

January-February 2024

Adirondack Quad-County Region
Statewide Community Re-grants (SCR) Program for
Clinton, Essex, Franklin, and Hamilton Counties

2024 Application Guidelines



Overview

Funded by the New York State Council on the Arts (NYSCA), the Statewide Community Regrants (SCR) Program supports projects proposed by arts organizations and artists on an annual basis. Applicants can request a maximum of \$5,000 for one, two, or three projects in any combination of several categories, except as noted below (minimum requests of \$1,000 are encouraged but not required). There is no limit on the amount of the total budget for these projects as long as the budget is equal to or more than the amount requested, and a minimum of 10% of the total revenues must be derived from other sources besides the SCR award in two of the three grant categories.

The Adirondack Lakes Center for the Arts (ALCA) is the SCR site for the Adirondack (ADK) Quad-County Region of Clinton, Essex, Franklin, and Hamilton counties. For the 2024 cycle, ALCA's SCR program will consider projects proposed in the following categories: (1) **Arts Education**; (2) **Community Arts**, including an item (introduced in 2023) among the "Local Priorities for SCR Funding" evaluation criterion—projects focused on Native American and other indigenous people's arts, culture, and history; and (3) **Individual Artist**, for which all approved applications are awarded \$2,500 per commission, the maximum allowed by NYSCA.

To be considered, all applicants must meet the eligibility criteria and submit a completed application online via the platform *Submittable*. Artists, project managers, and/or grant writers who, or representatives of organizations that, did not apply either for a 2021 Decentralization (DEC) or 2022 or 2023 SCR grant must attend one of the "How-to-Apply" seminars offered throughout the region during the application period. For those who did apply during one or more of those cycles, attendance at a seminar is optional.

Background, Missions, Values and Priorities

Founded by NYSCA in 1977 as the "Decentralization (DEC) Grant Program" and renamed in 2021, the SCR Program was developed to ensure that New York State's cultural funding reaches every part of the state. The program has since become one of NYSCA's most effective means of making arts support available to geographically, economically, and ethnically diverse segments of the state's population, serving most of New York's 62 counties and funding all-volunteer community groups as well as established nonprofit organizations with paid professional staff.

The mission of NYSCA is to preserve and expand the rich and diverse cultural resources that are and will become the heritage of New York's citizens. The council strives to achieve its mission through its core grant-making activity, by convening field leaders, providing information and advisory support, and working with partners on special initiatives to achieve mutual goals.

On the cover: Guitarist and lead vocalist "Doogie" Atsiaktonkie David (center) and bass guitarist Terry "Tare Bear" Terrance (far left) are the mainstays of December Wind, an Akwesasne, NY-based band that incorporates Native American sounds into their original folk-rock songs. With an ensemble that featured (from left to right) Neddie Thompson on drums, Uniit Carruvo on backing vocals, and Kim Lawrence on shakers, the band performed an SCR-supported concert in October 2023 at Pendragon Theatre in Saranac Lake, which was presented by project manager Peter Seward of Lake Flower Landing, via the fiscal sponsorship of the Town of North Elba (photo by Peter Seward).

Values. The efforts of NYSCA staff members are guided by their belief in the fundamental importance of arts and cultural expression in people’s lives and a commitment to serving three constituencies—artists, arts/cultural organizations, and the public—expressed as follows:

- **Artists are at the center of creative endeavor.** Staff members of NYSCA are committed to providing artists with opportunities for artistic development and the public presentation of their work. The agency encourages arts and cultural organizations to work with artists to support the creation, presentation, and dissemination of their work and serves as an advocate on issues that are vital to artists.
- **Strong arts and cultural organizations are vital to connecting the arts to people’s lives.** Staff members are committed to assisting a wide range of arts and cultural organizations to achieve their artistic, programmatic, educational, community, and organizational goals. As the arts field evolves and changes, NYSCA seeks to support organizational development and ongoing professional development, continuity of leadership, and improvement of professional conditions for leaders within cultural organizations.
- **Every citizen of New York State can have a meaningful connection to creativity and every community has a right to cultural self-determination.** The council is committed to making the arts accessible to all the citizens of New York State.

Priorities. The New York State Council on the Arts embraces the widest spectrum of cultural expression and artistic pluralism and encourages funded organizations to demonstrate a holistic and comprehensive commitment to diversity, equity, inclusion, and access (DEIA). The council interprets underrepresented communities as including, but not limited to, African American/Caribbean, Asian/Pacific Islander, Latino/Hispanic, Middle Eastern, and Native American/indigenous communities; people in geographically remote areas; disabled communities; LGBTQIA communities; neurodiverse communities; vulnerable aging populations; veterans; low-income and homeless populations; and juveniles and adults involved with the justice system.

The mission of the Adirondack Lakes Center for the Arts as a presenter, producer, and educator in the artistic disciplines is *to promote, develop, cultivate, and foster quality programs in the arts, sciences, and humanities that inspire, enrich, educate and entertain people of all ages throughout the Adirondacks, as well as providing technical assistance to nonprofits, local government, and area businesses*. The aim of the ADK Quad-County Region SCR Program is to embody the mission of both ALCA and NYSCA, as well as the council’s values and priorities, through the administering of grants and other arts-related services to the people and communities throughout Clinton, Essex, Franklin, and Hamilton counties.

Categories

Regardless of category, SCR funding awards support all genres of the arts, including—but not limited to—dance, film, folk arts, literary arts, music, theater, video, visual arts, and interdisciplinary/multidisciplinary arts; as well as exhibits, festivals, performances, readings, screenings, and workshop series—live, virtual, hybrid, and/or via multimedia. Categories are distinguished from each other as follows:

- **Community Arts:** These grants provide support for arts and cultural projects to community-based nonprofit organizations, arts groups, artist collectives, or individual artists whose projects enhance the life and culture of the communities where the applicants live and operate. In some cases, funding awards enable emerging professional artists and organizations to grow professionally. Projects can be single events or part of a series. Eligible projects must be community-based and open to the general public.

- **Arts Education:** These grants fund projects in two strands: **pre-K-to-12 in-school** programs and **after-school or community-based learning** programs for youth and/or adult learners. The grants serve to bring teaching artists into the classroom or other dedicated learning environments for all ages. Focusing on the exploration of art and the artistic process with an emphasis placed on the depth and quality of the creative 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- and skills-appropriate learning opportunities;
- Hands-on, participatory creation that may culminate in an exhibit, demonstration, reading, production, or other kind of public presentation; and
- Stated learning goals, methodologies, and outcomes and a means for evaluation.

The applicant of record must be one or more individual teaching artist(s), an artist collective, or a designated New York State nonprofit incorporated, or registered to do business, in the state (see “Eligibility Criteria and Requirements” 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” below).

- **Individual Artist:** These grants offer commissioning support to individual professional artists for the creation of new work in a community setting. This regrant opportunity represents a “live and work” investment in local artists. It is designed to increase support for artist-initiated activity locally and to highlight the role of artists as important members of the community.

- **Community Engagement.** Projects in this category must engage a segment of the community through a public program such as an exhibit or performance open to the public. Projects may also involve community members in the development and creative process of the artist’s project—in the form of, for example, feedback, response, interaction, and/or social practice by or with community participants. Specific examples include interviews with a segment of the community, creation of parallel work by a community group, or stories and anecdotes collected from a community group that relate to the concept or content of the project.
- **Funding.** Individual Artist grants are \$2,500 per commission. No matching funds are required. Artists apply directly in this category. A fiscal sponsor or community-based partner is not required.

Eligibility Criteria and Requirements

The following criteria must be met regardless of category—with any exceptions noted further below:

- The legal address of the organizational or individual applicant of record 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 organization must be 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:* 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; OR
2. Documentation of being chartered by the NYS Board of Regents under Section 216 of the NYS Education Law; OR
3. Documentation of incorporation under Section 402 of the NYS Not-for-Profit Corporation Law; OR
4. A current filing receipt from the NYS Bureau of Charities in the Office of the Attorney General; OR for governmental/quasi-governmental entities
5. Official authorization as an arm of county or local government—i.e., a formal letter on official stationery signed by the appropriate county, city, town, or village executive.

- Applicant organizations must have an active board of directors/trustees and up-to-date bylaws.
- In the Community Arts category, organizations, collectives, or individual artists who do not meet these requirements can apply for SCR funds through a fiscal sponsor or community-based partner (e.g., a public library). The entity serving as the fiscal sponsor becomes the “applicant organization” and must meet the same eligibility requirements listed in this section for a direct nonprofit-organization applicant and provide the same required documents.
- 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 and may not be enrolled in a full-time degree program.
- In no way may applicant organizations discriminate on the basis of race, color, national origin, religious belief, gender, gender identity, sexual orientation, or disability. *

*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>

- Previous grantees must have submitted all required final reports from all previous cycles.
- All projects must be completed during the funding cycle. For 2024, the cycle is from January 1, 2024 through December 31, 2024, with the possibility of an extension up to six months at the discretion of the SCR coordinator.
- Organizations and individuals who applied for direct-NYSCA funding for fiscal year 2024, regardless of whether their application was approved, or who are receiving direct-NYSCA funding in 2024—e.g., via a multiyear grant—cannot apply for any SCR funding for the 2024 grant cycle.

Additional Arts Education Criteria & Requirements: Pre-K-to-12 In-School Projects

- Projects must take place during the school day and in partnership with a public school.
- Private and parochial schools are ineligible for such partnership.
- School partners involved in any arts-education projects currently receiving direct-NYSCA funding are not eligible for an SCR Arts Education regrant.
- Arts Education regrant funds must not replace, or appear to replace, the role of certified arts teachers in schools.
- Inter-curricular collaboration is encouraged but not required.
- A letter of commitment from the partner school to the arts organization or artist must be included with the application. The letter must outline in detail the school's support of the project (e.g., cash, in-kind donations) and anticipated roles and responsibilities for each partner involved. The letter should be on the school's letterhead and signed by the principal.

Additional Arts Ed Criteria & Requirements: After-School/Community-Based Projects

- Projects may take place in a community-based setting such as a school, library, community center, or arts-organization facility.
- Projects are provided to a closed group of learners, not open to the general public (e.g., once registration closes or the first session begins). These groups may be composed of a particular age group (e.g., youth or adult learners of specified age ranges) or of participants of all ages.
- A letter of commitment from the partnering community organization to the artist(s) (or vice versa) must be included with the application. The letter must outline in detail the organization's support of the project (e.g., cash, in-kind donations) and anticipated roles and responsibilities for each partner involved. The letter should be on the organization's letterhead and signed by its director.

Additional Considerations for Arts Education Projects

- The SCR grant funds should be directed primarily toward artist fees but may include administrative support and the cost of materials.
- For in-school programs, all applicants must be working with an eligible partner school. For out-of-school programs, eligible teaching-artist applicants may apply directly.
- If an individual artist or unincorporated group is working with a public school that is out of their county of residence, the applicant must have a nonprofit fiscal sponsor in the county of the public school where the project is to take place.

Additional Individual Artist Criteria & Requirements:

Applicants in this category must be current New York State residents and a resident of the county where their proposed project will take place. Proof of residency is required. All earlier

documents must contain the individual's name and address, and documentation must be dated no more than two years prior to an application. As proof of residency, any one of the following documents must be provided by applicants:

- Telephone bill
- Credit card or bank statement (first page only; Social Security number and financial information should be blacked out or blocked in some manner)
- Current lease or mortgage agreement listing the artist's name and NYS county address
- NYS driver license or ID card
- Voter registration card

Artists must be 18 years of age at application time. Student projects are not eligible for funding.

Ineligible Applicants

The following entities and individuals are not eligible to apply for SCR funding:

- New York State agencies and departments, including SUNY schools
- Public universities and colleges and public, private, or parochial secondary and elementary schools
- Staff or board members of an SCR site
- Entities or individuals applying to fund student projects
- Unincorporated applicants without an eligible fiscal sponsor or partner organization (exception: Individual Artist category)
- Non-incorporated chapters of organizations whose "parent" is incorporated outside of the SCR site's service area
- Past re-grantees who have failed to submit final reports

Use of Direct-NYSCA Applicants or Grantees

- An SCR applicant may hire or book a direct-NYSCA applicant or grantee (as defined at the top of page 6 above) for a service with a paid fee.
- Such a NYSCA applicant 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 (e.g., custodial); however:
 - The NYSCA applicant/grantee must not profit or benefit from the SCR program (e.g., ticket sales, donations).
 - The program must not be advertised as part of the NYSCA applicant/grantee's season or programming but may be included on the organization's website and in its marketing as a "NYSCA SCR-supported project."
 - The NYSCA applicant/grantee may handle box office or ticketing for the SCR grantee but may not profit from doing so.

Eligible Projects and Allowable Expenses

Statewide Community Regrants can fund the following types of projects or expenses:

- Activities/projects of eligible local arts organizations, including both live and virtual programs
- Artist fees
- Marketing and publicity costs
- Administrative and/or planning and preparation expenses directly related to the proposed event

- Supplies and materials needed to execute the proposed project; individual items may not exceed \$1,000—e.g., art supplies, sheet music, hardware, memory cards, and other consumable equipment
- Equipment, software, subscriptions, and training needed to execute the proposed project; individual items may not exceed \$1,000—e.g., cameras, lighting equipment, subscriptions associated with virtual programming, and training to utilize these tools

Ineligible Projects and Non-Allowable Expenses

Statewide Community Re grants cannot fund the following types of projects or expenses:

- Requests greater than an applicant's project expenses minus total project income
- Start-up or seed funding for the establishment of a new organization
- General operating expenses
- In the Community Arts category, programs that are not open to the general public such as those that take place at camps, clubs, or college associations
- Events that take place in private homes
- Operating expenses of privately owned facilities (e.g., homes and studios)
- Acquisition of works of art
- Contingency funds
- The purchase of permanent equipment that exceeds \$1,000 or capital improvements
- Creation of textbooks or classroom material
- Lobbying expenses
- Re grants by applicants to fund other activities
- Cash prizes, juried shows, fellowships, educational scholarships or other awards to students
- Fees paid to children
- Non-arts-related items or activity, 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, magicians, and/or “sip and paint”
 - Projects that are recreational, therapeutic, rehabilitative or religious in nature, including at-risk/social-service programs when the purpose is primarily for rehabilitation, therapy, or worship

Project Budget

Applications for SCR funding must be accompanied by a project budget that shows income, expenses, and the request amount. The budget provides crucial information on how the applicant proposes to spend the re grant funds, which is central to the decision making of the peer review panel.

For Community Arts and Arts Education applications, the project budget must indicate the source(s) of matching funds—i.e., revenue(s) in addition to the SCR grant—that amount to a minimum of 10% of the total budget. For example, for projects with a total budget of \$5,000, the budget form must include the source(s) for a minimum of \$500 in matching funds and the SCR request amount can be as much as \$4,500. Individual Artist applications do not require any matching funds.

For Arts Education (but not Community Arts) applications, project costs to be covered by the matching funds may be met through planned in-kind contributions, cash income, or a combination of both as demonstrated in the project budget. Project budgets for all categories should include costs for appropriate project evaluation and documentation.

Applicants need to contact the SCR coordinator for a blank copy of the Excel budget form that has been required to be used in past applications—ideally, before they participate in a required or, for those who have applied in the past two years for DEC/SCR funding, optional “How-to-Apply” seminar.

Use of Fiscal Sponsors

Individual artists proposing an SCR Community Arts project or artist collectives or other organizations that are not an eligible NYS nonprofit (as defined above on page 5, second bullet point) must apply through a fiscal sponsor. The entity serving as the fiscal sponsor becomes the “applicant organization” and must meet the same requirements as a direct-applicant organization.

Please note:

- The fiscal sponsor must be based in the county in which the proposed project is to take place; however, the sponsored applicant is not required to reside in that county.
- Fiscally sponsored requests are exempt from a direct-applicant’s three-request limit. 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. The sponsored applicant is limited to three requests in any combination of categories totaling no more than \$5,000.
- Organizations that applied for direct-NYSCA funding for fiscal year 2024 or are receiving such funding in 2024 cannot serve as an SCR fiscal sponsor for the 2024 grant cycle.

Responsibilities of Fiscal Sponsors

- Knowledge and understanding of SCR funding criteria and other relevant guideline material
- Ensuring that the project for which funding is sought will occur within the appropriate contract period and required service area
- Consulting with the sponsored applicant(s) regarding project eligibility and to convey all relevant application information, including deadlines and online-access details
- Registering requests and ensuring that the application is submitted with all the required supporting information—e.g., an organizational budget, an events schedule (where applicable)
- Executing a letter of agreement with the sponsored applicant(s) that clearly outlines the administration of the grant award, if received, and defines mutual responsibilities
- Informing the sponsored applicant(s) of funding decisions in a timely manner—e.g., prior to the expiration of the appeals period
- Receiving and disbursing grant funds and ensuring that all relevant tax filings and reporting are executed as appropriate: with grants greater than \$600, fiscal sponsors must issue W-9s to grantees that are individuals, or unincorporated groups of individuals, prior to issuing the grant-award check and a 1099 tax form must be issued to the grantee(s) for their filing needs
- Ensuring that a final report on the expenditure of the grant funds is submitted after the end of the contract period

Additional Fiscal Sponsor Prerequisites and Expectations

- Sponsoring organizations may serve as fiscal agents regarding the grants for which they are applying and limit their role to receiving, disbursing, and reporting on the grant-award funds. Alternatively, the sponsoring organization may provide additional fiscal, administrative, and other services to the artist(s)/group they sponsor.
- When choosing a fiscal sponsor, the artist(s)/group must understand and establish the role of the sponsoring organization, which must be fully described in the grant application. Sponsored applicant(s) are expected to meet with the sponsoring organization prior to the preparation of the application. The sponsoring organization should work with the sponsored party to comply with the SCR program's requirements and procedures. Sponsored applicant(s) should consult with the SCR coordinator if they have questions about their relationship with their fiscal sponsor.

Community-based Partnerships

Individual artists or artist collectives may apply directly for SCR funds if working in partnership with a community-based non-profit organization that meets the criteria listed on pages 4-8 for the Community Arts category or the after-school/community-based learning center strand in the Arts Education category. Partnering schools for Arts Education projects taking place during the school day are also considered partners. *Please note:*

- A letter of commitment from the partnering organization or school, confirming the partnership with the applicant artist(s) is required. The letter must outline in detail the partnering organization's support of the project (e.g., cash, in-kind donations) and anticipated roles and responsibilities for each partner involved. The letter should be on the partnering organization's letterhead and signed by its director.
- The applicant and the partnering organization or school must both be based in the county in which the proposed activity is taking place.

The Application and Evaluation Process

Steps in this process may include—not necessarily in the following order—conceptualization of the project, applicant review of the present guidelines, required or optional attendance at an application seminar, gathering of documents and materials, drafting of the application itself, consultation with the SCR coordinator, any revisions, online submission, evaluation and scoring of applications by a peer-review panel based on criteria listed below, and final funding decisions.

“How-to-Apply” Seminars

For 2024, first-time applicants and returning applicants who did not apply either for 2021 DEC or 2022 or 2023 SCR funding are required to attend a grant-application seminar or, if scheduling is an issue, confer one-on-one with the grant coordinator. Attendance is optional for those who have applied the past two years. In the seminar, the grant coordinator will walk prospective applicants through the grant guidelines from the previous year, answer questions, and provide technical assistance. The seminars are free and open to the public.

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

For both in-person and Zoom seminars, advance registration is required, by emailing the grant coordinator. For a schedule with locations, please contact the coordinator or, once it is posted, visit adirondackarts.org/current-scr-grant-cycle (under “Grant-Application ‘How-to’ Seminars”).

Online Submissions

All applications must be submitted electronically through our online submission platform, **Submittable.com**. If applicants do not already have an account, they need to create one, which is free. The application can be accessed through ALCA's website, **adirondackarts.org** (on the second page of the "Grants" section, under the heading "How to Apply"), or by using the following link:

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:

- **Project narrative.** Along with the project budget, the project narrative is the most important part of the 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 category to which one is applying. At its most basic level, a grant proposal is a request for funds to support a project. The applicant's job is to convince the members of the review panel that the proposal is worth their support and the project can be carried out at a high level of merit and skill. The project narrative offers the best opportunity to make that case.
- **Project budget and budget notes.** All applicants must use the provided budget form. It's an Excel document obtainable by emailing the SCR 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 such contributions are expected. All secured and anticipated revenues/sources, along with all known or anticipated expenses, must be indicated.

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.

- With applications by organizations, a **financial statement for its most recent completed fiscal year**—e.g., a detailed profit-&-loss statement of revenues/expenses for that fiscal year
- A **resume or professional biography** for key artist(s)/project manager(s)—one page each
- **Relevant work samples** (done within the past three years):
 - Audio or video: Digital files (e.g., MP3, MP4) with, or a URL linked to, excerpts of work totaling no more than three minutes of running time (out of respect to panel reviewers' time), labeled clearly with name of artist, title of work, and year of creation
 - Images: Up to 10, which may include diagrams and sketches of proposed work and/or depictions of recent previous projects (JPGs preferred; no PowerPoint presentations)
 - Writing: Up to 10 pages of a complete or excerpted sample for literary arts projects

Initial Application Deadlines—Round 1

For complete SCR funding consideration for the 2024 grant cycle, applications must be submitted to ALCA's Submittable.com site by 11:59 pm on **Wednesday, February 28, 2024** (extended from February 14).

This year the ADK Quad-County Region SCR Program is offering, on a trial basis, an extended grace period for the correction of errors or the replacement of incorrect documentation in applications submitted by the *preliminary* initial deadline of 11:59 pm on **Monday, January 22, 2024**. To be considered successfully submitted, applications must be complete by this “early-bird” deadline. This limited time window for corrections should NOT be treated as a deadline extension—but rather as a courtesy offered by this SCR Program to help applicants improve the quality of their submissions, as allowed by NYSCA SCR regulations. Applicants wishing to correct their submission must contact the grant coordinator to have their application reopened, and all corrections must be by the final deadline of February 28, 2024. No further extensions will be granted.

It is HIGHLY recommended that applicants submitting their application by the **February 28, 2024 deadline** do so a day or more before the deadline day to avoid any technical glitches.

Please note: Once an application has been submitted successfully, the person submitting it should receive a confirmation email generated by Submittable to the email address associated with the applicant’s Submittable account. If one does not receive such confirmation, one should assume the application was not properly submitted and contact Submittable technical support and/or the grant coordinator.

Review and Evaluation of Applications

Time permitting, applications submitted by the final deadline of **February 28, 2024** may be reviewed only for eligibility, completeness, and/or accuracy by the grant coordinator, who may contact applicants by email/phone to clarify and review information once they have submitted their application.

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

Evaluation criteria. Funding awards are based on a competitive review process. Due to strict adherence to the guidelines and limited funds, it’s likely that not every project application will receive funding. Each project is evaluated and scored on the basis of its own merits and in relation to others in the application pool. The review panel will base its recommendations on the following criteria as they relate to the Community Arts (CA), Arts Education (AE), and Individual Artist (IA) categories:

1. Artistic merit

- Quality of the work of the artist(s), artist collective, or arts organization applying
- Quality of the experience and professionalism of the artist(s) involved in the project
- Quality of the artist’s(s’) participation in community outreach and involvement in, or service to the community
- Quality of the proposed project and of how it is to be presented to the public or students
- Uniqueness and innovation of the project compared with other programs in the region

2. Organizational/managerial competence

- A clear, accurate, and balanced project budget with relevant budget notes
- Success of the applicant organization’s history and degree of its stability (CA, AE)
- For previous grantees, responsibility and cooperation regarding past grant requirements

- A clearly defined marketing strategy using a multimedia approach (CA)
- A clearly articulated plan for executing the program and the partnership with the school personnel or the community-based organization (AE)
- 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 (AE)
- Demonstrated skill at managing and completing previous creative work (IA)

3. Service to the community and/or students

- Projects that reach and develop new and demographically diverse audiences (CA, IA)
- Projects that serve year-round residents (especially youth, seniors, geographically remote) or occur outside of peak summer season—i.e., September to June (CA, IA)
- Projects that focus on building a sense of community through the arts
- Diversity of curriculum and student body, including age range (especially youth and/or senior learners), race/ethnicity, socioeconomic status, and cultural background (AE)
- Inclusion of crossover curriculum, if appropriate, and a culminating event (AE)

4. Local Priorities for SCR Funding

- Projects that cross real and/or perceived boundaries in the community
- Projects that address areas of distinct cultural deficiency—e.g., programs for underserved rural communities
- Creative and innovative projects that represent diverse cultures and backgrounds
- New projects from new or returning artist, organizational, or partnering school applicants
- All genres, including multidisciplinary and art forms that have not been applied for in the past
- Applicants who hire artists—whether they are based inside the SCR region or outside of it—as a part of their project
- Projects/performances that are collaborative in nature
- Projects elaborating regional history and/or cultural diversity
- NEW SINCE 2023: Projects focusing on Native American and other indigenous people's arts, culture, and/or history

The Post-Evaluation Process

Applicants will be notified of the review panel's decisions as soon as possible once the ALCA board considers them and makes the final award decisions, most likely in mid-spring and by emails sent via Submittable and/or the grant coordinator.

Contracts and Payment Procedures

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 signed and returned for signature by ALCA's board president before checks can be distributed. Prior to the COVID-19 pandemic, checks were distributed at an awards ceremony that grantees are required to attend or send a representative in their place. In the past few years, grant checks have been mailed with a copy of the fully executed contracts. Whether checks are distributed this year at the awards ceremony or by mail will depend on pandemic conditions in our region at the time logistical decisions have to be made. Grantees will be notified regarding the distribution process and the awards ceremony at the time and, if

deviations from the previously announced schedule occur, they will be notified as quickly as possible about the changes.

Round-2 Funding Considerations

Thanks to the generosity of NYSCA, the ADK Quad-County Region SCR Program is increasing the total amount of funds it will regrant in 2024 by more than 37%—to \$285,000, up from \$210,000 in 2023. To ensure that these funds are regranted as widely as possible for 2024 projects, the program will commence a second round of applications if it appears likely that there will be excess funds after the peer-review panel meets and final funding decisions are made on the applications submitted by the 2/28/24 deadline.

If that is the case, applications will be accepted on a rolling basis from when the application windows reopen after 2/28/24 until the date of the final peer review-panel meeting. Community Arts and Arts Ed applicants may request a minimum of \$1,000 up to a maximum of \$2,500 and Individual Artist applicants will be considered for a commission of \$1,250. Applications that meet all of the criteria and requirements for their category's guidelines will be awarded 100% of their request on a first-come, first-served basis until all funds in excess of those regranted to applicants meeting either the 2/18/24 deadline are expended. **Final round-2 funding decisions will be subject to approval by ALCA's Board of Trustees and cannot be appealed.** Please contact the grant coordinator for more details.

The Appeals Process

For ALL applications that are not approved for SCR funding, the following steps are set in place to ensure a fair appeals process for all who apply. Applicants should first consult with the grant coordinator to review the considerations that went into the panel's decision and discuss whether any of the allowable grounds for an appeal have occurred.

There are three grounds for appeal, and at least one of these must have occurred for an appeal to go forward:

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 amount of the grant awarded is not grounds for an appeal. Applications for which such grounds are met and an appeal is filed are NOT eligible for round-2 funding consideration (see next section).

Following the consultation, if any of the grounds occurred and applicants wish to pursue an appeal, they must submit a formal request in writing within 10 calendar days of the date the denial notification is issued via Submittable or email. 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. If the appeals panel finds that the appeal has merit on at least one of the stated grounds, they will provide a recommendation to a subcommittee of ALCA's Board of Trustees, which reevaluates the original request to determine whether the project deserves support and, if it does, the funding amount.

Grantee Responsibilities

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

1. Notify the grant coordinator immediately if a project cannot take place or if any changes need to be made to the project;
2. Include the following required SCR/NYSCA/ALCA credit statement on ALL marketing and publicity materials ***EXACTLY as it appears here:***

This project is made possible with funds from the Statewide Community Re-grants 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.

Please note: NYSCA bars SCR grantees from using its logo on any marketing materials; however, SCR grantees do have the option of using “#NYSCA” on social media posts to promote their projects, and they are strongly encouraged to use, wherever feasible, the ALCA logo that can be obtained from the grant coordinator.

3. Copy the grant coordinator on all press releases, advertisements, flyers/posters, mailings, e-blasts, and other marketing/promotional pieces;
4. Notify the grant coordinator at least one month in advance of any public presentations of the SCR project and, if tickets are required, provide two complimentary tickets for an auditor;
5. Send a letter of thanks to at least one of the applicant’s state/local elected officials (and, ideally, to the NYSCA staff) describing the funded project and acknowledging their support for the overall SCR program; and
6. 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.

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!**

The Adirondack Quad-County Region Statewide Community Re-grants (SCR) Program of the Adirondack Lakes Center for the Arts is made possible by a “Support for Partnerships” grant from the New York State Council on the Arts (NYSCA) with the support of the Office of the Governor and the New York State Legislature and administered by NYSCA.