

Initial Form Name*

2024 ALCA ADK Quad-County SCR Community Arts Grant Application

- ☒ Add Submission Name Field
☐ Add Submission Fee

Section 1: Applicant Summary - Contact Information and Defining Characteristics

Please note: For Statewide Community Re-grants (SCR) Community Arts funding requests, the applicant of record must be a New York State-designated nonprofit organization, governmental or quasi-governmental entity, or tribal organization acting either as the direct applicant or, for those projects where a financial conduit is needed, as the fiscal sponsor.

Did your organization apply for 2021 Decentralization (DEC) or 2022 or 2023 SCR funding? If not, attending a grant-application seminar or consulting individually with the grant coordinator is required for 2024 funding. If you or another representative of your organization has NOT attended a 2024 seminar or consultation, do NOT proceed with finalizing and submitting this application and instead contact Grant Coordinator Fred Balzac at fred@adirondackarts.org or 518-588-7275 to register for a seminar or consultation.

Date of seminar attendance or individual consultation with the grant coordinator*

Limit: 50 words

If seminar attendance was not required and a representative of your organization did not attend a seminar or individual consultation on an optional basis, please type in "N/A" for "not applicable."

Submission Name

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

The answer to this question will be used as the unique identifier for each submission.

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

Please provide the full name of the applicant organization's executive director or of the person in the equivalent position.

Name of the project manager*

Please provide the 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(s) 18 years or older? (Check only one.)*

☐ The project manager is, or—in projects involving a fiscal sponsor—the sponsored applicant(s) are, at least 18 years old.

☐ The project manager or sponsored applicant(s) are NOT 18 years old.

Required by the New York State Council on the Arts (NYSCA): If the project manager or sponsored applicant(s) are not 18 years or older by the date of the application deadline, then the proposed project is NOT eligible for this grant. If this is the case, please contact the grant coordinator at fred@adirondackarts.org to discuss whether the project can be restructured to be eligible.

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, please upload a letter of agreement with the sponsored group/artist(s). The letter must be signed by both parties.

Choose File

Execute a letter of agreement with the sponsored group/artist(s) that clearly outlines the administration of the proposed project and defines mutual responsibilities. For more information, please see the "Use of Fiscal Sponsors" section in the 2024 SCR application

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 website (e.g., "adirondackarts.org")*

If the applicant organization does not have a website, please include a Facebook page or other online site or else type "N/A."

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 the proposed project is taking place. The applicant's legal address and the location of, or venue for, the project MUST be in the same county.

NYS Senate District in which the applicant organization is based in and its current senator (Check only one.)

☐ 45th, currently represented by Dan Stec

☐ 49th, currently represented by Mark Walczyk

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

NYS Assembly District in which the applicant organization is based in and its assembly member (Check only one.)

- ☐ 114th, currently represented by Matthew Simpson
- ☐ 115th, currently represented by Billy Jones
- ☐ 118th, currently represented by Robert Smullen

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

The applicant organization's Employer Identification Number (EIN)—a.k.a. federal tax identification number*

If the applicant organization has an EIN, NYSCA requires the EIN to be included in the regrant reports that SCR sites such as the Adirondack Lakes Center for the Arts (ALCA) must file for each grant program they administer. If the applicant organization does not have an EIN because it is not required by the Internal Revenue Service (IRS) to have one, then please indicate that.

Section 2: Applicant Summary - Organizational Details

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

- ☐ Tribal organization, including tribal governments and nonprofits
- ☐ Governmental or quasi-governmental entity (non-tribal)
- ☐ Designated NYS nonprofit incorporated in, or registered to do business in, the state (non-tribal)

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

Choose File

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

If your organization is a tribal one that does not have any of the first four documents or is a tribal government/quasi-governmental entity that cannot provide the fifth document, please contact the grant coordinator at fred@adirondackarts.org as soon as possible prior to the current application deadline.

What is your organization's nonprofit status in New York State? (Check only one.)*

- ☐ Nonprofit organization registered with the NYS Dept. of Education (e.g., colleges or many libraries, museums, and historical associations)
- ☐ Nonprofit organization registered with the NYS Dept. of State
- ☐ Don't know/unsure of which NYS department our organization is registered with
- ☐ Unit of a governmental/quasi-governmental entity or of a tribal organization
- ☐ Other

If you checked "Don't know/unsure," please try to find out by the application deadline or, at the very least, before the next SCR application cycle, when such knowledge may be required for submitting an application.

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

Choose File

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.

Is the applicant organization in compliance with the New York Nonprofit Revitalization Act of 2013, including such provisions as the conflict-of-interest and whistleblower policies?

- ☐ Yes
- ☐ No
- ☐ Don't know or unsure
- ☐ Not applicable

Checking off "No" or "Don't know or unsure" will not disqualify organizations from being considered for 2023 SCR funding. However, it is recommended that organizations be in compliance with the New York Nonprofit Revitalization Act prior to the 2025 application cycle, when being compliant may be a requirement for SCR funding in this region. Governmental/quasi-governmental entities, including tribal ones, should check off "Not applicable."

Please insert the applicant organization's mission statement. *

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

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

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

Racial/ethnic composition of your organization's members (Check the one that best describes your organization.)

- ☐ No single group
- ☐ Asian or Asian-American
- ☐ Black or African-American
- ☐ Hawaiian or Pacific Islander
- ☐ Hispanic or Latina/Latino/Latinx
- ☐ Native American, Native Alaskan, or other indigenous person
- ☐ White, not Hispanic

NYSCA requires that demographic data such as those requested above be included for each grantee in the regrant reports that SCR sites such as ALCA must file for each grant program they administer.

Please upload a detailed profit-and-loss financial statement for the applicant organization's most recent completed fiscal year. *

Choose File

For example, if the applicant organization's fiscal year runs from July 1 to June 30, you would provide a detailed profit-and-loss statement for the fiscal year that ran from July 1, 2022 to June 30, 2023 showing the organization's opening balance on July 1st, revenue and expense items through the year, and the closing balance on June 30th.

Section 3: Applicant Summary - Grant Funding History

Has the applicant organization, the project manager or, if it is a project with a fiscal sponsor, the sponsored artists(s) ever applied directly to the New York State Council on the Arts (NYSCA)?*

☐ Yes

☐ No

This would not have been through an application for DEC or SCR funding awarded by an SCR site such as ALCA but for a grant received directly from NYSCA, including Regional Economic Development Council (REDC) grants administered by NYSCA.

If yes, please list the year of each organizational/individual applicant's most recent application to NYSCA, the name of the grant program and, if the application was approved and awarded on a multiyear basis, which years the award covered (if no, please type in "N/A").*

Applicants who have applied directly to NYSCA for any 2024-cycle grants or who will be receiving part of a multi-year grant award directly from NYSCA in 2024 are not eligible to apply for this present SCR Community Arts grant, which is counted as part of the 2024 cycle. If you are unsure of your organization's SCR eligibility as it relates to direct funding from NYSCA, please contact the grant coordinator at fred@adirondackarts.org.

Has the applicant organization, the project manager or, if it is a project with a fiscal sponsor, the sponsored artists(s) applied for SCR or Decentralization (DEC) funding before? If yes, please list the year(s), project title(s), category or categories (e.g., Arts Education, Community Arts), and whether the projects were funded. If no, state that your organization is a first-time applicant.*

If the answer is "Yes," your response should look something like the following example:

2022: "Waiting for Godot," Community Arts (funded)

2021: "Arsenic and Old Lace," Community Arts (not funded)

2020: "Writing the Naturalistic Play: A Workshop Series," Arts Education (funded)

If the applicant organization, the project manager, or any sponsored applicants have received any SCR or DEC grant awards or any grant awards directly from NYSCA, have any of the recipients ever NOT filed any of the required reports or failed to do so on time? If yes, please explain. If no, "No" is all you need to type in the space below.*



Section 4: Basic 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 Projects A and B or Projects A, B, and C, you will need to copy and answer questions 1 to 21 separately for each additional project and upload them as one or two separately titled PDF files (e.g., "Project B Responses to Questions 1-21," "Project C Filled-in Responses"), along with the required attachments for Project B/B and C, 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/or C*

The total amount requested cannot exceed \$5,000 whether this application is for one, two, or three projects.

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 Projects B and C), you will need to copy and answer questions 1 to 21 listed in Section 5, "Detailed Project Information," in a separate document for each additional project and upload one or both documents, along with the required attachments for each project, immediately below. If one or two of the other projects are in Arts Education and/or the Individual Artist category, you will need to fill out either or both of those application(s), both of which are also available on this Submittable site. Please disregard the text-box formatting for answers larger than 10 characters.

File upload(s)

Choose File

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

Section 5. Detailed Project Information

1. Title of the project *

2. Name of location or venue where the project will be presented and its address (street, city, zip code)*

3. Artistic discipline of your project (check all that apply)*

- ☐ Dance
- ☐ Film, video, or another form of media arts
- ☐ Literary arts
- ☐ Music
- ☐ Theater

- ☐ Visual arts
- ☐ Interdisciplinary or multidisciplinary
- ☐ Other

If you checked "Interdisciplinary or multidisciplinary" or "Other," please describe what is meant by either category.

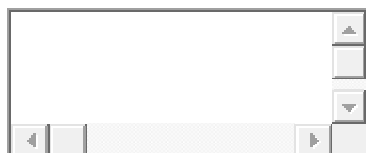
4. Type of project*

For example, concert series, festival, lecture, reading, or performance

5. Project dates*

Indicate both the start and end date, planned or anticipated.

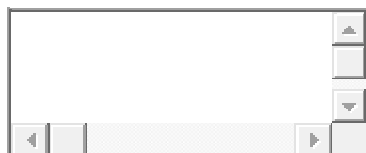
6. In two or three sentences, please provide a brief description of—i.e., the equivalent of an "elevator pitch" for—the project.*



Limit: 100 words

This description should NOT be repeated in the project narrative below.

7. Project narrative*



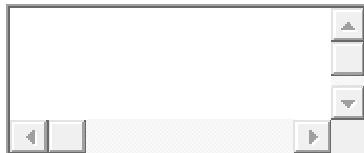
Limit: 1000 words

The key to writing a successful project narrative is to present a clear, concise, and detailed proposal that falls within the scope of the SCR Program from which the applicant of record is requesting funds. A grant proposal is simply a request for funds to support a project or program. The grant writer's job is to convince the peer-review panelists that the proposal is worth their support and that the project's organizers can carry it out at a high level of merit and skill.

The project narrative and budget form provide some of the same information in two different forms. Discrepancies between these two will likely be noticed and questioned by the review panelists. Everything mentioned in the narrative that will produce a revenue or an expense for the project should be accounted for on the budget form. For example, if you say that a local corporation has agreed to donate \$500 for the proposed project, make sure that the contribution is included on the budget form.

There are more resources available on our website at: adirondackarts.org/grants/scr-grant-resources

8. If this project has been funded by the SCR or DEC Program in previous years, how has the project evolved over time and in what way(s) will it be different this year from past iterations? If this is a new project, please simply indicate "New project."*



Questions to address can include—but also don't have to be limited to—the following:

- Have you secured additional funding from other sources over time?
- Has the project changed regarding such aspects as the project concept, the artists participating, etc.?
- 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?

9. Please upload one or more resumes or brief professional bios for key artists participating in the project.*

Choose File

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.

10. Estimate the number of youths (age 17 and younger) you anticipate the project benefiting (as audience members and/or participants, including volunteers), if any.*

11. Estimate the number of adults (age 18 and older) you anticipate the project benefiting (as audience members and/or participants, including volunteers), if any.*

12. Estimate the total number of audience members (youths and/or adults) you anticipate the project serving.*

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

14. If the project is awarded less than 100% of the funding requested, will the applicant(s) be able to successfully carry out the project?*

☐ Yes

☐ No

The peer-review panelists will want to be assured, if they approve the project and it receives less than 100% of the funding requested, that the project will still take place and be successfully carried out.

If yes, how will the applicant(s) make up the deficit in funding and alter the project? If no, please explain why the deficit cannot be offset and the project cannot be altered to make up for the gap in funding?*

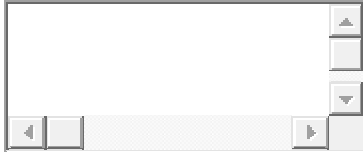
Limit: 250 words

15. Please upload an anticipated project budget using the required blank Excel budget form.*

Choose File

You must use the provided Excel budget form, which can be obtained by emailing fred@adirondackarts.org. For the revenue side of the ledger, please show any projected, estimated, and/or committed financial support. The 25% of financial support that, prior to the 2021 cycle, had to be obtained outside of then-DEC (now-SCR) grant funding again has been reduced to 10% for the 2024 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 beyond the required 10% match, while not required, is likely to be considered a plus by the peer-review panelists.

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 and must match the total (non-SCR-grant) revenues shown on your Excel budget form.

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, and must match the total expenses shown on your Excel budget form.

19. Total grant request*

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

20. Please upload one or more artistic samples—the more relevant they are to this project, the better.*

Choose File

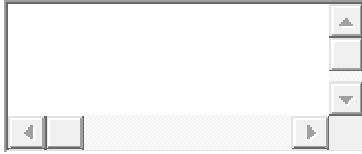
Upload at least one file—but if you are including more than one, be selective. Submit only samples that best complement your application and reflect the artistic merit of the project, especially because that is one of the four criteria your project will be scored on by the review panel. Among what you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

* **Audio-video samples:** No more than 3 minutes, please! Label clearly with the name of the artist, title of the work, and year of creation.

* **Images:** no more than 10, which may include diagrams and sketches of proposed work and/or images of previous projects (JPGs only; no PowerPoint presentations!)

* **Literary arts and other related applications:** No more than 10 pages (typed, double-spaced, one-inch margins)

Comments on the artistic sample(s) attached*



Limit: 250 words

Label and describe the artistic sample(s) attached, including any details you think will help the peer-review panelists better understand and evaluate the work provided.

21. Please upload any OPTIONAL letters of support that the artist(s), arts collective/group, and/or applicant organization may have on file or obtain for this application.

Choose File

You have the option of uploading up to three letters of support. For example, these may come from community members expressing the need for the project; artistic colleagues familiar with the work of the applicant artist(s) or organization; outside artists who have worked with the organization, including on a previous grant-funded project; and/or elected or other public officials—each of whom is writing to express the need for the project and show support for the artist(s)/organization and its project/application.

Section 6: Opportunity to Provide Feedback

How did you hear about this 2024 SCR Community Arts funding opportunity?*

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

☐ Yes

☐ No

If you choose, please 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 7: Certification and Release

The undersigned certifies that he, she, or they:

1. Is a principal officer of the applicant organization with authority to obligate it;
2. Has knowledge of the information presented in this application;
3. Has read the ADK Quad-County Region 2024 Statewide Community Re-grants (SCR) application guidelines, 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 programs and facilities to persons with disabilities;
5. Releases, on behalf of the applicant of record, the Adirondack Lakes Center for the Arts, which is the administrative unit for the SCR Community Arts, Arts Education, and Individual Artist grants (for the ADK Quad-County region of Clinton, Essex, Franklin, and Hamilton counties); its employees; and its agents with respect to damages to property or materials submitted in connection herewith. The applicant further agrees, in the event the applicant commences litigation against the Adirondack Lakes Center for the Arts and/or the New York State Council on the Arts, that the applicant shall be fully liable for any and all costs, including attorneys' fees, incurred by the Adirondack Lakes Center for the Arts and/or the New York State Council on the Arts, their employees, and their agents in defense of the subject litigation; and
6. Declares that all statements contained in this application are true and correct and understands that false or incorrect information in the application may lead the Adirondack

Lakes Center for the Arts to request the return of funds awarded through this application and 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!