



**Adirondack Quad-County Region
Statewide Community Re-grants Program
For Clinton, Essex, Franklin, and Hamilton Counties**

2022 Arts Education Grant Guidelines
Application Deadline: 5 pm, Friday, December 31, 2021

Adirondack Lakes Center for the Arts
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Blue Mountain Lake, NY 12812
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**Council on
the Arts**

History and Purpose

Founded in 1977, the then-named Decentralization (DEC) Grant” program was developed to ensure that New York State's cultural funding reaches every part of the state. The program—renamed the “Statewide Community Re-grants (SCR)” program by the New York State Council on the Arts (NYSCA) in 2021—forms the cornerstone of the council's partnership with local arts agencies throughout the state, providing a link between NYSCA and portions of the community that might not otherwise be able to access funding from the council.

The Adirondack Lakes Center for the Arts (ALCA) in Blue Mountain Lake is the SCR site for the Adirondack (ADK) Quad-County region encompassing Clinton, Essex, Franklin, and Hamilton counties. The ADK Quad-County SCR program serves as an umbrella for two distinct funding categories: **Arts Education** and **Community Arts**.

Arts Education Grants

This category of SCR grants funds arts-education projects that take place in K-12 schools during the school day, after school, and/or at community-based learning centers for youth and/or adult learners. Arts Education grants serve to bring teaching artists and their classroom skills into dedicated learning environments and support all genres of the arts, including, but not limited to, dance, film, folk arts, literary arts, music, theater, video, visual arts, and multidisciplinary arts. Focusing on the exploration of art and the artistic/creative process with an emphasis placed on the depth and quality of that process, projects must provide:

- Skills-based study that incorporates one or more art forms and includes a minimum of three sequential learning sessions
- In-depth, age-appropriate learning opportunities
- Hands-on, participatory creation that may culminate in an exhibit, demonstration, reading, production, or other kind of public presentation
- Stated learning goals, methodologies, and outcomes and a means for evaluation

The applicant of record must be one or more individual teaching artists, an artist collective, or a designated New York State nonprofit incorporated or registered to do business in the state (see “*Basic Eligibility*” section below). Public schools are ineligible to apply directly. Artists or collectives from outside the county in which the project is taking place may apply using a nonprofit organization from within the county as a fiscal sponsor. The fiscal sponsor then becomes the “applicant organization” and must meet the same basic eligibility requirements as an applicant organization and provide the same required documents (see “*Use of Fiscal Sponsors*” section below).

Please note: SCR applicants may submit up to three direct requests in any combination of the two main categories—e.g., an application for two Community Arts projects plus one Arts Education project. The total request amount may not exceed \$5,000. Current direct-NYSCA applicants or grantees may not apply for any SCR funding in the same grant-year cycle.

In response to the impact of the ongoing COVID-19 pandemic, the ADK Quad-County Region SCR program is reducing the usual 25%-match requirement to 10%: applicants may apply for up to 90% of their total project budget.

Basic Eligibility

Criteria include:

- The legal address of applicants must be within Clinton, Essex, Franklin, or Hamilton County, and the funded project must take place within the same county as the

applicant's legal address.

- An applicant must be an artist or artist collective, a governmental or quasi-governmental entity, a tribal organization, or a designated New York State nonprofit incorporated or registered to do business in the 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 first four documents listed below may serve as proof of nonprofit status for such organizations and must be submitted as part of the grant application. The fifth document listed pertains to governmental/quasi-governmental entities and is required to be submitted as part of those entities' applications:

1. A Letter of Determination from the U.S. Internal Revenue Service (IRS) indicating tax-exempt status under section 501(c)(3) of the 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 local/county government—i.e., a formal letter on official stationery signed by the appropriate county, city, town or village executive
- If the applicant is a nonprofit organization, it must have an active board of directors/trustees and up-to-date bylaws.
 - An individual artist or group of artists who apply, including those who use a fiscal sponsor, must each be 18 years of age at the time of application.
 - In no way may applicants discriminate on the basis of race, color, national origin, religious belief, gender, gender identity, sexual orientation, or disability.
 - Previous grantees must have submitted all required final reports from all previous cycles.
 - All projects must be completed during the funding cycle. For 2022, the cycle is from March 1, 2022 through December 31, 2022.
 - All applicants (new and returning) must attend a seminar focused on the guidelines and application process for the 2022 cycle (or confer one-on-one) with the grant coordinator (see *"Schedule of Grant-Application Seminars"* section below).

Additional Criteria for K-12 In-School Applications

- Projects must take place during the school day.
- There must be at least one arts teacher from the partnering school actively involved with the project in a hands-on teaching capacity.
- Activities and outcomes must be collaboratively planned, taught, and evaluated by the participating artist(s) and teacher(s).
- Inter-curricular collaboration is encouraged.
- Projects must address the New York State Learning Standards for the arts and, when applicable, non-arts subjects.
- Each of the sequential, skills-based contact sessions must include the same core group of students and teaching artist(s), incorporating one or more art forms.
- Projects must not appear to replace the role of certified K-12 school teachers.

- A written letter of commitment from the school partner(s) to the teaching artist(s) or arts organization is required. 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 must be on the school's letterhead and signed by the principal and partnering arts teacher.

Additional Criteria for K-12 After-School or Community-Based Learning Applications

- Projects must take place in after-school programs at K-12 schools or in community-based learning centers for youth, adult, and/or senior learners.
- Each of the sequential, skills-based contact sessions must include the same core group of students and teaching artist(s), incorporating one or more art forms.
- A written letter of commitment is required from the school where the after-school project is taking place or from the learning center to the teaching artist(s) or any arts organization involved. The letter must outline in detail the school/learning-center's support of the project (monetarily and otherwise) and anticipated roles and responsibilities for each partner involved. The letter must be on the school's/center's letterhead and signed by the school's principal and arts teacher or the director of the learning center.

Use of Fiscal Sponsors

Under certain circumstances, individual teaching artists or artist collectives interested in proposing an SCR Arts Education project will need to apply through a fiscal sponsor. The entity serving as the fiscal sponsor becomes the "applicant organization" and must meet the same eligibility requirements as an applicant organization listed above.

Please note:

- The fiscal sponsor must be based in the county in which the proposed project is to take place; however, the sponsored artist(s) or group is not required to reside in that county.
- A direct-SCR applicant may also serve as a fiscal sponsor and may sponsor more than one applicant since the sponsored requests do not count toward the three-request limit or the \$5,000 maximum request.
- Current direct-NYSCA applicants or grantees may not serve as an SCR fiscal sponsor in the same grant-year cycle.

Additional Fiscal Sponsor Prerequisites and Expectations

Sponsoring organizations may serve merely as fiscal "agents" for the sponsored artist(s)/group and limit their role to receiving, disbursing, and reporting on grants. Alternatively, the sponsoring organization may provide additional fiscal, administrative, and other services to the sponsored artist(s)/group. When choosing a fiscal sponsor, the artist(s)/group must decide on and then establish the role of the sponsoring organization, which must be fully described in the grant application. The sponsored artist(s)/group are expected to meet with the sponsoring organization prior to the preparation of the application. The sponsoring organization should work with the sponsored artist(s)/group to make sure their collaboration and application are in compliance with the SCR program's requirements and procedures.

A fiscal sponsor is responsible for:

- Having knowledge and understanding of the SCR application criteria and guidelines
- Consulting with the sponsored artist(s)/group/regarding project eligibility and conveying all relevant grant-application information, including deadlines and details related to

online access

- Executing a letter of agreement with the sponsored artist(s)/group that clearly outlines the administration of the project and defines mutual responsibilities
- Providing all supporting information and documentation required for the application and working out with the sponsored artist(s)/group which of the two entities is to be responsible for filling out, reviewing, and/or submitting the application
- Informing the sponsored artist(s)/group of application/funding decisions in a timely manner and prior to the expiration of the appeals period
- Receiving and disbursing granted funds and ensuring that all relevant tax filings and reporting are executed as required
- Ensuring that the project for which funding is being sought occurs within the required contract period (3/1-12/31/22) and within the county in which the fiscal sponsor is based
- Ensuring that a final report on the outcome of the project and the expenditure of the grant funds is written, reviewed, and submitted to meet the deadline issued by the region's grant coordinator

What SCR Arts Education Awards Can Fund

1. Teaching artists' fees
2. Supplies and materials needed for the execution of the program
3. Administrative expenses directly related to the proposed program

What SCR Arts Education Awards Cannot Fund

Grantees are prohibited from using SCR funds awarded in the Arts Education category for the following items:

1. New York State agencies and departments, including SUNY schools
2. Public universities or colleges and public, private, or parochial secondary and elementary schools.
3. Staff or board members of SRC sites
4. Student projects
5. Unincorporated organization, artist-collective, or individual-artist applicants without an eligible fiscal sponsor
6. Applicants, including those with a fiscal sponsor, who have applied directly to NYSCA for grant funding in the same year's cycle or who are in the midst of a multi-year grant from NYSCA
7. Projects involving partners who apply directly to NYSCA: direct-NYSCA applicants or grantees may not serve as a fiscal sponsor for an SCR applicant nor can a NYSCA grantee benefit from ticket sales or other revenue from an SCR project.

Please note: A NYSCA grantee may offer its venue gratis to an SCR-funded project.

The SCR grantee may pay for any direct costs related to use of the venue; however:

- a. The NYSCA grantee must not handle the box office or ticketing;
 - b. The NYSCA grantee must not profit from the SCR project; and
 - c. The project must not be advertised as part of the NYSCA grantee's season/programming.
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 greater than an applicant's project expenses minus total project income
12. Non-arts activities, including:
 - Food and drink in general and any expenses incurred for receptions, galas, benefits, or fundraising events in particular
 - "Party-type" entertainment such as balloons, clowns, and/or magicians
 - Projects that are recreational, therapeutic, rehabilitative, or religious in nature including at-risk/social-service programs when the purpose is primarily for rehabilitative aims, therapeutic aims, or worship
13. Activities that are not open to the general public such as those at camps, clubs, or business/college associations
14. Projects that take place in private homes
15. Acquisition of works of art
16. Contingency funds
17. Permanent equipment or capital improvements
18. Creation of textbooks or classroom material
19. Lobbying expenses
20. Projects in which children are used as professional artists (i.e., they are paid a fee)
21. Regrants made by applicants to fund other activities
22. Cash prizes, juried shows, fellowships, scholarships, and other awards to students
23. Past DEC/SCR grantees who have failed to submit final reports
24. Projects for which selected students are taken out of regular classes or in which student participation is self-selected
25. Stand-alone assembly programs, single performances, or one-time visits to cultural institutions

The Application Process

All applications must be submitted electronically through our online submission platform, Submittable.com. If you do not have an account, you will have to create one. The application can be accessed through <https://www.adirondackarts.org> or by using the following link:

<https://adirondacklakescenterforthearts.submittable.com/submit>

The application format must be adhered to and the application completed in its entirety, including all required attachments. Required fields are indicated with a red asterisk and must be completed in order to finalize and submit the application.

Application Components

These include:

1. **Project narrative.** Along with the project budget, the project narrative is the most important component of your application. The key to writing a successful grant application 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. Your job is to convince the members of the review panel that your proposal is worth their support and you can carry out the project at a high level of merit and skill. The project narrative offers the best opportunity to make that case.

2. **Project budget and budget notes.** All applicants must use the provided budget form. It's an Excel document that can be obtained by emailing the grant coordinator at fred@adirondackarts.org. The budget form must be completed in its entirety, including the in-kind section on the back of the form if any such contributions are in hand or expected. Please indicate all secured and anticipated funding/revenue sources, along with all known or anticipated expenses.

The budget notes section should be used to explain to any aspects of the project budget that panel reviewers may have questions about—for example, an unusually large expense line-item.

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

3. For in-school projects, a **letter of commitment** is required from the partnering school to the professional teaching artist(s) and any arts organization involved. 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 partnership letter should be on the school's letterhead and signed by the principal and the artist(s) and any other partners.

For after-school projects or those taking place at community-based learning centers, a **letter of commitment** is required from the school or community-based partner/partnering organization to the professional teaching artist(s) and any arts organization involved. The letter of commitment must outline in detail the school's or learning center's/partnering organization's support of the project (monetarily and otherwise) and anticipated roles and responsibilities for each partner involved. The partnership letter should be on the learning center's/partnering organization's or school's letterhead and signed by the center's/organization's director or the principal of the school and the artists(s) and any other partners.

4. **Proof of nonprofit status** (if applicable). Any nonprofit organization, governmental/quasi-governmental entity, or tribal organization involved in the application must submit one of the relevant documents listed in the "Basic Eligibility" section above.
5. If applicable, the applicant organization's **current list of board members and bylaws**
6. If applicable, a **letter of agreement** between the fiscal sponsor and sponsored artist(s) (see "Use of Fiscal Sponsors" section above).
7. If applicable, the applicant organization's **year-end financial statement** for its most recent completed fiscal year—e.g., a profit-and-loss statement showing a detailed list of revenues and expenses for that fiscal year
8. A **resume or brief professional biography** for key artist(s)/project manager(s) and school teacher(s)
9. **Letters of support** (optional). Applicants may include one or more letters from community members expressing the need for the project and/or showing support for their organization or their work as an artist.
10. **Lesson plans** for each contact session. They must clearly state the learning objectives,

procedures, and how the teaching artist(s) will present the material and in what sequential order, along with a means of evaluation. Applicants are encouraged to use the lesson plan template that can be obtained by emailing the grant coordinator.

11. **Relevant work samples.** These must be submitted electronically as part of the completed application:

- **Audio or video:** Digital files (e.g., MP3, MP4) with, or a URL linked to, excerpts of recent work totaling no more than five minutes of running time (out of respect to panel reviewers' time), labeled clearly with name of artist/work title/year of creation
- **Images:** Up to 10, which may include diagrams and sketches of proposed work and/or depictions of previous projects (e.g., JPGs; no PowerPoint presentations)
- **Writing:** Up to five pages of a complete or excerpted sample for literary arts projects

The Application Deadline

Applications must be submitted to ALCA's Submittable.com site by 5:00 pm on Friday, December 31, 2021. Late or incomplete applications will not be accepted regardless of the reason. It is HIGHLY recommended that you submit your application a day or more before the deadline day to avoid any technical glitches.

Please note: After you have submitted your application successfully, you should receive a confirmation email generated by Submittable to the email address associated with your Submittable account. If you do not receive confirmation, you should assume your application was not submitted and contact Submittable technical support and/or the grant coordinator.

The Grant Review Process

Applications are reviewed for eligibility, completeness, and accuracy by the grant coordinator, who may contact you by email/phone to clarify and review information once you've submitted your application.

All eligible applications are evaluated by a peer review panel comprised of area residents knowledgeable about the arts. The panel's recommendations are submitted to and reviewed by the Arts Center's Board of Trustees for final approval.

Optional Application Review Period

It is highly recommended that applicants take the opportunity to submit an application draft via Submittable.com for review by the grant coordinator at least two weeks before the submission deadline. No changes can be made post-deadline. Prior review by the grant coordinator does not guarantee funding.

Please note: The optional review period deadline is Friday, December 17, 2021.

Evaluation Criteria

Awards are based on a competitive review process. Due to strict guidelines and limited funds, not all applicants will receive funding. Each project is reviewed on the basis of its own merits and against others in the application pool.

The review panel will make funding recommendations based on the following criteria:

Artistic Merit

- Quality and professionalism of the artist or artists
- Quality of work and logistics of the presentation of the work

- Quality of service
- Experience of the artist

Managerial Competence

- A clear and articulated plan for executing the program and the partnership with the school personnel or the community-based organization
- Clearly outlined lesson plans for each contact session with the core group of students and for in-school projects how the artist(s) and school teacher(s) will collaborate
- A balanced budget with appropriate budget notes
- A clear plan for reaching other students (if applicable)
- Past-performance history/bio

Service to Students and the Community

- Diversity of programming
- Diversity of student body, including age range, race/ethnicity, socioeconomic status, cultural background, and participation of youth and/or senior learners
- Crossover curriculum, if appropriate
- Culminating event, if applicable

Local Funding Priorities

- Projects that cross real and perceived boundaries in the community
- Projects that address areas of distinct cultural deficiency—e.g., programs for underserved rural communities
- New professional-artist applicants
- New art form that has not been represented in the past
- New school applicants
- New projects from new or returning applicants
- Projects elaborating regional history and/or cultural diversity

The 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 individuals' needs. Each NYSCA grantee is required to provide assurances that it will comply with the Rehabilitation Act of 1973 (section 504) and the Americans with Disabilities Act of 1990 in making its projects accessible to individuals with disabilities.

Write to the National Endowment for the Arts (NEA) to request its publication "The Arts and 504" and its companion piece, "Program Evaluation Workbook," at: 1100 Pennsylvania Ave., N.W., Washington, DC 20506. Or contact the NEA's Office for Access Ability at 202-682-5532, 202-682-5613 (fax), and 202-682-5496 (TTY). You can also find ADA information and help at:

<http://www.usdoj.gov/crt/ada/adahom1.htm>

Contracts and Payment Procedures

Each applicant will be notified of the review panel's decision in late February/early March 2022 by an email sent via Submittable. If applicants are awarded funding, they must first accept the

“Terms and Conditions” of the grant award via Submittable. After applicants have accepted, contracts will be mailed to the applicant of record. Contracts must be returned before checks are awarded. Grant checks and certificates are typically awarded at an awards ceremony held at one of the cultural centers located throughout the four counties. Deviations from this schedule may occur. Applicants will be notified as quickly as possible of any changes.

The Appeals Process

In the event that your project is not funded, the following steps are set in place to ensure a fair appeals process for all applicants. Applicants should first consult with the grant coordinator to review the considerations that went into the panel’s decision. Following the consultation, if applicants wish to pursue an appeal, they must submit a formal request in writing within 14 calendar days from the issue date on the denial letter. The applicant will receive a written response, and the appeal will be assigned to a different panel, which will meet to examine the grounds of the appeal. The appeals panel will provide a recommendation to the ALCA’s Board of Trustees for final approval. 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.

Please note: An applicant's dissatisfaction with a denial of an award or with the grant amount is not eligible for an appeal.

Grantee Responsibilities

Receiving an SCR award carries responsibilities for the grantee. All grant recipients must:

1. Sign and return a contract to the SCR site prior to receiving the grant check, which typically is presented to grantees at an annual awards ceremony
2. Notify the grant coordinator immediately if a project cannot take place or if any changes need to be made to the project
3. Notify the grant coordinator at least two weeks prior to any publication presentations of a funded project and provide two tickets for an auditor
4. Copy the grant coordinator on all press releases, advertisements, flyers/posters, mailings, e-blasts, and other marketing/promotional pieces
5. File a final report for each project within 30 days of completion of the project or by whatever deadline is indicated by the grant coordinator
6. Use, wherever feasible, the following logo for the Adirondack Lakes Center for the Arts:



The SCR/NYSCA/ALCA credit statement below is **required** on all publicity and marketing materials:

This project is made possible with the funds from the Statewide Community Regrant 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 Adirondack Lakes Center for the Arts.

7. 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 project and acknowledging their support for the SCR program

Schedule of Grant-Application Seminars

The SCR application process begins by attending one of the many how-to-apply seminars scheduled for the ADK Quad-County service area—with most, if not all, taking place online via Zoom depending on whether restrictions on public gatherings stemming from the COVID-19 pandemic reoccur and render in-person seminars problematic, if not entirely prohibited.

The grant coordinator will review changes in the grant guidelines from the previous year, answer questions, and provide feedback and technical assistance. The seminars are free and open to the public. **All applicants (new and returning) must attend a seminar or arrange for a one-on-one consultation with the grant coordinator.**

Please note: The contact person for the application, the writer of the grant, and the project coordinator must attend the seminar whether it is one person or they are two or more different people.

Prospective applicants must register for a seminar in advance by emailing the grant coordinator. Seminars will likely take place from November through mid-December leading up to the 12/31/21 deadline in various locations throughout Clinton, Essex, Franklin, and Hamilton counties—if conditions related to COVID-19 allow—and via Zoom. Please visit ALCA's website for the seminar schedule: adirondackarts.org

Frequently Asked Questions

If I have received funding in the past, may I apply again?

Of course! If you have received funding in the past, you are eligible to apply again. However, prior funding does not guarantee continued support. Each application is reviewed in the context of the current program guidelines, funding priorities, and evaluation criteria. The review panel will also consider compliance with previous contract and reporting requirements. When reviewing projects that have received funding in the past, priority will be given to projects that are able to successfully demonstrate growth, artistic expansion, community support, and/or continued community need.

How much of the total project is the grant intended to cover?

Statewide Community Regrant awards usually are not intended to cover the complete cost of the proposed project, nor do they often fund projects at the maximum-allowed request of \$5,000. In 2019, for example, grant awards ranged from \$306 to \$4,500. The average grant was approximately \$2,170.

Because of the impact of the COVID-19 pandemic on our grant-supported projects in 2020 and 2021, the match requirement for 2022-cycle projects is being reduced from the usual 25% to 10%. Project budgets therefore must show that a minimum of 10% of the proposed project income comes from in-kind donations and/or other cash-income funding sources.

May I apply for funding for more than one project?

Yes. A single applicant may submit up to three project requests for Arts Education and/or Community Arts grants.

Please note: the total request amount cannot exceed \$5,000. Fiscally sponsored requests

do not count toward the fiscal sponsor's three-request limit and the \$5,000 maximum.

Must I attend a grant-application seminar?

Yes. Attending a seminar is required for all applicants, regardless of whether you have applied in the past. If you are unable to attend a seminar due to scheduling conflicts, you must contact the grant coordinator to schedule a meeting with her or him. The purpose of these meetings is to provide an overview of the SCR program and familiarize the applicants with the grant guidelines and application process. They also give applicants the opportunity to consult with the grant coordinator on the specifics of their projects and get feedback before applying.

Given the uptick in our region of COVID-19 cases, most, if not all, seminars focused on the 2022 grant cycle will be held via Zoom. The grant coordinator will make every effort to accommodate requests for one-on-one consultations, typically by Zoom/phone, from prospective applicants who cannot attend any in-person seminars scheduled or have difficulty making any seminars held via Zoom.

I am an out-of-county artist: am I eligible to be a direct applicant?

Artists providing programs in a county they do not permanently reside in are eligible for SCR funding using a fiscal sponsor whose legal address lies within the county in which the program is taking place. The fiscal sponsor must meet all of the eligibility requirements listed above for an applicant organization. The fiscal sponsor must be the applicant organization and receive the funds on the artist's behalf as a pass-through (see "Use of Fiscal Sponsors" above).

Does the amount requested in the application affect the prospects for the project being approved or the amount of funding it is awarded?

While the evaluation criteria are paramount and remain relatively constant from year to year, each cycle's review panel may have different priorities within those criteria. One year the review panel may prefer to fund more projects at lower amounts, while another year the panelists may prioritize the goal of funding fewer projects at higher amounts.

For this 2022 cycle, our advice is to give as much thought as possible to planning your project and determining its budget and then ask for as much as you reasonably think you will need to develop and administer a high-quality project.

For any questions or requests for additional information/materials regarding the ADK Quad-County Region SCR Program, please contact Grant Coordinator Fred Balzac at 518-588-7275 or fred@adirondackarts.org. Thank you for your interest in applying!