



State Community Regrants Arts Education Grant 2023 GRANT GUIDELINES



Text in YELLOW denotes new information for FY2023

About

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)*, to support local cultural organizations and/or teaching artists in providing meaningful arts education opportunities. *Made possible with funds from the Statewide Community Regrants 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.*

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 must 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 must be on the partner(s) letterhead and signed by the director of the partner organization.

Application Deadline

- A completed application MUST be received by **Thursday, December 15, 2022, 4:00pm**
- **Last day to submit applications for feedback: Thursday, December 08, 2022, 4:00pm**

Period of Performance

- Funded projects MUST take place January 01, 2023 - December 31, 2023

Applications MUST be submitted online at <https://slcarts.submittable.com/submit>, by **Thursday, December 15, 2022, 4:00pm**

SLC Arts - PO Box 252 - Potsdam, NY 13676 - grants@slcartsCouncil.org - www.slcartsCouncil.org/grants

Area of Service

- Jefferson, Lewis, St. Lawrence & Franklin Counties.

Funding Level

- \$300 - \$5,000
- Matching funds are NOT required for this grant
- There is no limit to the amount which may be spent on a project, only the amount that may be requested from this grant.
- Applicants may submit up to THREE separate grant requests, the total of which may not exceed \$5,000. (Please note that an applicant may not submit more than one Individual Artist Grant application per grant cycle.)

Eligibility

- Municipalities, libraries, & 501(c)3 non-profits, incorporated within Jefferson, Lewis, or St. Lawrence Counties, 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
- Lead applicants must be at least 18 years of age and not enrolled in a full-time undergraduate degree program. Governmental or quasi-governmental entities, or tribal organizations
- New York State agencies & departments are NOT eligible to apply; this includes public schools.
- Unincorporated chapters of organizations within the service area whose parent is incorporated outside of the Service Area
- 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.
- 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. **Please view the full Fiscal Sponsor Agreement at <https://slcartscouncil.org/grants>.**
- **NYSICA direct applicants may not apply for SCR funding and may not serve as a fiscal sponsor**
- Private or parochial schools are ineligible for partnerships
- Previous recipients who have failed to comply with contracts, final reports or other documentation may be ineligible for funding.
- New applicants MUST attend an info session, prior to submitting an application. Return applicants are encouraged to attend.

Allowable Costs

- 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*)
- Supplies and materials & equipment needed for the execution of the program, not to exceed \$1,000 (ie: art supplies, sheet music, hardware, memory cards & other consumable equipment)
- Project-related travel expenses
- Project-related rentals of space and equipment

Unallowable Costs

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- Activities that take place in a different county than where the award 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
- Events that take place in a private residence
- 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
- 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

Review Process

- Review is completed by a confidential peer review panel, made up of community leaders & arts supporters from the Service Area.
- Each panelist scores applications based on evaluation criteria (up to 100 points).
- Panelists' meet to collectively discuss applications, and scores are averaged together, to yield a total average score for each application.
- Referencing scores and panel directives, SLC Arts program administrators determine and allocate funding; SLC Arts board of directors ratifies these decisions.
- Notifications are mailed to the organization or fiscal sponsor address listed on your application, shortly thereafter

Evaluation Criteria

- Artistic & Instructional Merit **(30 points)**
 - Project MUST provide hands-on, participatory creation and/or learning opportunities, in one or more arts forms, that may culminate in an exhibition, production or demonstration
 - Emphasis is placed on the depth and quality of the creative process, which participants learn through or about the arts
 - Projects may focus on the exploration of the arts and the artistic process
- Student Engagement & Learning Standards **(30 points)**
 - Project must offer in-depth, age and skills appropriate learning opportunities with each successive class, and include a minimum of THREE hands-on learning sessions.

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- Project must center on the development & implementation of sequential, skills-based study, and include stated learning goals, methodologies & outcomes, and a means for evaluation
- Local Funding priorities (30 points)
 - Actively engage learners in creative arts experiences (vs passively observing)
 - Support new initiatives by local artists
 - Are accessible to participants/audience, and may be adaptable to digital format
 - Offer diverse experiences not commonly found in our rural region
 - Present a plan to publicize and promote the project
- Capacity to conduct the project (10 points)
 - Viability of the project's prospects for completion

Appeals

An applicant may only make an appeal based on the following 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.

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 a logo from SLC Arts which contains 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.

Assistance

- SLC Arts offers free info sessions to help individuals and organizations with the application process and to provide a valuable opportunity to network with other local artists and organizations. Workshops also contain information about any changes to the grants process since the previous year, and provide a valuable opportunity to network with other local artists and organizations. **Please see a schedule of workshops at <https://slcartscouncil.org/grants>.**
- **SLC Arts has downloadable budget worksheet, performance/services agreements and other forms available at <https://slcartscouncil.org/grants>.**
- **The last date for draft reviews is Thursday, December 08, 2022.**

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- Please Note: New applicants MUST attend an info session, prior to submitting an application. Return applicants are encouraged to attend.
- Applicants are encouraged to ask for assistance throughout the application process. Please attend a free info session or email the Grants & Services Manager to schedule an appointment.

Questions? Please visit www.slartscouncil.org/grants or email grants@slartscouncil.org.

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