

# TEACHING ARTISTS' FUND | Guidelines

January – December **2019** Projects



# GRANTS

*For Projects Taking Place January - December **2019***

Text in **YELLOW** denotes new information for FY2019

## ABOUT THIS GRANT

The Teaching Artists' Fund is 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, through the **New York State Council on the Arts (NYSCA) - Arts Education Category** to support local cultural organizations and/or teaching artists in providing meaningful arts education opportunities. *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 M Cuomo and the New York State Legislature, and administered by the St. Lawrence County Arts Council.*



**Council on the Arts**

## PURPOSE

Teaching Artists' Fund projects focus on the exploration of art and the artistic process. The Teaching Artists' Fund offers two funding strands:

**K-12 In-School Projects:** Individual artists, nonprofit organizations or unincorporated organizations work in partnership with public schools to engage K-12 public school students in rich, artistic learning experiences **during school hours**. Interdisciplinary collaboration is encouraged, but not required.

**After-School and Community-Based Learning:** Individual artists, nonprofit organizations or unincorporated organizations work in partnership with community partner, in an after-school or community-based setting, to provide rich, artistic learning experiences to youth, seniors and learners of all ages.

## LOCAL HISTORY

SLC Arts administered art\$TART grants in 2011 and 2012. In 2013, the program was re-titled to Teaching Artists' Fund, reflecting changes in the state-wide program guidelines and local guidelines. In 2017, the Teaching Artists' Fund added a second funding stream. In addition to K-12 In-School Projects, applicants also had the option of After-School and Community-Based Learning projects.

## SCHEDULE OF WORKSHOPS

SLC Arts offers free training workshops to help individuals and organizations learn how to apply to the Teaching Artists' Fund, and to provide a valuable opportunity to network with other local artists and organizations. 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 **2018** to apply for a **2019** 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.

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***Must be submitted online at <https://slcarts.submittable.com/submit> by September 15, 2018.***

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*SLC Arts Grant Coordinator: Alicia Murphy | 315.265.6860 | [arts@slcartscouncil.org](mailto:arts@slcartscouncil.org)*

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## APPLICATION DEADLINE

A complete application must be received by **September 15, 2018**, 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.

Teaching Artists' Fund grants may fund up to 50% of a project's total cash expenses, but never more than 75% of the 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) count towards this 25% match.

## EVALUATION PROCESS

A peer panel of artists, arts administrators, and community leaders reviews grant applications. They study the applications before meeting as a panel to discuss each application and make funding recommendations. 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 are notified by mail after the panel review and board approval process is complete.

## ELIGIBLE TO APPLY

- Individual artists, at least 18 years old **at the time of application**, living in Jefferson, Lewis, or St. Lawrence County, who partner with a public school or community-based partner *in the same county where they live.*
- Non-profits, unincorporated organizations, or collectives within Jefferson, Lewis, or St. Lawrence County for at least one year, which partner with a public school or community-based partner *in the same county where they are located.*

New applicants must attend a training workshop in the current year prior to submitting their application.

## NOT ELIGIBLE TO APPLY

- Individuals or arts organizations applying directly to NYSCA within the same fiscal year, regardless of that application's status or outcome; DEC site staff or board members (in this case SLC Arts)
- Individuals or arts organizations not based in Jefferson, Lewis, or St. Lawrence County.
- Previous recipients of this grant who have failed to provide final reports or other documentation, or have failed to comply with previous contracts

## FUNDABLE EXPENSES

- Funding primarily for artists' fees, but may also include administrative costs needed for the execution of the program (maximum of 25% of request), and expendable supplies and materials needed for the execution of the program.

Events must take place between January 01 and December 31, 2019.

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## **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, or projects in which a NYSCA grantee profits or handles ticketing, or serves as a community partner or fiscal sponsor
- 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
- Lobbying expenses; events that take place in a private residence
- Assignments used for college or university study to earn academic credit
- 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

## **What will my application be evaluated on?**

### **Artistic & Instructional Merit**

- Project must provide hands-on, participatory creation and/or learning opportunities in one or more art forms that may culminate in an exhibition, production or demonstration.
- 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.

### **Student Engagement**

- Project must offer in-depth, age and skills appropriate learning opportunities with each class, and include a minimum of THREE hands-on learning sessions. Project must center on the development and implementation of sequential, skills-based study.

### **Learning Standards**

- Project must center on the development and implementation of sequential, skills-based study, and include stated learning goals, methodologies and outcomes, and a means for evaluation.
- For K-12 In-school projects, interdisciplinary collaboration is encouraged, but not required.

### **Local Funding Priorities**

- Projects that actively engage children.

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## RESPONSIBILITIES OF RECIPIENTS

- Sign and adhere to the terms of the project contract and letter of commitment; conduct all funded activities as described in your application; prominently and correctly credit the grant funding in all publicity using the following text:  
“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 M Cuomo and the New York State Legislature and administered by SLC Arts.”
- Notify SLC Arts immediately in writing regarding any changes to your project - all changes to funded projects are subject to approval by SLC Arts
- Submit a final report within 30 days of the end of your project.

## APPEALS PROCESS

An applicant may only make an appeal based on the following three grounds:

1. Non-presentation of *significant and pertinent* information by staff or panelist
2. Misrepresentation of *significant and pertinent* information by staff or panelist
3. 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 whether 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.

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