



State Community Re-grants Individual Artist Grant 2023 GRANT GUIDELINES



Council on
the Arts

Text in YELLOW denotes new information for FY2023

About

The Individual Artist 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 offer commission support for new work that engages the community. *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 Individual Artist Grant represents a “live & work” investment in local artists. It is designed to increase support for local artist-initiated activity, and to highlight the role of artists as important members of the community. These grants are intended to support creative artists (not interpretive), interested in working within a community setting. Community engagement is an essential element of this grant opportunity. The project must engage a segment of the community through a public program, such as a public exhibition or performance, and/or the inclusion of community involvement in the project’s development and creative process.

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

- \$1,000 - \$2,500
- No matching funds are required for this grant

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

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- 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. However, an applicant may not submit more than one Individual Artist Grant application per grant cycle.
- A maximum of (4) Individual Artist grants may be awarded per county.

Eligibility

- Individual artists, living in the Area of Service, at least 18 years old at the time of application
- Funded activities MUST take place in the same county where the check is being sent
- Individuals applying directly to NYSCA within the same fiscal year, regardless of that application's status or outcome, are NOT eligible to apply.
- 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

- Artists fees
- Marketing/publicity costs
- Direct administrative expenses and/or planning & preparation expenses
- 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)

Unallowable Costs

- 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
- The purchase of permanent equipment that exceeds \$1,000
- Activities not open to the general public (includes camps, clubs, college associations, etc.); in-school activities and programs
- Lobbying expenses

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- 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 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 (30 points)
 - The potential impact on the artistic or cultural development of a community or individual; the potential to broaden access to, expand and diversify audiences for, and strengthen the community through, the arts.
 - As demonstrated by the proposal & submitted samples work samples
- Artistic Excellence (30 points)
 - Program quality, mastery of skills or techniques; communication of a unique vision; professional approaches to process and presentation; the contribution of services to develop a vibrant arts and cultural community.
 - As demonstrated by the proposal & submitted samples work samples
- Local Funding priorities (30 points)
 - A clear plan for engaging a segment of the community, either during the creative process or in a culminating public event
 - Support new initiatives by local artists
 - Present a plan to publicize and promote the project
- Capacity to conduct the project (10 points)
 - Viability of the project's prospects for completion

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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 & Services Manager 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.**
- 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 or email grants@slcartscouncil.org.

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