach out to communities that might not otherwise be able to access state funds. Local arts agencies, like SLC Arts, help administer the DEC program on a local level to make arts support available to geographically, economically, and ethnically diverse populations, and to increase the vitality of and livability in local communities and neighborhoods in every county.

**Local History** | DEC has been active in the North Country since at least 1987, and was originally administered by the North Country Library System (NCLS). SLC Arts took over administration for Jefferson, Lewis, and St. Lawrence Counties in 2007/2008. In this region, DEC grants are known as Community Arts Grants.

**Schedule of Workshops** | SLC Arts offers free training workshops to help individuals and organizations learn how to apply for Community Arts funding. These workshops also contain information about any changes to the grants process or paperwork since the previous year, and provide a valuable opportunity to network with other local artists and organizations. **First-time applicants must attend a workshop in 2017 to apply for a 2018 grant; returning applicants are encouraged to attend.** Participants should register in advance by contacting SLC Arts. The workshops are held, from **June** - August, in various locations around Jefferson, Lewis, and St. Lawrence Counties.

**Application Deadline** | For projects in 2018, a completed application, with a balanced project budget and all supporting materials, must be received by **September 15, 2017**, Midnight EST.

**Funding Levels** | The maximum allowable project request is \$5,000, and the minimum is \$300. Applicants may submit up to THREE separate project requests in a grant cycle, with the total of all requests not to exceed \$5,000 (including applications for Community Arts, Teaching Artists' Fund, and Public Arts Fellowships). There is no limit on the amount which may be spent on a project – only on the amount which may be requested from this grant to help meet project expenses. **The Community Arts Grant may fund up to 50% of a project's total cash expenses, but never more than 75% of total cash expenses.** At least 25% of financial support for the proposed project must come from another income source besides this grant. Contributions of goods or services (known as in-kind donations) are encouraged, but in-kind support does NOT count as an income source.

**Evaluation Process** | A peer panel of artists, arts administrators, and community leaders reviews grant applications. They study the applications for several weeks before meeting as a panel to discuss each application, view artistic samples and other supporting documentation, and make funding recommendations based on local Evaluation Criteria and Funding Priorities. The Grant Coordinator ensures the panel process stays consistent with grant guidelines and procedures. Following this meeting, the Regrant Panel's funding recommendations are submitted to the SLC Arts Board of Directors for review and ratification. At least one-third of the panel members rotate off annually.

**Notification of Award** | Applicants will be notified by mail after the panel review and board approval process is complete. This usually occurs in December.

# What will my application be evaluated on?

## Artistic Merit

- Quality of artistic samples and credentials of the artists involved in the project
- Innovation of arts experiences
- Diversity of arts experiences

## Community Benefit

- Service to an under-served area
- Cooperation with local artists and organizations
- Cultural diversity in programming
- Consideration of community needs and interests
- Accessibility (financial & physical)
- Non-duplication of comparable existing services or programs

## Capacity to Conduct the Project

- Clearly defined objectives, and a robust plan for implementation, management and promotion of the project
- Record of programmatic success
- Reasonable estimation of expenses
- Reasonable cost-benefit ratio for number of participants/audience members

## Local Funding Priorities

- Actively engaging community members in public arts experiences (instead of arts experiences where community members are only passive observers)
- **Projects that actively engage children.**

## Fundable Expenses |

- Artists' fees for performing, teaching, or providing services
- Marketing/publicity costs
- Direct administrative expenses (should compose no more than one-half of grant request)
- Expendable project-related supplies and materials
- Project-related travel expenses
- Project-related rentals of space and equipment
- Events must take place between January 01 and December 31, 2018.

## Not Fundable |

- Activities that take place in a different county from where the grant check is being sent
- Projects involving partners that apply directly to NYSCA
- Non arts-related activities:
  - Galas, benefits or fundraising events, including food, entertainment and reception costs
  - Entertainment (includes balloons, clowns, magic, culinary or martial arts, gaming, "sip and paint," and puppets or circuses lacking strong artistic merit)
  - Projects that are recreational, therapeutic, rehabilitative, or religious in nature (includes at-risk/social service programs when the purpose is primarily for rehabilitation, therapy or worship)
- Non-ADA compliant venues
- Permanent things: equipment; capital improvements (includes land, buildings, renovations); anything which extends the life of or improves the value of privately-owned property; acquisition of works of art; creation of textbooks or classroom materials
- Activities not open to the general public (includes camps, clubs, college associations, etc.); in-school activities and programs; lobbying expenses; events that take place in a private residence
- Organization or personal finances: general operating expenses; operating expenses of privately owned facilities (includes homes and studios); start-up or seed funding for the establishment of a new organization; contingency funds (funds reserved for emergencies or unexpected outflows, mainly economic crises); requests which, when added to other income sources, will equal more than the total project expenses
- Awards: competitions or contests (includes cash prizes, juried shows, fellowships, educational scholarships, and other awards to students); regrants by applicants to fund other activities
- Programs in which children are used as professional artists (paid a fee); projects which are part of a liturgy, or which intend to proselytize

**Eligible to Apply |**

- Individual artists, at least 18 years old, living in Jefferson, Lewis, or St. Lawrence County, who apply with an eligible municipality, library, or non-profit
- Municipalities, libraries, & non-profits, incorporated within Jefferson, Lewis, or St. Lawrence Counties, established for at least one year, which conduct all activities with non-discriminating practices regarding race, color, national origin, religion, gender, or disability, including all programming activities, administration, and board representation
- **Governmental or quasi-governmental entities, or tribal organizations**
- Eligible municipalities, libraries, & non-profits may use their eligibility status to assist as many non-eligible individual artists or organizations to apply as they have the capacity to work with; the three-application/\$5,000 limit does not apply. These eligible applicants may simultaneously submit grant requests on behalf of their own organization and assist others - the additional applications will not count towards their \$5,000 maximum.
- New applicants must attend a grant workshop in the current year prior to submitting their application. Return applicants are encouraged to attend.

**NOT Eligible to Apply |**

- DEC site staff or board members (in this case, SLC Arts)
- New York State agencies and departments (including SUNY schools)
- Public universities and colleges; public, private or parochial **secondary and elementary schools**, or their components or affiliates
- **Unincorporated applicants without an eligible fiscal sponsor or partner organization**
- Individuals or organizations, **including fiscally-sponsored applicants**, applying directly to NYSCA within the same fiscal year, regardless of that application's status or outcome
- Individuals or organizations not based in Jefferson, Lewis, or St. Lawrence County, including non-incorporated chapters of organizations whose "parent" is incorporated outside this region
- Previous recipients of this grant who have failed to provide final reports or other documentation, or have failed to comply with previous contracts

**Responsibilities of Recipients |**

- Submit a revised budget for any project that is not fully funded
- Sign and adhere to the terms of the project contract
- Conduct all funded activities as described in your Project Narrative and application
- Prominently and correctly credit the grant funding: ***"Made possible with funds from the Decentralization Program, a regrant program of the New York State Council on the Arts with the support of Governor Andrew Cuomo and the New York State Legislature and administered by SLC Arts."***
- Provide SLC Arts with an advance schedule of all funded events and copies of promotional materials
- Provide SLC Arts with two complimentary tickets for all funded events that require tickets;
- Immediately notify the SLC Arts Council in writing regarding any changes to your project including: times, dates, locations, admission fees, artists hired, or activities conducted. All changes to funded projects are subject to approval by SLC Arts.
- Submit a final report within 30 days of the completion of the last funded event of the project (for December events, due by December 31)

**Appeals Process |** An applicant may only make an appeal based on the following three grounds:

- Non-presentation of *significant and pertinent* information by staff or panelist
- Misrepresentation of *significant and pertinent* information by staff or panelist
- Improper procedure (bias or arbitrary/capricious)

Dissatisfaction with a funding decision is not sufficient justification for an appeal. Appeals are appropriate when an organization is denied a grant and feels that the process was carried out unfairly or incorrectly. Applicants wishing to appeal a funding decision must initiate the process within TWO weeks of receiving an award notification. Applicants must call the Grants Coordinator to discuss the funding decision before submitting a letter of appeal to the SLC Arts Executive Director, which clearly outlines the reasons for appeal based on the grounds listed above. Upon receipt of this letter, a new peer panel will be convened to evaluate if the appeal has merit.

**Assistance with the Application Process |** Applicants are encouraged to ask for free help:

- 1) During a scheduled workshop;
- 2) By calling or e-mailing SLC Arts with questions;
- 3) By scheduling an appointment to meet with SLC Arts staff in person to review an application.