



Statewide Community Re grants Individual Artist Grant 2024 GRANT GUIDELINES



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 project-based make 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 INDIVIDUAL ARTIST GRANT

The Individual Artist Grant represents a “live & work” investment in local artists. It is designed to increase support for 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) in the creation of new work. Community engagement is an essential element of this grant. 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 or creative process.

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 earlier in the year may be funded retroactively. Please plan your budget and cash flow accordingly.

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

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**
- Applications can be accessed at slcarts.submittable.com/submit or by visiting slcartsCouncil.org/grants/resources and clicking on the appropriate application link.

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

- \$1,000 - \$2,500
- 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. 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.

ELIGIBLE TO APPLY

- Individual artists, living in Jefferson, Lewis or St. Lawrence County, at least 18 years **of age** at the time of application. Funded activities MUST take place in the same county.
- 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.
- **Applicants must not be enrolled in a full-time undergraduate degree program.**
- **ALL applicants MUST attend an info session, or meet with the Grant Coordinator, prior to submitting an application.** This includes return applicants.

INELIGIBLE PROJECTS

- **Projects that do not include the creation of a NEW body of work, or that support production or exhibition of existing work**
- **Projects that do not 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 or creative process.**
- Projects that take place in a different county **than the applicant's physical address**
- Projects involving partners that apply directly to NYSCA, or projects in which a NYSCA grantee profits or

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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)

ALLOWABLE EXPENSES

- Artists' fees for performing, teaching, or providing services
- Marketing/publicity costs
- 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

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.

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- 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	40
	2	A clear plan for engaging a segment of the community, either during the creative process or in a culminating public event	
	3	A clear plan for project implementation, management & evaluation	
	4	A strong plan to publicize & promote your project/event	
Community Benefit	1	Consideration of community needs & interests	20
	2	The project's potential to broaden access to, and strengthen the community through, the arts	
	3	Service to an underserved area/population	
Capacity to Conduct the Project	1	Reasonable estimation of expenses	10
	2	Feasibility of project completion, based on the applicant's record of programmatic success, demonstrated fiscal responsibility, and overall clarity of project proposal	
Artistic Merit	1	Quality of artistic samples & artist credentials	20
	2	Creativity, innovation & diversity of the arts experience	
Local Funding Priorities	1	New, first-time applicants	10
	2	Projects that encourage youth involvement	
	3	Projects that are remotely accessible to participants/audience members (ie: livestream recording, etc.)	
		TOTAL POINTS	100

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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 **(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 Creatives Rebuild New York staff writer Karyn Crispo. Please 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.

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- **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.
- 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.