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# THE ADIRONDACK LAKES CENTER FOR THE ARTS THE ARTS CENTER

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Following

## 2022 ADK Quad-County SCR Arts Education Grant Application

Ends on December 31, 2021

### ADK Quad-County Statewide Community Re-grants (SCR) Program for Clinton, Essex, Franklin, and Hamilton Counties, administered by the Adirondack Lakes Center for the Arts (ALCA)

#### 2022 SCR Arts Education Grant Application

Prior to applying for Statewide Community Re-grants (SCR)—formerly "Decentralization Grant"—funding, an applicant must read the 2022 Arts Education grant guidelines and attend a "how-to-apply" seminar led by the grant coordinator, most, if not all, of which will be held via Zoom because of the ongoing COVID-19 pandemic. The seminar schedule and the guidelines are available on the ALCA website at:

<https://www.adirondackarts.org/2022-scr-grant-cycle> (<https://www.adirondackarts.org/2021-dec-grant-cycle>)

**The application deadline is Friday, December 31, 2021 at 5:00 p.m. The optional application review deadline is Friday, December 17, 2021.**

To register for a seminar, request a copy of the guidelines and other materials, and/or learn more about ALCA's SCR and other grant programs, please contact Grant Coordinator Fred Balzac at [fred@adirondackarts.org](mailto:fred@adirondackarts.org) (<mailto:chelsea@adirondackarts.org>) or 518-588-7275 (cell).

Adirondack Lakes Center for the Arts  
P.O. Box 205, 3446 NYS Rt. 28  
Blue Mountain Lake, NY 12812  
[www.adirondackarts.org](http://www.adirondackarts.org) (<http://www.adirondackarts.org>)

### Section 1: Applicant Summary - Contact Information and Defining Characteristics

Please note: the applicant of record is the teaching artist or teaching artist collective or, for those projects where a financial conduit is needed, the fiscal sponsor (governmental or quasi-governmental entity, tribal organization, or New York State nonprofit).

**Have you attended a grant-application seminar required for this 2022 SCR grant? If not, please do NOT proceed with this application and instead contact Grant Coordinator Fred Balzac at [fred@adirondackarts.org](mailto:fred@adirondackarts.org) (<mailto:fred@adirondackarts.org>) or 518-588-7275 to register for a seminar.**

**The name(s) of the applicant(s) of record \***

Please indicate the name(s) of the teaching artist(s) or applicant organization, whether it is a direct applicant or serving as a fiscal sponsor—whichever applies.

**If the applicant is an organization, please provide the name of executive director or chief officer.****Please indicate the name of the project manager \***

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

**The project manager's email address \*****The project manager's phone number \*****Are the teaching-artist applicants or, in projects involving a fiscal sponsor, the sponsored artist(s) all at least 18 years old? (Check only one.) \***

- Yes, the teaching-artist applicant(s) or sponsored artist(s) are at least 18 years old.
- No, the teaching-artist applicant(s) or sponsored artists are not 18 years old.

Required by the New York State Council on the Arts (NYSCA: If the teaching-artist applicant(s) or, in projects involving a fiscal sponsor, the sponsored artist(s) are all not 18 years of age or older at the time the application is due, the proposed project is not eligible for this grant.

**Is the applicant a nonprofit organization or municipality serving as a fiscal sponsor? \***

- Yes
- No

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

**Choose File**

Upload a file. No files have been attached yet.

Acceptable file types: .doc, .docx, .pdf

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.

Execute a letter of agreement with the sponsored group/artist(s) that clearly outlines the administration of the grant and defines mutual responsibilities. For more information, please see the "Use of Fiscal Sponsors" section in the 2022 Statewide Community Re-grants (SCR) Arts Education guidelines. Blank letter-of-agreement forms can be obtained by emailing the grant coordinator at fred@adirondackarts.org.

**The applicant of record's mailing address: street address or P.O. Box \***

**The applicant of record's mailing address: city \***

**The applicant of record's mailing address: state/zip \***

**The applicant of record's mail address \***

**The applicant of record's phone number \***

**The applicant of record's county (check only one) \***

- Clinton
- Essex
- Franklin
- Hamilton

Please check the one county in which the applicant organization's legal address is located and in which your project is taking place. The applicant's legal address and the location of, or venue for, the project MUST be in the same county.

**The applicant of record's website (e.g., "adirondackarts.org") \***

If your organization does not have a website, please include a Facebook page or other online site or else type "N/A" (for "not applicable").

**NYS Senate District and the name of your state senator \***

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

**NYS Assembly District and the name of your assembly member \***


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

**U.S. Congressional District and the name of your representative \***


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

**Section 2: Applicant Summary - Organizational Details**

If the applicant of record is not an organization (as described below) and is one or more artists, please skip to Section 3.

**What type of organization is the applicant organization? (Check only one.)**

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

**Date of last filing with the U.S. Internal Revenue Service (IRS) or with the NYS Charities Bureau.**


Please indicate the month and year unless your organization is a governmental/quasi-governmental entity—then type "N/A."

**Year of incorporation**


If your organization is a governmental/quasi-governmental entity, then type "N/A."

**On what date does your fiscal year end on?**


Please indicate the month and day.

**Please upload proof of your organization's nonprofit or governmental/quasi-governmental status.**

**Choose File**

Select up to 2 files to attach. No files have been attached yet. You may add 2 more files.

Acceptable file types: .doc, .docx, .pdf, .jpg, .jpeg

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

Any one of the first four documents listed below may serve as proof of nonprofit status for such organizations. The fifth document listed pertains to governmental/quasi-governmental entities. Only one of these documents is required to be submitted as part of this SCR Arts Education application:

1. A Letter of Determination from the IRS indicating tax-exempt status under section 501(c)(3) of the federal tax code
2. Documentation of being chartered by the NYS Board of Regents under section 216 of the NYS Education Law
3. Documentation of incorporation under section 402 of the NYS Not-for-Profit Corporation Law
4. A current filing receipt from the NYS Bureau of Charities in the Office of the Attorney General
5. Official authorization as an arm of county/local government—i.e., a formal letter on official stationery signed by the appropriate county, city, town, or village executive; for quasi-governmental entities, the letter should be signed by the agency's chief executive.

**Please upload a copy of your nonprofit organization's current bylaws or, for municipalities, minutes of your most recent annual organizational meeting.**

Choose File

Select up to 2 files to attach. No files have been attached yet. You may add 2 more files.

Acceptable file types: .doc, .docx, .pdf

The submitted bylaws of the nonprofit organization must be up to date for the applicant to be eligible for this grant. For municipalities, annual organizational meetings typically occur in the month when the terms of the most recently elected officials begin and are when salaries are set for the coming year and many appointments or reappointments are made.

**Please insert the applicant organization's mission statement.**

If your organization does not have a mission statement, briefly describe its main purpose and primary goals.

**Please list all of the applicant organization's board members and any offices or positions they hold.**

Please list the current board members of the applicant organization whether it is a governmental/quasi-governmental entity, tribal organization, or nonprofit, along with their offices/positions (if any) such as president, secretary, or chairperson.

**Please upload the applicant organization's most recent completed fiscal-year financial statement.**

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .pdf, .doc, .docx, .jpg, .jpeg

For example, if your organization's fiscal year runs from January to December, you would provide a detailed profit-and-loss statement for the year 2020 showing the organization's opening balance on Jan. 1st, revenue and expense items through the year, and the closing balance on Dec. 31st.

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### Section 3: Applicant Summary - Grant Funding History

**Have you or the organization ever applied directly to the New York State Council on the Arts (NYSCA)? \***

- Yes  
 No

This would not have been through what was formerly called a "Decentralization (DEC)" grant but for a grant directly from by NYSCA, including Regional Economic Development Council (REDC) grants administered by NYSCA.

**If yes, please list the year of the most recent application to NYSCA (if no, please skip to the next question).**

Applicants who have applied for any 2022-cycle NYSCA grant or who will be receiving a multi-year NYSCA grant in 2022 are not eligible to apply for this present SCR Arts Education grant, which is counted as part of the 2022 cycle.

**Have you or the organization applied for a Decentralization (DEC) grant before? If yes, please list the years, project titles, and whether it was Arts Education or Community Arts, and whether they were Arts Education or Community Arts projects, and whether the projects were funded. If no, state that your organization is a first-time applicant. \***

**If you or your organization have received one or more Decentralization/DEC grants or another type of grant from NYSCA, have you or it ever not filed any of the required reports or failed to do so on time? If so, please explain. \***

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### Section 4: Initial Project Information

**Indicate the number of projects this application is for by checking off one, two, or three boxes below. \***

Project A  Project B  Project C

You may choose up to three 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 21 separately for each additional project and upload them as separate files at the "Choose File" tab that follows the section, "Additional Application Submissions" below. Please disregard the text-box formatting for answers longer than 10 characters.

**Total amount of grant request for Project A, B, and/or C \***

**The title of Project A \***

**The title of Project B (if applicable)**

**The 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 (such as a public library). \***

- 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 three different projects. If you choose to submit only one project (Project A), please proceed through the rest of the application. If you choose to do a total of two or three Arts Education projects (adding a Project B or a Project B and C), you will need to copy and answer questions 1 to 21 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 then Section 7 and upload them as separate files immediately below. If one or two of your other projects are in the Community Arts, you will need to fill out that application, which is also available on this [Submittable.com](http://submittable.com) (<http://submittable.com>) site. Please disregard the text-box formatting for answers larger than 10 characters.

**File upload**

**Choose File**

Select up to 30 files to attach. No files have been attached yet. You may add 30 more files.

Acceptable file types: .pdf, .doc, .docx, .mp3, .m4a, .wav, .mp4, .mov, .xls, .xlsx

Additional project applications and supplemental attachments.

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

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

### 1. The partnering school's name

### 2. The partnering school's address (street, city, zip)

### 3. The name of the participating certified arts teacher (e.g., music, art, drama)

### 4. The certified arts teacher's email address and phone number

### 5. What classes does the certified arts teacher teach?

### 6. The name of the partnering school's principal

### 7. In what county is the school located in? (Check only one.)

- Clinton
- Essex
- Franklin
- Hamilton

It must be the same county in which you (as the teaching artist) reside or your arts organization is based.

### 8. Has the school been a Decentralization grant partner in previous years?

- Yes
- No

Consideration might be given to asking the school's principal to answer this question if the contact arts teacher is not aware of any previous DEC-grant-supported project in a different grade or subject at the school.



**9. If yes, please list the dates and who they partnered 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 three sequential contact sessions.

**11. Please break down your core group of students and contact sessions by listing: (1) the students' grade level; (2) the number of teachers participating in the contact sessions; and (3) the number of contact sessions and the length of time of such sessions.****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 meeting with the teaching artist for a minimum of three sequential contact sessions but who do participate to some extent in the project.

**13. Please break down your indirect core group of students and contact sessions by listing: (1) the students' grade level; (2) the number of teachers participating in the indirect-core contact sessions; and (3) the number of contact sessions and the length of time of such sessions.****14. Who is involved in planning and implementing the project, and when will they meet?**

Limit: 250 words

Please describe the involvement of the teaching artist(s), the certified arts teacher, and any other school personnel involved in the project.

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

Limit: 250 words

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


Limit: 250 words

**17. Please upload a letter of commitment from the partnering school to the teaching artist(s) or the arts organization that is doing the project.**

**Choose File**

Upload a file. No files have been attached yet.

Acceptable file types: .pdf, .jpg, .jpeg

A written letter of commitment from the principal of the partnering school to the teaching artist(s) or arts organization involved 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 as well as the teaching artist(s) or head of the arts organization doing the project.

**Section 6: K-12 Public Afterschool 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. The name of the partnering school or community-based learning center**

**2. The address of the partnering school or community-based learning center**

**3. The name of the partnering school's principal, the afterschool program's director or the community-based learning center's director**

**4. In which county is the school or community-based learning center located in? Please check only one.**

- Clinton
- Essex
- Franklin
- Hamilton

It must be the same county in which you (as the teaching artist) reside or your arts organization is based.

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

Consideration might be given to asking the school's principal, the afterschool program's director or the learning center's director for the answer to this question if the teaching artist is not aware of any previous DEC-grant-supported project done by the school or center.

**6. If the answer to #5 above is yes, please list the dates and who they partnered 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 three sequential contact sessions.

**8. Please break down your core group of students and contact sessions by listing: (1) the students' demographics; and (2) the number of contact sessions and the length of time of such sessions.**

Limit: 250 words

Demographics should include the age/grade of your students (preschool, grade school, high school, young adult, adult, senior, 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 meeting with the teaching artist for a minimum of three sequential contact sessions but who do participate to some extent in the project.

**10. Please break down your indirect core group of students and contact sessions by listing: (1) the students' demographics; and (2) the number of contact sessions and the length of such sessions.**

Limit: 250 words

Demographics should include the age/educational level of your students (preschool, grade school, high school, young adult, adult, senior, etc.).

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

Limit: 250 words

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

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

Limit: 250 words

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

Limit: 250 words

**14. Please upload a letter of commitment from the afterschool program's school or from the community-based partner to the teaching artist(s) or the arts organization that is doing the project.**

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .pdf, .jpg, .jpeg

A written letter of commitment is required from the principal of the school where the afterschool program takes place or the director of the community-based partner to the teaching artist(s) or the arts organization doing the project. The letter of commitment must outline in detail the school or center 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 school or center partner's letterhead and signed by the director of the partnering organization or the principal of the school and by the teaching artists(s) or head of the arts organization doing the project.

**Section 7: Project Information**

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

**1. The title of the project \***

**2. The artistic discipline of the project (check all that apply) \***

- Dance
- Film
- Literary arts
- Music
- Theatre
- Visual arts
- Multidisciplinary
- Other

**If you chose "Multidisciplinary" or "Other," please describe what is meant by either term here.**

Limit: 250 words

### 3. Project dates \*

Please indicate both the start and end date of your project, which must take place between March 1 and December 31, 2022.

### 4. Please provide a brief overview of the project \*

Limit: 250 words

### 5. The project narrative \*

Limit: 1000 words

The key to writing a successful project narrative is to present a clear, concise, and detailed proposal that falls within the scope of the SCR 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 members 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 toward 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/scr-grant-resources>.

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

**Choose File**

Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

Acceptable file types: .pdf, .doc, .docx, .jpg, .jpeg, .mp3, .wav, .mp4, .mov

A lesson plan template can be found online at <https://www.adirondackarts.org/grants/scr-grant-resources> or by emailing ALCA's grant coordinator at [fred@adirondackarts.org](mailto:fred@adirondackarts.org).

## 7. Please upload any letters of support you and/or your organization may have on file or obtain for this application.

Choose File

Select up to 3 files to attach. No files have been attached yet. You may add 3 more files.

Acceptable file types: .pdf, .doc, .docx, .jpg, .jpeg

You have the option of uploading up to three letters of support. For example, these may come from community members, artistic colleagues familiar with your work/outside artists who have worked with your organization, and/or public officials—each of which is writing to express the need for the project and/or show support for you as a teaching artist or your organization for its educational expertise.

## 8. Please upload an anticipated project budget using the required blank Excel budget form, which can be obtained by emailing [fred@adirondackarts.org](mailto:fred@adirondackarts.org). \*

Choose File

Select up to 3 files to attach. No files have been attached yet. You may add 3 more files.

Acceptable file types: .pdf, .xls, .xlsx

You must use the required Excel budget form. Please show any projected and/or committed financial support; however, the 25% of financial support (and/or in-kind resources) that typically must be supplied outside of SCR grant funding has been reduced for the 2022 cycle to 10% in light of the COVID-19 pandemic. The budget remains important in demonstrating fiscal and managerial competence. Any additional financial support you can show beyond the required 10% match, while not required, is likely to be considered a plus by the panel reviewers.

## 9. Budget notes \*

Limit: 500 words

List any 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) \*

The total cash income must be at least 10% of the total budget (same as total expenses). For SCR Arts Education projects, in-kind donations may be counted toward cash income; but please be as specific as possible in detailing the sources/contributors of the in-kind donations in the budget notes section above as well as on the second page of the budget form itself.

## 11. Total cash expenses \*

Total cash expenses should equal your total budget.

## 12. Total grant request \*

The total grant request cannot exceed \$5,000 and must equal the total expenses (i.e., total budget) minus total cash income (including any in-kind donations but excluding the SCR grant request).

## 13. Please upload one or more artistic sample(s) that are applicable to this project being applied for. \*

Choose File

Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

Acceptable file types: .pdf, .doc, .docx, .jpg, .jpeg, .mp3, .wav, .mp4, .mov

Upload at least one file—but if you are including more than one, be selective. Submit only samples which best complement your application and reflect the artistic merit of your project, especially because that is one of the four criteria your project will be scored on by the review panel. Among what you may include:

\* Audio/video samples should be no more than 5 minutes and clearly labeled with the name of the artist, title of the work, and year of creation.

\* Images—no more than 10—which may include diagrams and sketches of proposed work and/or images of previous projects. NO POWER POINT PRESENTATIONS PLEASE!

\* For literary arts and other related applications, a writing sample of up to five pages may be uploaded.

## Comments on the artistic samples attached (optional response).

Limit: 250 words

You may use this space to label and/or describe in more detail any of the attached artistic samples.

## 14. Please upload a one-page resume/bio for each teaching artist participating in the project. \*

Choose File

Select up to 5 files to attach. No files have been attached yet. You may add 5 more files.

Acceptable file types: .pdf, .doc, .docx, .jpg, .jpeg

One resume per teaching artist. Bios and artist vision statements may be substituted; but, as with the resumes, they are not to exceed one page per artist. It is OK to include more than one bio or vision statement on a page.

## 15. Community awareness and involvement \*

Limit: 500 words

Please describe how community members, as well as local government officials, will be made aware of the project, be involved in it in any way, and/or benefit from the project.

## Section 8: Additional Questions

### How did you hear about these 2022 Statewide Community Re-grants (SCR) (formerly "Decentralization/DEC") Arts Education grants? \*

Limit: 150 words

### On what date did you attend the grant-application seminar or, in lieu of attending a seminar, have a one-on-one consultation with the grant coordinator? \*

Attendance at a seminar or directly consulting with the grant coordinator in advance of submitting this present application is a requirement for being considered for an SCR Arts Education grant award.

### Did you receive any help or technical assistance from the grant coordinator in completing this application? \*

- Yes  
 No

If you choose, use this space to explain your answer to the technical assistance question above and/or to provide any feedback you would like to give on the application process for this grant, including suggestions for ways to improve the process, the application itself, etc.

Limit: 500 words

## Section 9: Certification and Release

The undersigned certifies that the applicant:

1. is either a teaching artist responsible for the project being applied for or, if the applicant is an organization, a principal officer of the organization with the authority to obligate it;
2. has knowledge of the information presented in this application;



3. has read the guidelines for the 2022 Statewide Community Re-grants (SCR) Arts Education grants, incorporated herein by reference, and affirms 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 programs and facilities to persons with disabilities;

5. also releases, on behalf of the applicant, the Adirondack Lakes Center for the Arts, which is the administrative unit for the SCR Arts Education as well as Community Arts grants (for the ADK Quad-County region of Clinton, Essex, Franklin, and Hamilton counties), its employees, and its agents with respect to damages to property or materials submitted in connection herewith. The applicant further agrees, 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, that 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 their agents in defense of the subject litigation; and

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 the Adirondack Lakes Center for the Arts to request the return of funds awarded through this application and to disqualify the teaching-artist applicant and/or the applicant organization from this and future SCR grant opportunities.


**Check here to agree to the terms listed above. \***

**Electronic signature of the applicant of record \***

Please type in your full name as you would sign it on any legal document. Thank you for applying!

**Save Draft**

**Apply**

 [Technical Help \(https://www.submittable.com/help/submitter\)](https://www.submittable.com/help/submitter) | [Privacy Policy \(http://www.submittable.com/privacy\)](http://www.submittable.com/privacy)

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