

ARTS EDUCATION GRANT | Guidelines

January – December 2022 Projects



GRANTS

For Projects Taking Place January - December 2022

Text in YELLOW denotes new information for FY2022

ABOUT THIS GRANT

The Arts Education Grant 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 Statewide Community Re-grants 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.*



NEW YORK
STATE OF
OPPORTUNITY.

Council on
the Arts

PURPOSE

Arts Education Grant projects focus on the exploration of art and the artistic process. The Arts Education Grant 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. A letter of commitment from the partner school to the arts organization or artist must be included with the application to be eligible for funding. 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 principal.

After-School and Community-Based Learning: Individual artists, nonprofit organizations or unincorporated organizations work in partnership with a community partner, in an after-school or community-based setting, to provide rich, artistic learning experiences to learners of all ages. A letter of commitment from the partner arts organization or artist must be included with the application to be eligible for funding. 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.

SCHEDULE OF WORKSHOPS

SLC Arts offers free training workshops to help individuals and organizations learn how to apply to the Arts Education Grant, 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

Must be submitted online at <https://slcartssubmittable.com/submit> by Friday, December 10, 2021.

SLC Arts Grant Coordinator: Alicia Murphy | grants@slcartscouncil.org

ARTS EDUCATION GRANT | Guidelines

January – December 2022 Projects

artists and organizations.

First-time applicants must attend a workshop in 2021 to apply for a 2022 grant; returning applicants are encouraged to attend. Participants should register in advance by contacting SLC Arts. Workshops are held, August - November. Due to continuing concerns about the COVID pandemic, there will be only one live workshop per county; the remainder will be delivered virtually, using the Zoom video conferencing app. One-on-one meetings may be scheduled upon request.

APPLICATION DEADLINE

A complete application must be received by **Friday, December 10, 2021, 11:59 PM EST.**

FUNDING LEVELS

The minimum allowable project request is \$300; the maximum is \$5,000. 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, Arts Education and Individual Artist grants. 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. **New for 2022, there is no financial match required for the Arts Education Grant.**

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

- Municipalities, libraries, & 501(c)3 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
- Individual artists, groups, collectives and unincorporated organizations may apply through a fiscal sponsor - a municipality, library, or 501(c)3 non-profit organization that meets the eligibility requirements. **Lead applicants must be at least 18 years of age and not enrolled in a full-time undergraduate degree program.** The three-application/\$5,000 limit does not apply to fiscal sponsors; they 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 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; SCR site staff or board members (in this case SLC Arts)

*Must be submitted online at <https://slcartsubmittable.com/submit> by **Friday, December 10, 2021.***

SLC Arts Grant Coordinator: Alicia Murphy | grants@slcartscouncil.org

ARTS EDUCATION GRANT | Guidelines

January – December 2022 Projects

- 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
- Public schools are ineligible to apply directly
- Note: Private or parochial schools are ineligible for partnerships.

FUNDABLE EXPENSES

- Activities/Projects of local arts organizations, including both live and virtual
- 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 materials and equipment, that does not exceed \$1,000 (ie: thumb drives, sheet music, lamps, lighting gel, etc)
- Equipment, subscriptions and training related to the creation and promotion of virtual programming, not to exceed \$1,000 (ie: cameras, lighting, subscriptions associated with virtual programming)
- Project-related travel expenses
- Project-related rentals of space and equipment

Events must take place between January 01 and December 31, 2022.

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

Must be submitted online at <https://slcartsubmittable.com/submit> by Friday, December 10, 2021.

SLC Arts Grant Coordinator: Alicia Murphy | grants@slcartscouncil.org

ARTS EDUCATION GRANT | Guidelines

January – December 2022 Projects

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.
- Note: Grants may prioritize program quality over quantity of viewers

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

Special consideration for projects that:

- Actively engage learners in creative arts experiences (vs passively observing)
- Support emerging, local artists
- Are Accessible to participants/audience, and are adaptable to digital format
- Connect to the region's culture and history in new ways
- Offer diverse arts experiences that are not commonly found in our rural region
- Have an outreach/promotional plan

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:
- *"This project is made possible with funds from the Statewide Community Re-grants Program, a regrant program of the New York State Council on the Arts with the support of the Office of the Governor and the New York State Legislature and administered by the St. Lawrence County Arts Council."*
- 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

Must be submitted online at <https://slcartssubmittable.com/submit> by Friday, December 10, 2021.

SLC Arts Grant Coordinator: Alicia Murphy | grants@slcartscouncil.org

ARTS EDUCATION GRANT | Guidelines

January – December 2022 Projects

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 assistance throughout the application process. Questions? Please attend a free grant workshop or contact our Grant Coordinator to schedule an appointment.

Must be submitted online at <https://slcartssubmittable.com/submit> by Friday, December 10, 2021.

SLC Arts Grant Coordinator: Alicia Murphy | grants@slcartscouncil.org
