



# State Community Re-grants Community Arts Grant 2023 GRANT GUIDELINES



Text in YELLOW denotes new information for FY2023

## About

The Community Arts 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 fund public arts experiences and foster creative communities. *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.*

## Purpose

The New York State Council on the Arts (NYSCA) provides state funding to arts and cultural organizations in communities that might not otherwise be able to access state funds. Local arts agencies, like SLC Arts, help administer the SCR 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.

## 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

## 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)

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](mailto:grants@slcartsCouncil.org) - [www.slcartsCouncil.org/grants](http://www.slcartsCouncil.org/grants)

cycle.)

## Eligibility

- 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
- 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, in 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>.**
- **NYSCA direct applicants may not apply for SCR funding and may not serve as a fiscal sponsor**
- 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

- Activities that take place in a different county than 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,"

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- 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
- Activities not open to the general public (includes camps, clubs, college associations, in-school activities & programs, etc.)
- 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
- 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
- Lobbying 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 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 shortly thereafter

## Evaluation Criteria

- Artistic Merit *(25 points)*
  - Quality of artistic samples & credentials of the artists involved in the project
  - Potential to innovate and broaden access, expand and diversify audiences, and strengthen the community through the arts.
- Community Benefit *(25 points)*
  - Service to an underserved area and accessible to the identified audience
  - Non-duplication of comparable existing services or programs and consideration of community needs & interests
  - Collaboration with local artists & organizations
  - Reasonable cost/benefit ratio for the number of participants/audience members

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- **Audience Development & Capacity to Conduct the Project (25 points)**
  - Clearly defined target audience, overall objectives, and a robust plan for implementation, management & promotion
  - Record of programmatic success
- Local Funding priorities (25 points)
  - Actively engage audience members/participants 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**

## 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

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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.
- 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.slcarts council.org/grants](http://www.slcarts council.org/grants) or email [grants@slcartscouncil.org](mailto:grants@slcartscouncil.org).

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