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Fred Balzac



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THE ADIRONDACK LAKES CENTER FOR THE ARTS  
THE ARTS CENTER

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Following

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

Prior to applying for Statewide Community Re-grants (SCR)—formerly "Decentralization Grant"—funding, an applicant must read the 2022 Community Arts 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

Name of the organization applying \*

Legal name of the organization, which must be a governmental or quasi-governmental entity, tribal organization, or a designated New York State nonprofit incorporated in or registered to do business in the state

**Name of the executive director or chief officer at the applicant organization \***

Full name of the applicant organization's executive director or of the person in the equivalent position

**Name of the project manager \***

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

**The project manager's email address \***

**The project manager's phone number \***

**Is the project manager, or in projects involving one or more individual artists and a fiscal sponsor (as opposed to an arts group), the sponsored applicant 18 years or older? (Check only one.) \***

- The project manager or, in projects involving a fiscal sponsor, the sponsored applicant is at least 18 years old.  The project manager or sponsored applicant is not 18 years old.

Required by the New York State Council on the Arts (NYSCA): If the project manager or sponsored applicant is not 18 years or older at the time the application is due, the proposed project is not eligible for this grant.

**Is the applicant organization a fiscal sponsor for an artist collective, an arts group, or one or more individual artists? \***

- 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.**

**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(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) Community Arts guidelines. Blank letter-of-agreement forms can be obtained by emailing the grant coordinator at fred@adirondackarts.org.

**The applicant organization's email address \*****The applicant organization's phone number \*****The applicant organization's mailing address: street address or P.O. Box number \*****The applicant organization's mailing address: city or town \*****The applicant organization's mailing address: state and zip code \*****The applicant organization'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 organization'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").

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

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

- Governmental or quasi-governmental entity
- Tribal organization
- Designated NYS nonprofit incorporated in, or registered to do business in, the state

**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**

Upload a file. No files have been attached yet.

Acceptable file types: .pdf, .doc, .docx, .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 Community Arts application:

1. A Letter of Determination from the 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 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 insert the applicant organization's list of 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.

**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 state 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>.

**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: .doc, .docx, .pdf

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 Community Arts grant, which is counted as part of the 2022 cycle.

**Have you or the organization applied for a Decentralization (now SCR) grant before? If yes, please list the year(s), project title(s), 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: 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 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 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 Community Arts projects (adding a Project B or a Project B and C), you will need to copy and answer questions 1 to 21 listed in Section 4 separately for each additional project and upload them as separate files immediately below. Please disregard the text-box formatting for answers larger than 10 characters.

**File upload(s)**

**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, .jpg, .jpeg, .mp3, .m4a, .wav, .mp4, .mov, .xls, .xlsx

Upload one or two additional project applications here, if you have any, along with the supplemental attachments that go with them.

**1. Project title \***

**2. Project location (or venue) and address \*****3. Artistic discipline of your project (check all that apply) \***

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

**If you chose "Other," please describe the discipline(s) here:**

**4. Project dates \***

Indicate both the start and end date.

**5. Please provide a brief overview of the project. \***

Limit: 250 words

**6. 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 Statewide Community Regrant (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 panelists 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/scr-grant-resources>.

**7. If this project was ever funded by the then-named "Decentralization" or "DEC" program in previous years, how has the project evolved over time? If this is a new project, please indicate that. \***

Questions to address include:

- 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 one or more resumes/bios for artists participating in the project. \***

**Choose File**

Select up to 12 files to attach. No files have been attached yet. You may add 12 more files.

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

One 1-page resume or bio only for each key artist or arts group is allowed. An artist's-vision statement may be substituted for a resume/bio; but they also are not to exceed one page per artist/group. Project-manager resumes/bios may be included, but applications that include at least one artist resume/bio are preferred to those with only project manager resumes/bios.

**9. Estimate the number of adults served. \***

**10. Estimate the number of youths served. \***

**11. Estimate the total number of audience members 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 as proposed in this present application? \***

- Yes
- No

The panel reviewers will want to be assured, if they grant you less than 100% of your request, that your project will still take place and be successfully carried out.

**14. If yes, how will you make up the deficit in funding and adjust your project? \***

Limit: 250 words

**15. Please upload an anticipated Project Budget using the blank Excel budget form that you need to obtain 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 provided Excel budget form. For the revenue side of the ledger, please show any projected, estimated, and/or committed financial support. The 25% of financial support that typically must be obtained independently of DEC/SCR grant funding has been reduced to 10% for the 2022 cycle in recognition of the financial difficulties many arts organizations have experienced because of, or related to, the COVID-19 pandemic. The budget remains important in demonstrating fiscal and managerial competence. Any additional financial support you can show (i.e., >10% of matching funds), while not required, is a plus.

**16. Budget notes \***

Recommended notes include: explaining any large budget numbers, explaining your admission fee rates (if applicable), explaining any numbers that might raise a question, and listing any in-kind donations and their sources.

**17. Total cash income (excluding the requested grant amount) \***

Your project's total cash income, apart from the SCR grant request, must be at least 10% of your total project budget.

**18. Total cash expenses \***

This amount should equal the total cost of your project, including the line items you plan to allocate the SCR grant to if awarded it.

**19. Total grant request \***

Your total grant request must not exceed \$5,000 whether you are applying for one, two, or three projects.

**20. Artistic sample(s) \***

**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 be selective. Submit only samples that best complement your application and reflect the artistic merit of the project:

- \* Audio-video samples: no more than 5 minutes please! Label clearly with the name of the artist, title of the work, and year of creation.
- \* Images: no more than 10 images, which may include diagrams and sketches of proposed work and/or images of previous projects (no PowerPoint presentations)
- \* Literary arts: no more than 5 pages

**Comments on artistic sample(s)**

Limit: 250 words

Label or describe attached artistic sample(s).

**21. Please upload any letters of support.**

**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

It is optional to upload up to three letters of support—e.g., from community members expressing the need for the project; artists outside your organization who have worked with it, including on a previous grant-funded project; and/or elected or other public officials writing to express their support of your organization and its project/application.

**Section 5: Additional Questions**

**How did you hear about these 2022 Statewide Community Re-grants (SCR) Community Arts grants? \***

**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 Community Arts 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 6: Certification and release**

The undersigned certifies that he or she (or they):

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 2022 Statewide Community Re-grants (SCR) 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 the SCR Community Arts and Arts Education grants, 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 may disqualify the applicant organization and/or artist(s)/project manager(s) from this and future SCR grant opportunities.

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

**Electronic signature of applicant organization's executive director, chief officer, board president, or head of municipality. \***

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

**Save Draft**

**Apply**

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