

ADIRONDACK LAKES CENTER FOR THE ARTS

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www.adirondackarts.org



Council on
the Arts

art, music, theatre, dance, sculpture, exhibits, crafts, writing, painting, classes- the arts center... community.

ADK QUAD-COUNTY DECENTRALIZATION COMMUNITY ARTS GRANT PROGRAM

2019 Grant Application Guidelines

Deadline: Monday, October 22, 2018

HISTORY AND PURPOSE

The Decentralization Program was developed by the New York State Council on the Arts (NYSCA) in 1977 in response to a mandate by New York State's Legislature that there be greater local involvement in funding decisions affecting local non-profit organizations offering artistic or cultural services and programs. These funds have been administered by the Adirondack Lakes Center for the Arts (The Arts Center) in Blue Mountain Lake for Hamilton County. As of 2015, The Arts Center expanded its Decentralization Grant program to encompass Clinton, Essex and Franklin Counties as well as continuing to serve Hamilton County.

Please Note: Each applicant may submit only one application limited to requests for funding for no more than **three** separate projects. **Maximum** total request cannot exceed \$5,000. All projects must take place between January 1 and December 31, 2019.



COMMUNITY ARTS GRANTS

The Community Arts Grant has constituted most of the four-county's regrant activity. These grants provide support for arts and cultural projects to community-based organizations. Community Arts re-grants fund a **maximum** of 75% of the total cash expense of the program. Community Arts grants may include, but are not limited to: exhibitions, workshop series, performances (all disciplines), festivals, screenings or readings. Grant amounts may range from \$500 to \$5,000 (or a total of \$5,000 when combined with DEC Arts Education Grants) **All funded projects in this category must be community based and open to the general public.**

BASIC ELIGIBILITY

- The legal address of an applicant organization must be within Clinton, Essex, Franklin, or Hamilton County and must be the county in which the applicant resides and where the funded activity is to take place.
- All applicants and artists must be 18 years of age at the time of application.
- An applicant organization must be a governmental or quasi-governmental entity, a tribal organization or a designated New York State nonprofit. Applicant organizations must have an active board of trustees. Please note that the address on the documentation provided must be within the county where the project is taking place.

Evidence of this status must be present in the form of one of the following documents and submitted with the grant application:

1. Determination letter from the Internal Revenue Service as a 501(c)(3) organization; or
 2. Letter from the New York State Board of Regents, Section 216 of the Education Law; or
 3. Current New York State Bureau of Charities filing receipt; OR
 4. Official authorization as an arm of a local government (i.e., a formal letter on official stationery signed by the appropriate county, town or village executive); or
 5. Documentation of incorporation under section 402 of the New York State Not-for-Profit Law.
- An alternative for organizations that do not meet the above requirements is to seek sponsorship from an organization that does. The sponsoring organization would then be required to provide a letter of commitment describing the terms of their fiscal sponsorship.

COMMUNITY ARTS RESTRICTIONS

The following will not be funded:

1. New York State agencies and departments, including SUNY schools.
2. Public universities, colleges; and public, private, or parochial schools, secondary and elementary schools.
3. DEC site Staff or Board Members.
4. Unincorporated applicants without an eligible sponsor or partner organization (Arts Education Exception).
5. NYSCA applicants, including fiscally sponsored applicants that have applied to NYSCA in the most recent cycle.
6. Projects involving partners that apply directly to NYSCA. NYSCA grantees may not serve as fiscal sponsors or community partners for a DEC applicant nor can a NYSCA grantee benefit from ticket sales or revenue from a DEC project.
7. Non-incorporated chapters of organizations whose "parent" is incorporated outside of the Decentralization service area (Clinton, Essex, Franklin, and Hamilton County)
NOTE: When crossing county lines, a conduit organization in the appropriate county is required.
8. Start-up or seed funding for the establishment of a new organization.
9. General operating expenses.
10. Operating expenses of privately owned facilities (e.g. homes and studios).
11. Requests that are greater than an applicant organizations project expenses minus total project income.
12. Non-arts related activity including: Galas, benefits or fundraising events including entertainment costs receptions, and food.
13. Projects that are recreational, therapeutic, or rehabilitative in nature.
14. At-risk/social service programs when the focus is primarily for rehabilitative or therapeutic purposes.
15. Activities not open to the general public such as camps, clubs or college associations.
16. Events that take place in private homes.
17. Non-arts related activity including: Galas, benefits, or fund-raising events including entertainment costs for receptions, food or fund-raising event.
18. Entertainment such as balloons, clowns, magic," paint and sip".
19. Acquisition of works of art.
20. Contingency funds.
21. Permanent equipment or Capital improvements.
22. Creation of textbooks or classroom material.
23. Lobbying expenses.
24. Programs in which children are used as professional artists (paid a fee).
25. Re-grants by applicants to fund other activities.
26. Cash prizes, juried shows, fellowships, educational scholarships and other awards to students.
27. Past re-grantees that have failed to submit final reports.

WHAT KINDS OF PROJECTS MAY BE FUNDED?

The Decentralization Program considers projects in the following areas:

- Any and all visual arts; architectural and environmental arts; dance; folk arts; literature, writing, and poetry; music; photography, film and video; and theater, children's theater, and opera.
- Exhibits, performances, classes, demonstrations, guest directors or conductors, historic site surveys, folklore projects and other arts and cultural programs that benefit the community and are open to the public can be funded.
- Single events, series of events, and long-term projects can be designed.
- We strongly encourage projects that promote diversity and that reach underserved populations.

EVALUATION CRITERIA

The following criteria will be used in evaluating requests.

ARTISTIC MERIT:

- Quality of the artist or artists.
- Quality of artists' participation in community outreach and integration into the community.
- Programs which represent diverse cultures and backgrounds.
- Uniqueness and innovation of the program as compared with programs happening in the area.

ORGANIZATIONAL COMPETENCE:

- Organizational history and stability.
- Responsibility and cooperation with past grant regulations.
- Accurate and clear project budget with relevant budget notes.
- Clearly defined marketing strategy using multiple media.

SERVICE TO THE COMMUNITY:

- Events that reach and develop new audiences.
- Programs that service year-round local communities.
- Programs that focus on community building through the arts.

LOCAL FUNDING PRIORITIES:

- Programs that cross real and perceived boundaries in the community.
- Areas of distinct cultural deficiency, i.e. programs for underserved, rural communities.
- Creative and innovative programs which represent diverse cultures and backgrounds.
- Organizations able to secure a portion of outside funding for the project.
- Programs that service the year-round population during the off-season (September - June) or that specifically target year-round residents during the summer season, especially youth
- New initiatives from past applicants.
- New organizations with a rural address or performance capability.
- Projects initiated by artists of all disciplines: writers, performers, musicians, dancers, visual artists.
- Applicants who hire regional artists as a part of their performance.
- Collaborative artistic performances.
- Projects elaborating regional history and/or cultural diversity.

AMERICANS WITH DISABILITIES ACT (ADA)

People with disabilities have the right to participate in the programs that we fund. All services and facilities of organizations that receive NYSCA funding should be provided in a way that best suits the individuals' needs. Each NYSCA grantee is required to provide assurances that it will comply with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 in making its programs and activities accessible to individuals with disabilities. You may ask the National Endowment for the Arts to send you its publication "The Arts and 504" and its companion piece, "Program Evaluation Workbook." The NEA address is 1100 Pennsylvania Ave., N.W., Washington, DC 20506. Office numbers for the NEA's Office for Access Ability are: (202) 682-5532, (FAX) (202) 682-5613 and (TTY) (202) 682-5496. You can also find ADA information and help at <http://www.usdoj.gov/crt/ada/adahom1.htm>

REVIEW PROCEDURES

The Decentralization Grant Coordinator screens all applications for eligibility and completeness. **It is highly recommended that applications be submitted at least one week prior to the deadline so that errors and/or omissions can be corrected. Applications submitted prior to Monday, October 8 are eligible for a pre-review by the DEC Coordinator and must be submitted through a Submittable account.** All eligible applications are distributed to the Review Panel, a committee of area residents knowledgeable about the arts. The Review Panel meets to evaluate and rank the applications according to the funding criteria and recommends funding levels for approved projects. The AC Board of Trustees makes the final funding decisions based on the Review Panel's recommendations.

APPEALS

There are three grounds for appeal:

1. Non-presentation of material information by staff or panelist;
2. Misrepresentation of material information by staff or panelist;
3. Improper procedure (bias or arbitrary/capricious).
 - *The applicant's dissatisfaction with a denial of an award or with the grant amount is not sufficient reason for appeal. Details on the appeals process will be sent with the funding notification letter.*

CONTRACTS AND PAYMENT PROCEDURES

Applicants will be notified by January 1 of the Panel's decision. Award letters will be emailed, and contracts will be mailed to awardees. The checks will be awarded at an Award Ceremony to be held either at the Arts Center or at other cultural centers in one of the four counties served.

- *Deviations from this schedule may occur. Applicants will be notified as quickly as possible of any changes.*

RESPONSIBILITIES

Receiving a grant from Decentralization carries responsibilities for the grantee. All of these obligations are directly related to NYSCA's duty to see that public funds are expended responsibly.

ALL GRANT RECIPIENTS MUST:

1. Keep the Decentralization Coordinator informed of any changes regarding the sponsored project, prior to making the change.
2. Notify the Decentralization Coordinator at least two weeks prior to the event for auditing purposes and hold 2 tickets for the auditor, *if applicable*.
3. Copy the Decentralization Coordinator on all press releases, advertisements, etc. and forward copies of all promotional and marketing pieces to the DEC Coordinator.
4. File a final report for each project within 30 days of completion of the project or by December 31, 2018, **whichever is earlier**.
5. Use the proper credit statement on all publicity and programs in acknowledging the support of the New York State Council on the Arts Decentralization Program, NYS Legislatures, and the NYS Governor. NOTE: the required credit statement is included on the Quad-County Decentralization Cultural Services Contract for organizations receiving funding.
6. Send a letter of thanks to your state and local elected officials and to representatives at the New York State Council on the Arts, describing your funded AE project and acknowledging their support for Community Arts.
7. Attend a DEC grant seminar or schedule a one-on-one consultation with the Decentralization Coordinator.

SCHEDULE OF DEC GRANT SEMINARS

The Adirondack Lakes Center for the Arts offers free grant application seminars to provide prospective applicants with instructions on how to apply for DEC Program grants. These workshops also contain information about any changes to the grant process from the previous year.

The Adirondack Lakes Center for the Arts will offer a number of public grant application seminars throughout Clinton, Essex, Franklin, and Hamilton County to help individuals and organizations apply for DEC Grants. These workshops will review the program, allow a platform to answer questions, and provide application assistance. In order to receive DEC funding, it is required that all applicants attend one of these seminars before completing the application to help in the preparation of well-written, competitive grant applications. Please note that the contact person, the grant writer, and the person who attends the seminar or consultation with the DEC coordinator must be the same person.

Applicants must attend a seminar, or meet one-on-one with the DEC Coordinator, prior to submitting an application for each cycle. Participants should register for the seminars in advance by contacting the DEC Coordinator. Grant application seminars will take place in August and September in various locations throughout Clinton, Essex, Franklin and Hamilton Counties. Please see the attached Seminar schedule and check the website for a complete list: www.adirondackarts.org.

APPLICATIONS SHOULD INCLUDE

- Proof of nonprofit status, as outlined above.
- Where applicable, a list of board members.
- Bio/resume of key artist(s) and/or project partner(s) and proof of residency.
- Applicable work samples (see below).
- Applications are submitted electronically through Submittable. The application format must be adhered to and the application completed in its entirety, including all required attachments.
- Applicants should not assume that the Decentralization Site has prior year's information on file.

WORK SAMPLES

Work samples should be delivered electronically along with the completed application.

- Audio Video Samples: Audio or video files, or URL with excerpts of recent work totaling no more than FIVE minutes of audio or video; label clearly with name of artist/work title/ year of creation.
- Images: No more than TEN images, which may include diagrams and sketches of proposed work and/or images of previous projects. No Power Point presentations.
- Literary Arts: Applicants may submit a writing sample. The excerpt may be no more than FIVE pages.

→ **Applicants should not assume that the Decentralization Site has prior year's application information on file.**

→ **The application format must be adhered to and all submissions must be electronic.**

→ **See attached excel spreadsheet budget sample and DEC seminar schedule.**

APPLICATION DEADLINE

Applications must be submitted electronically to the Adirondack Lakes Center for the Arts by midnight on **Monday, October 22, 2018**. Late or incomplete applications will not be accepted for review.

Adirondack Lakes Center for the Arts
P.O. Box 205
3446 State Route 28
Blue Mountain Lake, NY 12812
www.adirondackarts.org

For questions, or to set up a consultation, please contact DEC Grant Coordinator, Chelsea Provost, at 518-352-7715 or chelsea@adirondackarts.org.

Executive Director: Christine Pouch

The New York State Council on the Arts is dedicated to preserving and expanding the rich and diverse cultural resources that are and will become the heritage of New York's citizens.

Toward this goal, the New York State Council on the Arts encourages arts and cultural organizations to work with artists to support the creation, presentation, and dissemination of their work, and serves as an advocate on artists' issues. The Council awards grants to help support programs in arts education, public participation, and lifelong learning programs for children and adults in schools and community settings.

Decentralization Grants are made possible through the New York State Council on the Arts with the support of Governor Andrew M. Cuomo and the New York State Legislature and administered by the Adirondack Lakes Center for the Arts.