



ADK Quad-County Decentralization Program for Clinton, Essex, Franklin, and Hamilton Counties 2020 Arts Education Grant Application

Prior to applying for a Decentralization grant, an applicant must attend an informational seminar with the Grant Coordinator and read the 2020 Grant Guidelines. The seminar schedule and grant guidelines can be found online at, <https://www.adirondackarts.org/grantopportunities/dec>.

Application must be submitted electronically through our online application platform, Submittable, at <https://adirondacklakescenterforthearts.submittable.com/submit>.

The application deadline is Monday, September 16, 2019 at 6:00 p.m.
The optional application review deadline is Monday, September 2, 2019.

For more information, please contact Grant Coordinator, Chelsea Provost, at 518-352-7715 or Chelsea@adirondackarts.org.

Adirondack Lakes Center for the Arts
P.O. Box 205, 3446 NYS Rt. 28
Blue Mountain Lake, NY 12812

The following application is included for reference purposes only. Please log on to adirondackarts.submittable.com to review, complete, and submit the actual application. An asterisk () indicated a required question.*

Section 1: Applicant Summary

Please note, the applicant of record is the teaching artist or collective, or the fiscal sponsor (governmental or quasi-governmental entity, tribal organization, or New York State nonprofit).

Name of Applicant of Record*

Teaching artist(s) or applicant organization, whichever applies.

If applicant is an organization, name of executive director or chief officer.

Project Manager*

Full name of the person in charge of administering proposed project.

Project Manager's Email Address*

Project Manager's Phone Number*

Is applicant 18 years or older?*

Required by NYSCA. If applicant is not 18 years or older at the time the application is due, the application is not eligible.

- Yes, applicant is at least 18 years old.
- No, applicant is not 18 years old.

Is the applicant a fiscal sponsor?*

- Yes
- No

If the applicant organization is a fiscal sponsor, upload a letter of agreement with the sponsored group/artist. The letter must be signed by both parties.*

Execute a letter of agreement with the sponsored group/artist that clearly outlines the administration of the grant and defines mutual responsibilities. Please see "Use of Fiscal Sponsors" section in the 2020 grant guidelines for more information.

Upload file.

Applicant of Record's Mailing Address: Street Address or P.O. Box*

Applicant of Record's Mailing Address: City*

Applicant of Record's Mailing Address: State / Zip*

Applicant of Record's Email address*

Applicant of Record's Phone Number*

Applicant of Record's County (please check only one)*.

Please check the county in which the applicant of record's legal address is in, and in which your project is taking place.

- Clinton
- Essex
- Franklin
- Hamilton

Applicant of Record's Website*

If you do not have a professional website, please type N/A.

NYS Senate Representative(s)*

For help use: <https://www.elections.ny.gov/district-map/district-map.html>.

NYS Assembly District and Representative(s)*

For help use: <https://www.elections.ny.gov/district-map/district-map.html>.

U.S. Congressional District and Representative(s)*

For help use: <https://www.elections.ny.gov/district-map/district-map.html>.

Section 2: Applicant Organization Summary

If applicant of record is not an organization (as described below) and is an artist(s), please skip to Section 3.

What type of organization is the applicant organization?

- Governmental or quasi-governmental entity
- Tribal organization
- New York State nonprofit

Is the applicant organization a fiscal sponsor?

- Yes
- No

If the applicant organization is a fiscal sponsor, upload a letter of agreement with the sponsored group/artist. The letter must be signed by both parties.

Execute a letter of agreement with the sponsored group/artist that clearly outlines the administration of the grant and defines mutual responsibilities. Please see "Use of Fiscal Sponsors" section in the 2020 grant guidelines for more information.

Date of last filing with IRS or date of last filing with charities bureau.

Month and year. Fill in N/A if this does not apply to your municipality.

Year of Incorporation

On what date does your fiscal year end on?

Month and year.

Please upload proof of nonprofit status.

An applicant organization must be a governmental or quasi-governmental entity, a tribal organization, or a designated New York State nonprofit incorporated in New York State or registered to do business in New York State. Please note that the address on the documentation provided must be within the county where the project is taking place.

Any one of the documents below may serve as proof of nonprofit status and must be submitted with the grant application:

- 1. Letter of Determination from the IRS indicating tax exempt status under section 501(c)(3)*
- 2. Documentation of charter by the NY State Board of Regents under section 216 of the NY State Education Law*
- 3. Documentation of incorporation under Section 402 of the NY State Not-for-Profit Corporation Law*
- 4. Current NY State Bureau of Charities (Office of the Attorney General) filing receipt*
- 5. Official authorization as an arm of local government (i.e., a formal letter on official stationary signed by the appropriate county, city, town or village executive).*

Upload file.

Please insert the applicant organization's mission statement.

Purpose and primary goals of the organization.

Please insert the applicant organization's list of board members.

Please list current board members of the applicant organization or the municipality.

Please upload a recent financial summary statement for the applicant organization.

A one-page profit and loss summary statement from the applicant organization.

Upload file.

Please upload the most recent, full year financial statement for the applicant organization.

Full financial statement from the applicant organization's last completed fiscal year.

Upload file.

Section 3: Applicant of Record's Funding History

Have you or the organization ever applied directly to NYSCA?*

Not through a Decentralization grant, but a grant directly administered by NYSCA, including REDC grants.

- Yes
- No

If yes, please list the year of the most recent application to NYSCA.

Have you or the organization applied for a Decentralization grant before? If yes, please list the years, project titles, and whether it was Arts Education or Community Arts, and whether the project was funded. If no, state first-time applicant.*

Have you or the organization ever failed to file any of the required reports on time for your Decentralization projects? If so, please explain.*

Section 4: Preliminary Project Information

Chose the number of projects this application is for.*

You may choose up to 3 projects. If you choose only Project A proceed through the rest of the application. If you choose Project B and/or C you will need to copy and answer questions 1 to 19 separately for each additional project and upload them as separate files below. Please disregard the text box formatting for answers longer than 10 characters.

- Project A
- Project B
- Project C

Total request amount for Project A, B, and C.*

Title of Project A*

Title of Project B (if applicable)

Title of Project C (if applicable)

Choose which type of arts education program you are applying for: K-12 in-school or K-12 after-school / community-based learning center.*

- K-12 in-school
- K-12 after-school or at a community-based learning center
- Both (multiple projects)

Additional Application Submissions:

You may apply for up to 3 projects. If you choose to submit only one project (Project A), please proceed through the rest of the application. If you choose to do 2 or 3 projects (Project B and/or C), you will need to copy and answer the questions in a separate document for either Section 5 (for K-12 in-school projects) or Section 6 (for K-12 after-school projects or community-based learning center projects) and Section 7. Once you have answered all of the applicable questions, you must upload them as separate files below. Please disregard the text box formatting for answers larger than 10 characters.

Upload file.

Section 5: K-12 Public In-School Projects (during regular school day)

If your project is a K-12 after-school project or community-based learning project, please skip to Section 6.

1. Partnering School Name
2. Partnering School Address
3. Name of Certified Arts Teacher
4. Certified teacher's email address and phone number
5. What class(es) does the certified teacher teach?
6. Name of partnering school's principal
7. In what county is the school located? (Please check only one.)
Must be the same county in which you (as the teaching artist or organization) resides.
 - Clinton
 - Essex
 - Franklin
 - Hamilton
8. Has the school been a Decentralization Grant partner in previous years?
Principal should answer this as contact teacher may not be aware of another school grant project in a different grade or discipline.
9. If yes, please list the dates and who they parented with.

10. How many core student learners are directly participating in this arts education project?

A "core group of students" is a set of students who meet with the teaching artist for a minimum of 3 sequential contact sessions.

11. Please breakdown your core group of students and contact sessions by listing: 1) the student's grade level; 2) the number of students in the grade/class; 3) the number of teachers; 4) the number of contact sessions and their lengths.

12. How many indirect core student learners are participating in this arts education project?

An "indirect core group of students" is a set of students who do not meet the requirement of the "core group of students", but who participate marginally in the project.

13. Please breakdown your indirect core group of students and contact sessions by listing: 1) the student's grade level; 2) the number of students in the grade/class; 3) the number of teachers; 4) the number of contact sessions and their lengths.

14. Who is involved in planning and implementing the project, and when will they meet?

Please describe the involvement from the teaching artist(s), the certified teacher, and any other school partners.

15. What role will the teaching artist(s) play in the project? Please describe in detail.

16. What role will the certified arts teacher play in the project? Please describe in detail.

17. Please upload a letter of commitment from the partner school to the arts organization or teaching artist. Please note, both the principal and the partnering teacher must sign the letter.

A written letter of commitment from the school partner(s) to the arts organization or professional artist is required for in-school projects. The letter must outline in detail the school's support of the project (monetarily and otherwise) and anticipated roles and responsibilities for each partner involved. The letter of commitment must be on the school's letterhead and signed by the principal and partnering art teacher.

Upload file.

Section 6: K-12 Public After-School or Community Based Learning Projects

If your project is a K-12 in-school arts education project, please complete Section 5 of this application and skip to Section 7.

1. Name of partnering school or community-based learning center
2. Address of partnering school or community-based learning center
3. Name of partnering school's principal or after-school program's director, or director of the community-based learning center

4. In what county is the school or community-based learning center located? (Please check only one.)

Must be the same county in which you (as the teaching artist or organization) resides.

- Clinton
 Essex
 Franklin
 Hamilton

5. Has the school or community-based learning center been a Decentralization Grant partner in previous years?

6. If yes, please list the dates and who they parented with.

7. How many core student learners are directly participating in this arts education project?

A "core group of students" is a set of students who meet with the teaching artist for a minimum of 3 sequential contact sessions.

8. Please breakdown your core group of students and contact sessions by listing: 1) the students' demographics; 2) the number of students in the class; 3) the number of contact sessions and their lengths.

Demographics should include the age of your students (pre-school, grade school, high-school, young adults, adults, seniors, etc.).

9. How many indirect core student learners are participating in this arts education project?

An "indirect core group of students" is a set of students who do not meet the requirement of the "core group of students", but who participate marginally in the project.

10. Please breakdown your indirect core group of students and contact sessions by listing: 1) the students' demographics; 2) the number of students in the grade/class; 3) the number of contact sessions and their lengths.

Demographics should include the age of your students (pre-school, grade school, high-school, young adults, adults, seniors, etc.).

11. Who is involved in planning and implementing the project, and when will they meet?

Please describe the involvement from the teaching artist(s) and staff from the school or the community-based learning center.

12. What role will the teaching artist(s) play in the project? Please describe in detail.

13. What role will the staff from the after-school program or the community-based learning center play in the project? Please describe in detail.

14. Please upload a letter of commitment from the partner school to the arts organization or teaching artist. Please note, both the principal and the partnering teacher must sign the letter.

A written letter of commitment from the after-school program (school) or community-based partner to the artist, arts organization, or unincorporated entity is required. 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 letter of commitment must be on the partner(s) letterhead and signed by the director of the partnering organization or the principal of the school.

Upload file.

Section 7: Project Information

This section is to be completed by all applicants from both categories: in-school projects and after-school or community-based learning center projects.

1. Project Title*

2. Discipline of Project*

- Dance
- Theatre
- Literary Arts
- Visual Arts
- Music
- Other, please list here:

3. Project Dates*

4. Brief Project Overview (250-word max).*

5. Project Narrative (1000-word max).*

The key to writing a successful project narrative is to present a clear, concise, and detailed proposal that falls within the scope of the Decentralization program from which you are requesting funds. A grant proposal is simply a request for funds to support a project or program. Your job is to convince the review panel that your proposal is worth their support, and that you can carry it out at a high level of merit and skill.

The project narrative and budget form provide the same information in two different forms. Discrepancies between these two will be noticed and questioned by the review panel. Everything mentioned in the narrative that will produce an expense or income for your project should be accounted for in your budget form. For example, if you say that a local corporation has agreed to give you \$500 towards your proposed project, make sure that contribution is included in your budget form.

There are more resources available on our website at, <https://www.adirondackarts.org/grants/dec-grant-resources>.

6. Please upload lesson plans for each contact session. They must clearly state learning objectives, procedures or how you will present the material and in what sequential order, and a means of evaluation.*

Lesson plan templates can be found online at, <https://www.adirondackarts.org/grants/dec-grant-resources>, or by emailing chelsea@adirondackarts.org.

Upload file

7. Please upload any letters of support.

It is optional to upload letters of support from community members expressing the need for the project and/or showing support.

Upload file

8. Please upload an anticipated project budget using the provided form, which can be found on our website, or by emailing chelsea@adirondackarts.org.*

You must use the provided Excel budget form, found here:

<https://www.adirondackarts.org/grants/dec-grant-resources>. Please show both projected and committed financial support. 25% of financial support must be supplied independent of the DEC grant, but may come from in-kind resources.

Upload file

9. Budget Notes*

List in-kind donations and their sources. Explain any large budget numbers. Explain your admission fee rates (if applicable). Explain any numbers that might raise a question.

10. Total Cash Income (excluding grant request)*

11. Total Cash Expense*

12. Total Grant Request*

Not to exceed \$5,000 TOTAL, whether one project or three.

13. Artistic Samples and comments on artistic samples.*

Upload a file--be selective. Submit only samples which best complement your application and reflect the Artistic Merit of the project.

** Audio Video Samples--no more than 5 minutes. Label clearly with the name of the artist, work title, year of creation.*

**Literary Arts--no more than 5 pages*

Upload file.

14. Please upload teaching artist(s) resumes.

One resume per teaching artist. Bios and artist vision statements may be substituted but are not to exceed one page per artist.

Upload file.

15. Community Awareness and Involvement

Describe how community members as well as local government officials will be made aware of or involved in and benefit from the project. Fill in N/A if there are none.

Section 8: Additional Questions

How did you hear about Decentralization Arts Education grants?*

Did you receive any technical assistance from the Grant Coordinator in completing this application?*

- Yes
- No

If you choose, use this space to explain your answer to the above technical assistance question.

Section 9: Certification and Release

The undersigned certifies that the applicant:

- 1. is a principal officer of the applicant organization with authority to obligate it;*
- 2. has knowledge of the information presented herein;*
- 3. has read the guidelines for the 2020 Decentralization Arts Education Grants, incorporated herein by reference, that his/her/their application complies with and is made subject to said guidelines;*
- 4. is aware of Federal Regulation 504 relating to the accessibility of the handicapped to programs and facilities;*
- 5. on behalf of the applicant also releases the Adirondack Lakes Center for the Arts, which is the administrative unit for Decentralization Arts Education Grants, its employees and agents with respect to damages to property or materials submitted in connection herewith. The applicant further agrees that in the event the applicant commences litigation against the Adirondack Lakes Center for the Arts, and/or the New York State Council on the Arts, then, in that event, the applicant shall be fully liable for any and all costs, including attorneys' fees incurred by the Adirondack Lakes Center for the Arts and/or the New York State Council on the Arts, their employees and agents in defense of the subject litigation;*
- 6. declares that all statements contained in this application are true and correct and understands that false or incorrect information in the application may lead Adirondack Lakes Center for the Arts to request the return of funds awarded through this application and may disqualify the applicant and applying organization from this and future Decentralization grants opportunities.*

Check here to agree to the above terms.

Electronic signature of applicant of record.*