



Statewide Community Re grants
Arts Education Grant
2024 GRANT GUIDELINES



Council on
the Arts

Text in YELLOW denotes new information for FY2024

ABOUT THE SCR PROGRAM

The Statewide Community Re grants (SCR) Program is a re grant program of the New York State Council on the Arts (NYSCA). Founded in 1977, it was developed to ensure that New York State's cultural funding reaches every community in the state. Through the SCR Program, NYSCA provides state funding to arts and cultural organizations in communities that might not otherwise have access. Local arts agencies, like SLC Arts, help administer the SCR program on a local level to make project-based arts support available to geographically, economically, and culturally diverse populations, and to increase the vitality of and livability of the North Country.

ABOUT SLC ARTS

The mission of SLC Arts is to enrich the vibrancy of the North Country community by cultivating arts appreciation and inspiring creative expression. The organization started in 1972. For 51 years, it has endeavored to make the arts a pillar of our North Country community.

PURPOSE OF THE ARTS EDUCATION GRANT

Arts Education Grant projects focus on the exploration of art and the artistic process. Funds support bringing teaching artists and their classroom skills into dedicated learning environments to benefit learners of all ages. Emphasis is placed on the depth and quality of the creative process through which participants learn through or about the arts. The Arts Education Grant offers two funding strands:

- **K-12 School-Based Learning:** Work in partnership with a K-12 public school to engage students in rich, artistic learning experiences during or after school hours. Inter-curricular collaboration is encouraged, but not required. A letter of commitment from the partner school to the artist or organization 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.
- **Community-Based Learning:** Work in partnership with a community-based organization to provide rich, artistic learning experiences to a closed group of learners of any age. (Examples of community based partners include: boys and girls clubs, libraries, camps, senior centers, etc.) A letter of commitment from the partner organization 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.

Applications MUST be submitted online at <https://slcarts.submittable.com/submit>, by Friday, March 01, 2024, 11:59pm

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

SERVICE AREA

- Jefferson, Lewis & St. Lawrence Counties.

PERIOD OF PERFORMANCE

- Funded projects MUST take place January 01, 2024 - December 31, 2024.
- Please note that projects scheduled early in the year may be funded retroactively. Please plan your budget and cash flow accordingly.

APPLICATION DEADLINE

- A completed application MUST be received by Friday, March 01, 2024, 11:59pm
- Last day to submit applications for feedback: Tuesday, February 20, 2024, 4:00pm

INFO SESSIONS

- ALL applicants MUST attend an info session, or meet with the Grant Coordinator, prior to submitting an application. This includes return applicants. Please view the schedule at: slcartscouncil.org/grants.

FUNDING LEVEL

- \$500 - \$5,000
- Matching funds are NOT required for this grant
- There is no limit to the amount spent on a project, only the amount that may be requested from this grant.
- Requests must be rounded to the nearest \$100
- Applicants may submit up to THREE separate grant requests per year, in any combination of categories, the total of which may not exceed \$5,000. (Please note that an applicant may not submit more than one Individual Artist Grant application.)

ELIGIBLE TO APPLY

- 501(c)3 non-profit organizations, incorporated within Jefferson, Lewis, or St. Lawrence Counties, established for at least one year, with an active board of trustees, which conduct all activities with non-discriminating practices regarding race, color, national origin, religion, sexual orientation, gender identity, or disability, including all programming activities, administration, and board representation
 - Eligibility status will be confirmed with the NYS Department of State Division of Corporations or the NYS Charities Bureau.
- Governmental or quasi-governmental entities, or Tribal Nations, located within Jefferson, Lewis, or St. Lawrence Counties
- Individual artists, collectives and unincorporated organizations may apply directly, when working with an eligible Community Partner - a K-12 public school or community-based organization (which is a requirement of this grant).
- Projects must take place in the same county in which the applicant and Community Partner are located.

Applications MUST be submitted online at <https://slcarts.submittable.com/submit>, by Friday, March 01, 2024, 11:59pm

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

- Lead applicant 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. Please view the full Fiscal Sponsor Agreement at slcartscouncil.org/grants/resources.
- The three-application/\$5,000 limit does not apply to Tribal Nations. However, individual Tribal organizations within Tribal Nations are subject to this limitation.

INELIGIBLE TO APPLY

- Individuals or organizations not based in Jefferson, Lewis or St. Lawrence County, including non-incorporated chapters of organizations whose "parent" is incorporated outside of this region
- SCR site staff or board members, in this case SLC Arts
- Individuals or organizations applying directly to NYSCA within the same fiscal year, regardless of that application's status or outcome, are NOT eligible to apply, **and may NOT serve as a Fiscal Sponsor.**
- New York State agencies & departments
- Public universities and colleges; public, private or parochial secondary and elementary schools, or their components or affiliates
- Applicants, without an eligible **Community Partner**
- Students enrolled in a full-time degree program
- A group that is formed/incorporated as a limited liability company (LLC), business corporation, or limited liability partnership (LLP) in New York State
- A group that is formed/incorporated as a limited liability company (LLC), business corporation, or limited liability partnership (LLP) in another state and registered to do business in New York State
 - A group in either of the two types above that is seeking to apply with an eligible fiscal sponsor
- A group that is seeking to apply as an individual or group of individuals, but the project also publicly functions in a limited liability company (LLC), business corporation, or limited liability partnership (LLP)
- Individual artists who are employed by a partnering school
- Previous recipients who have failed to comply with contracts, final reports or other documentation

ELIGIBLE PROJECT REQUIREMENTS

- **MUST be carried out in partnership with an existing, closed group of learners (ie: K-12 public school, senior center, club, care facility, etc.)**
- **Sequential, skills-based study that incorporates one or more art forms and includes a minimum of THREE sequential, hands-on learning sessions, with enough time in between for reflection**
- **Hands-on, participatory creation and/or learning opportunities, in one or more art forms, that may culminate in an exhibition, production or demonstration.**
- **In-depth, age & skills appropriate learning opportunities**
- **A lesson plan, with clearly stated learning goals, methodologies and outcomes and a means for evaluation**

Applications **MUST** be submitted online at <https://slcarts.submittable.com/submit>, by **Friday, March 01, 2024, 11:59pm**

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

INELIGIBLE PROJECTS

- Projects that take place in a different county than the applicant's & partner's physical address
- 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, or events where the arts aren't the primary focus:
 - Galas, benefits or fundraising events, including food, entertainment and reception costs
 - Entertainment (includes balloons, clowns, magic, culinary or martial arts, gaming, "sip and paints," and puppets or circuses lacking strong artistic merit)
 - Projects that are primarily recreational, therapeutic, rehabilitative, or religious in nature (includes at-risk/social service programs when the purpose is primarily for rehabilitation, therapy or worship)
- Student projects for educational credit
- Events that take place in a private residence
- Events that take place in venues that are not accessible to all (non ADA compliant venues)
- Projects that replace, or appear to replace, the role of certified teachers in schools

ALLOWABLE EXPENSES

- Activities/projects of local arts organizations, including both live and virtual activities
- Artists' fees for performing, teaching, or providing services
- Marketing/publicity costs
- Direct administrative expenses and/or planning and preparation expenses for a proposed event *(should compose no more than 25% of grant request)*
- Supplies, materials, equipment, software, subscriptions and training needed for the execution of the proposed project, not to exceed \$1,000 (ie: art supplies, sheet music, hardware, flash drives, training tools, etc.)
- Project-related travel expenses within the state of New York
- Project-related rentals of space and equipment

UNALLOWABLE EXPENSES

- Requests greater than an applicant's total project expenses minus total project income
- Organizational or personal finances; general operating expenses
- Start-up or seed funding for the establishment of a new organization; contingency funds
- Operating expenses of, or capital improvements to, privately-owned property (ie: homes, studios)
- Lobbying expenses
- Acquisition of works of art
- The creation of textbooks or classroom materials
- Assignments used for college or university study to earn academic credit
- Supplies, materials, equipment, software, subscriptions and training in excess of \$1,000
- Regrants by applicants to fund other activities
- Awards, cash prizes, juried shows, fellowships, educational scholarships or other awards to students
- Fees paid to children under the age of 18

Applications MUST be submitted online at <https://slcartssubmittable.com/submit>, by Friday, March 01, 2024, 11:59pm

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

REVIEW PROCESS

- Applications are first reviewed by SLC Arts staff for eligibility & completeness. Please note that eligibility & completeness are the responsibilities of the applicant.
- Upon meeting eligibility requirements, review is then completed by an independent peer panel, made up of community leaders, artists & arts supporters from the tri-county service area.
- Each panelist scores applications based on the evaluation criteria outlined in these guidelines.
- Panelists meet to collectively discuss applications, and scores are averaged together to yield a total average score for each application.
- Referencing the panel's scores and directives, SLC Arts program administrators determine and allocate funding; SLC Arts board of directors ratifies these decisions.
- Notifications are mailed shortly thereafter.
- SLC Arts distributes awards to recipients immediately following disbursement from the state. Please note that funds may not be available until late-summer. Please plan your budget and cash flow accordingly.

EVALUATION CRITERIA

This is a competitive process. The evaluation criteria are the means by which review panelists score each grant application. Not all applications will necessarily meet all criteria. Maximum total points possible = 100.

EVALUATION CRITERIA	#	DESCRIPTION	POINT VALUE
Project Plan	1	A clearly defined summary	20
	2	A clear plan for project implementation, management & evaluation	
Artistic & Instructional Merit	1	Quality of artistic samples & credentials of the artists involved in the project	20
	2	Creativity, innovation & diversity of the arts experience	
Student Engagement & Learning Standards	1	Stated learning goals, methodologies & outcomes	30
	2	Development & implementation of age-appropriate, hands-on, sequential, skills-based study with each successive class, as demonstrated in a clearly outlined lesson plan	
Capacity to Conduct the Project	1	Reasonable estimation of expenses	20
	2	Feasibility of project completion, based on the applicant's record of programmatic success, demonstrated fiscal responsibility, and overall clarity of project proposal	
Local Funding Priorities	1	New, first-time applicants	10
	2	Projects that encourage youth involvement	
	3	Projects that engage local schools	

Applications MUST be submitted online at <https://slcartssubmittable.com/submit>, by Friday, March 01, 2024, 11:59pm

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

		TOTAL POINTS	100
--	--	--------------	-----

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 **(14) days of the notification letter postmark date.** 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, and conduct all funded activities as described in your application.
- **Submit an IRS Form W-9.**
- Prominently and correctly credit the grant funding in all forms of 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.”*
 - ***The SLC Arts logo should be used for publicity. Recipients may NOT use the NYSCA logo.***
- Notify SLC Arts immediately in writing regarding any changes to your project. All changes to funded projects are subject to approval by SLC Arts.
- **Provide SLC Arts with two tickets to any grant-funded event with an entrance fee.**
- **Notify SLC Arts of any & all public events funded by this grant, at least 30 days in advance, via our online submission form.**
- Submit a final report within 30 days of the end of your project.
- **All grantees are strongly encouraged to attend the annual Regional Arts Celebration, an event to recognize our grant recipients.**

ASSISTANCE

- SLC Arts offers free info sessions to help with the application process and to provide a valuable opportunity to network with other local artists and organizations. These workshops also contain information about any changes to grant **applications, guidelines or processes** since the previous year. **This year, info sessions are required for ALL applicants.** Please see a schedule at slcartscouncil.org/grants.
- **SLC Arts will be offering “office hours” for writing assistance, with CRNY staff writer Karyn Crispo.** Please

Applications **MUST** be submitted online at <https://slcartscouncil.org/grants>, by **Friday, March 01, 2024, 11:59pm**

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

see a schedule at slcartscouncil.org/grants.

- SLC Arts has a downloadable fiscal sponsor agreement, budget worksheet, performance/service agreements and other helpful documents available at slcartscouncil.org/grants/resources.
- The last date for draft reviews is Tuesday, February 20, 2024.
- Please Note: ALL applicants MUST attend an info session, or meet with the Grant Coordinator, prior to submitting an application. This includes return applicants. Please view the schedule at: slcartscouncil.org/grants.
- Please Note: 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.
- Please Note: Assistance by SLC Arts, in the preparation of your grant application, is NOT a guarantee of funding.

Questions? Please visit www.slcarts council.org/grants or email grants@slcartscouncil.org.

Applications MUST be submitted online at <https://slcarts.submittable.com/submit>, by Friday, March 01, 2024, 11:59pm

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