



Statewide Community Regrants  
Community Arts Grant  
**2024 GRANT GUIDELINES**



Council on  
the Arts

Text in YELLOW denotes new information for FY2024

## ABOUT THE SCR PROGRAM

The Statewide Community Regrants (SCR) Program is a regrant 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 COMMUNITY ARTS GRANT

The Community Arts Grant supports public arts experiences and fosters creative communities. It offers project-specific support for arts projects, programs and activities that enable local communities to experience and engage with the arts. Fundable activities may include, but are not limited to performances, exhibitions, workshops, classes, festivals, screenings, readings or virtual programming. All artistic disciplines are eligible. All activities MUST be community based, have an artistic/cultural activity as its primary focus, and be open to the general public.

## 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.

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

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## 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](https://slcarts.submittable.com/submit) or by visiting [slcartsCouncil.org/grants/resources](https://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](https://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**
- **A group that is incorporated in another state as a not-for-profit corporation, registered in New York State (as a "foreign not-for-profit corporation"), with its primary location in Jefferson, Lewis or St. Lawrence County, and registered with the Charities Bureau.**
- Individual artists, collectives and unincorporated organizations may apply through a Fiscal Sponsor - a 501(c)3 non-profit organization, government entity or Tribal Nation, that meets these eligibility requirements **and assumes responsibility for various administrative and fiduciary obligations on the applicant's behalf.** (Please see [slcartsCouncil.org/grants/resources](https://slcartsCouncil.org/grants/resources) for more information about fiscal sponsorship.)
  - **Projects must take place in the same county in which the Fiscal Sponsor is located**
- **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

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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](http://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
- Unincorporated applicants, without an eligible fiscal sponsor
- 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).
- Previous recipients who have failed to comply with contracts, final reports or other documentation

### INELIGIBLE PROJECTS

- Projects that take place in a different county **than the applicant’s (or fiscal sponsor’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)
- Activities not open to the general public (includes camps, clubs, college associations, in-school activities & programs, etc.)

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## 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
- Grants 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.
- 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.

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## 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	35
	2	A clear plan for project implementation, management & evaluation	
	3	A strong marketing plan to publicize & promote the project/event	
Community Benefit	1	Consideration of community needs & interests, and non-duplication of comparable existing services or programs	25
	2	The project's potential to broaden access to, and strengthen the community through, the arts	
	3	A clearly identified target audience	
	4	Service to an underserved area/population	
Capacity to Conduct the Project	1	Reasonable estimation of expenses	15
	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 & credentials of the artists involved	15
	2	Creativity, innovation & diversity of the arts experience	
Local Funding Priorities	1	New, first-time applicants	10
	2	Projects that actively engage participants/audience in creative arts experiences (vs passively observing)	
	3	Projects that encourage youth involvement	
	4	Projects that are remotely accessible to participants/audience members (ie: livestream, Zoom, recording, etc.)	
		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)

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Dissatisfaction with a funding decision is not sufficient justification for an appeal. Also, introduction of information not provided to the grant review panel or SLC Arts staff by the applicant prior to the panel's decision cannot be used to justify 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](http://slcartscouncil.org/grants).
- SLC Arts will be offering "office hours" for writing assistance, with CRNY staff writer Karyn Crispo. Please see a schedule at [slcartscouncil.org/grants](http://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](http://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:

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

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