

2021-22 ADK Quad-County Restart NY Re-grants Mini-Grant Application

Section 1: Applicant Summary - Contact Information and Defining Characteristics

Name of organization applying*

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

Executive director or chief officer at the applicant organization*

Full name of the executive director (or of the person in the equivalent position)

Name of project manager*

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

Project manager email address*

Project manager phone number*

Age of the applicant (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 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 one or more artists, an artist collective, or an arts group?*

- 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 that clearly outlines the administration of the grant and defines mutual responsibilities. For more information, please see "Use of Fiscal Sponsors" section in the Restart NY Re-grants 2021-22 "Mini-Grant"-Cycle guidelines.

Applicant organization email address*

Applicant organization phone number*

Applicant organization mailing address: street address or P.O. Box number*

Applicant organization mailing address: city or town*

Applicant organization mailing address: state and zip code*

Applicant'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 the project MUST be in the same county).

Applicant organization website (e.g., "adirkackarts.org") *

If your organization does not have a website, please include a Facebook page or indicate "N/A" for "not applicable."

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 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*

List the month and year or indicate "N/A" if your organization is a municipality or another type of governmental/quasi-governmental entity.

Year of incorporation *

Indicate "N/A" if your organization is a municipality or another type of governmental/quasi-governmental entity.

On what date does your fiscal year end on? *

List the month and year.

Upload proof of your organization's nonprofit 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 the Restart NY 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 Attorney General's Charities Bureau
5. Official authorization as an arm of local/county government—i.e., a formal letter on official stationery signed by the appropriate county, city, town or village executive; for quasi-governmental entities, the letter should be signed by the agency's chief executive

Upload your organization's current bylaws. *

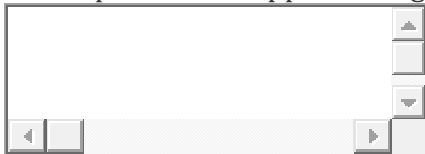
Choose File

Upload a file. No files have been attached yet.

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

Indicate "N/A" if your organization is a municipality or another type of governmental/quasi-governmental entity.

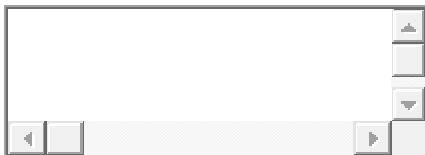
Please provide the applicant organization's mission statement. *



Limit: 250 words

If your organization does not have a mission statement, briefly describe the organization's purpose and primary goals.

Please list 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.

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.

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)? (check only one) *

Yes

No

This would not have been through a Decentralization/DEC grant but for a grant directly from 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 applied for a 2021-cycle NYSCA grant or who are receiving a multi-year NYSCA grant in 2021 are not eligible to apply for this Restart NY Re grants Mini-Grant, which is counted as part of the 2021 cycle.

If you or the organization ever received a Decentralization/DEC grant or another grant from NYSCA, have either of you ever failed to file any of the required reports on time for your project(s)? If so, please explain why and whether the reports were ultimately filed.*

Section 4: Project Information

1. Project title*

Please note: unlike Decentralization/SCR grants, for which one may apply for funding for up to three projects, applicants are limited to one Restart NY Re grant request.

2. Project location or venue and physical address (street, city/town, zip, county)*

The project MUST take place in the county where your organization is based or, if you are using a fiscal sponsor, where that organization is based.

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

Dance

Music

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

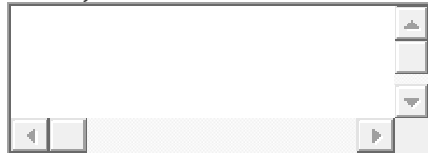
The project MUST have a public-presentation component to be eligible for this grant, and projects that are live, in-person, and performance-based will be prioritized for funding

If you chose other, please describe here.

4. Project dates*

Please indicate both the start and end date. The project period runs from July 1, 2021 through June 30, 2022 (projects already in progress or that have been competed can be funded retroactively).

5. Project narrative*



Limit: 1500 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 Restart NY Regrants 2021-22 Mini-Grant program from which you are requesting funds. A grant proposal is simply a request for funds to support a project or program. Once applications are submitted, they will be reviewed for completeness by the grant coordinator, who will ascertain whether the applications meet all of the eligibility criteria. Because applications that are complete and meet all of these criteria will be approved at 100% of their request (up to a maximum request of \$2,500) on a rolling basis/chronological until the application deadline passes or all the grant funds are allocated, whichever comes first, it is vital that your narrative demonstrates that your project meets all of the necessary specifications (as listed in the Overview); basic eligibility criteria; rules for the use of a fiscal sponsor (if applicable); eligible expenses; and application, review, and post-approval-process requirements, as spelled out in the Restart NY Regrants 2021-22 "Mini-Grant"-Cycle guidelines.

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 grant coordinator. 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 in the project narrative that a local corporation has agreed to give you \$500 towards your proposed project, make sure that contribution is included as a revenue line item on your budget form.

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

6. Please upload an anticipated project budget using the provided form, which can be found on our website or by emailing fred@adirondackarts.org. *

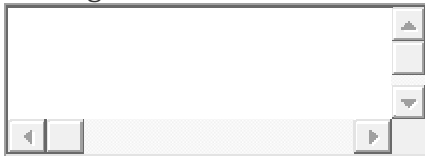
Choose File

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. Restart NY Regrant requests do not require matching funds; thus, awards can fund up to 100% of a project's total expenses (60% of the Restart NY grant award must be expended on artists' fees). The budget remains important in demonstrating fiscal and managerial competence. If you can put together your project with a combination of the grant request plus additional financial support from one or more other sources, that capability may also benefit your organization's ability to obtain funding in the future while potentially enabling this grant program to fund another applicant.

7. Budget notes*



List in-kind donations and their sources. Explain any large budget numbers. Explain your admission fee rates (if applicable). Explain any numbers that might raise a question.

8. Total cash income, if any (excluding the requested grant amount) *

If the project has no additional financial support, enter a zero.

9. Total cash expense*

Please note: 60% of the Restart NY grant award must be expended on artists' fees.

10. Total grant request*

The amount that can be requested ranges from a maximum of \$2,500 to a minimum of \$1,000—with the exception of 2021 DEC/SCR grantees who received more than \$4,000 but less than the maximum \$5,000. Such grantees who received less than \$5,000 may apply for Restart NY Regrant funding for the difference resulting from \$5,000 minus the amount of their 2021 DEC/SCR grant. For example, if the DEC grant amount was \$4,100, the grantee may apply for up to \$900 of Restart NY Regrant funding. 2021 DEC/SCR grantees are eligible for Restart NY funding if they are applying for a different project from the one they received the DEC funding

for. As with any questions you may have about this application, please contact the grant coordinator if any of this is unclear.

Section 5: Wrap-Up Questions

How did you hear about 2021-22 Restart NY Mini-Grants? *

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 previous question regarding help or technical assistance.

Limit: 250 words

Section 6: Certification and Release

The undersigned certifies that the applicant:

- 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 Restart NY Re-grants 2021-22 Mini-Grants, incorporated herein by reference, and finds 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 Restart NY Re-grants 2021-22 Mini-Grants in the ADK Quad-County region, its employees and its agents with respect to damages to property or materials submitted in connection herewith. The applicant further agrees that 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, then, in that event, 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;

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 Adirondack Lakes Center for the Arts to request the return of funds awarded through this application and may disqualify the applicant and applying organization from this and future grant opportunities administered by the Arts Center.

Check here to agree to the above terms. *

Type the name of the applicant organization's executive director, chief officer, board president, head of municipality, etc., representing her/his/their electronic signature. *

Save Draft Submit Form