



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

Name of Applicant Organization*

Legal name of organization. Nonprofit, governmental or quasi-governmental, or tribal organization.

Executive director or chief officer at applicant organization*

Full name of executive director, or equivalent.

Project Manager*

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

Project Manager Email*

Project Manager Phone Number*

Is applicant 18 years or older?*

Required by NYSOCA. 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 organization a fiscal sponsor for an artist(s), collective, or group?*

- 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 Organization's Phone Number*

Applicant Organization's Email Address*

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

Applicant Organization's Mailing Address: City*

Applicant Organization's Mailing Address: State / Zip*

Applicant's County (please check only one)*

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

- Clinton
- Essex
- Franklin
- Hamilton

Applicant Organization's Website*

If you do not have a website, please include a Facebook page or type N/A.

Section 2: Applicant Organization Summary

What type of organization is the applicant organization?*

- Governmental or Quasi-Governmental Entity
- Tribal Organization
- New York State Nonprofit

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?*

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 stationery 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.

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>.

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 4: Applicant Organization'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 5: 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)

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 questions 1 - 21 in Section 5 separately for each additional project and upload them as separate files below. Please disregard the text box formatting for answers larger than 10 characters.

File upload.

1. Project Title*

2. Project Location and Address*

3. Discipline of Project*

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

4. Project Dates*

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

6. 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>.

7. If this project has been funded by the Decentralization program in previous years, how has the program evolved over time? If this is a new project, please indicate.*
Have you secured additional funding from other sources over time? Has the project grown either in audience served, artists participating, or project concept? Has the focus or content of the program changed? Has the audience grown or been engaged in a different way? What changes have you made to improve the quality of the program or your outreach to your audience?

8. Please upload artist and program manager resumes.*

One resume per key artist or performing group involved. Bios and artist vision statements may be substituted but are not to exceed one page per artist.

Upload file.

9. Estimate the number of adults served.*

10. Estimate the number of youth served.*

11. Estimate the total number of audience served.*

12. How many artists will participate in the project?*

13. If you receive partial funding, will you be able to carry out your project?*

The panel wants to know that if they grant you less than 100% of your ask, that your project will still be a success.

Yes

No

14. If yes, how will you make up the deficit and/or how will you adjust your project?*

15. 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. Please show both projected and committed financial support (25% of financial support must be supplied independent of DEC grant funding). The budget is important in demonstrating fiscal and managerial competence. A sample budget is provided in the application guidelines. Please use the Excel template.

Upload file.

16. 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.

17. Total Cash Income (excluding the requested grant amount)*

18. Total Cash Expense*

19. Total Grant Request*

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

20. 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.

21. 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.

Section 6: Additional Questions

How did you hear about Decentralization Community Arts 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 7: 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 Community Arts 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 Community Arts 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 organization's executive director, chief officer, board president, head of municipality.*