



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

**2022 Community Arts Grant Guidelines**

**Updated 1/3/22**

**Application Deadline: 11:59 pm, Monday, January 31, 2022**  
(extended from December 31, 2021)

Adirondack Lakes Center for the Arts  
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518-588-7275



**Council on  
the Arts**

## History and Purpose

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

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

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## Community Arts Grants

This category of SCR grants provides support for arts and cultural projects to community-based organizations, groups, collectives, or individual artists whose projects enhance the cultural climate in the communities and neighborhoods where they live and operate. Community Arts grants support all genres of the arts, including, but not limited to, dance, film, folk arts, literary arts, music, theater, video, visual arts, and multidisciplinary arts. Statewide Community Regrant-supported projects can be single events or part of a series. All Community Arts grant projects must be community-based and open to the general public.

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

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

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## Basic Eligibility

Criteria include:

- The legal address of applicant organizations 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 that the address on the documentation provided must be within the county where the project is taking place.

Any one of the first four documents listed below may serve as proof of nonprofit status for such organizations and must be submitted as part of the grant application. The fifth document listed pertains to governmental/quasi-governmental entities and is required to be submitted as part of those entities’ applications:

1. A Letter of Determination from the U.S. Internal Revenue Service (IRS) indicating tax-exempt status under section 501(c)(3) of the tax code
2. Documentation of being chartered by the NYS Board of Regents under section 216 of the NYS Education Law
3. Documentation of incorporation under section 402 of the NYS Not-for-Profit

#### Corporation Law

4. A current filing receipt from the NYS Bureau of Charities in the Office of the Attorney General
  5. Official authorization as an arm of local/county government—i.e., a formal letter on official stationery signed by the appropriate county, city, town, or village executive
- Applicant organizations must have an active board of directors/trustees and up-to-date bylaws.
  - Organizations, collectives, or individual artists who do not meet these requirements can apply for SCR funds through a fiscal sponsor. 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 (see “*Use of Fiscal Sponsors*” section below).
  - An individual artist or group of artists who apply, including those who use a fiscal sponsor, must each be 18 years of age at the time of application.
  - In no way may applicant organizations discriminate on the basis of race, color, national origin, religious belief, gender, gender identity, sexual orientation, or disability.
  - Previous grantees must have submitted all required final reports from all previous cycles.
  - All projects must be completed during the funding cycle. For 2022, the cycle is from March 1, 2022 through December 31, 2022.
  - All applicants (new and returning) must attend a seminar focused on the guidelines and application process for the 2022 cycle (or confer one-on-one) with the grant coordinator (see “*Schedule of Grant-Application Seminars*” section below).

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### Use of Fiscal Sponsors

Organizations that are not an eligible New York State nonprofit as defined above, artist collectives, or individual artists interested in proposing an SCR Community Arts project will need to apply through a fiscal sponsor. The entity serving as the fiscal sponsor becomes the “applicant organization” and must meet the same eligibility requirements as an applicant organization listed above.

#### *Please note:*

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

### Additional Fiscal Sponsor Prerequisites and Expectations

Sponsoring organizations may serve merely as fiscal “agents” for the sponsored artist(s)/group and limit their role to receiving, disbursing, and reporting on grants. Alternatively, the sponsoring organization may provide additional fiscal, administrative, and other services to the sponsored artist(s)/group. When choosing a fiscal sponsor, the artist(s)/group must decide on and then establish the role of the sponsoring organization, which must be fully described in the

grant application. The sponsored artist(s)/group is expected to meet with the sponsoring organization prior to the preparation of the application. The sponsoring organization should work with the sponsored artist(s)/group to make sure their collaboration and application are in compliance with the SCR program's requirements and procedures.

A fiscal sponsor is responsible for:

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

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### **What SCR Community Arts Awards Can Fund**

1. Activities and projects of eligible local arts organizations
2. Artists' fees and expenses
3. Supplies and materials needed for the execution of the project
4. Marketing and publicity costs
5. Administrative expenses directly related to the proposed project

### **What SCR Community Arts Awards Cannot Fund**

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

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

grantee benefit from ticket sales or other revenue from an SCR project.

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

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

- a. The NYSCA grantee must not handle the box office or ticketing;
- b. The NYSCA grantee must not profit from the SCR project; and
- c. The project must not be advertised as part of the NYSCA grantee's season/programming.

8. Non-incorporated chapters of organizations whose "parent" is incorporated outside of the county in which the SCR project is to occur

*Please note:* When sponsored organizations/artists are proposing projects in a county in the SCR service area in which they are not based, a fiscal sponsor based in that same county is required.

9. Start-up or seed funding for the establishment of a new organization

10. General operating expenses

11. Operating expenses of privately owned facilities (e.g., homes and studios)

12. Requests greater than an applicant's project expenses minus total project income

13. Non-arts activities, including:

- Food and drink in general and any expenses incurred for receptions, galas, benefits, or fundraising events in particular
- "Party-type" entertainment such as balloons, clowns, and/or magicians
- Projects that are recreational, therapeutic, rehabilitative, or religious in nature, including at-risk/social-service programs when the purpose is primarily for rehabilitative aims, therapeutic aims, or worship

14. Activities that are not open to the general public such as those at camps, clubs, or business/college associations

15. Projects that take place in private homes

16. Acquisition of works of art

17. Contingency funds

18. Permanent equipment or capital improvements

19. Creation of textbooks or classroom material

20. Lobbying expenses

21. Projects in which children are used as professional artists (i.e., they are paid a fee)

22. Regrants made by applicants to fund other activities

23. Cash prizes, juried shows, fellowships, scholarships, and other awards to students

24. Past DEC/SCR grantees who have failed to submit final reports

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## The Application Process

All applications must be submitted electronically through our online submission platform, Submittable.com. If you do not have an account, you will have to create one. The application can be accessed through <https://www.adirondackarts.org> (on the second page of the "Grants" section, under the heading "How to Apply") or by using the following link:

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

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

## Application Components

These include:

1. **Project narrative.** Along with the project budget, the project narrative is the most important component of your application. The key to writing a successful grant application is to present a clear, concise, and detailed proposal that falls within the scope of the SCR program from which you are requesting funds. A grant proposal is simply a request for funds to support a project. Your job is to convince the members of the review panel that your proposal is worth their support and you can carry out the project at a high level of merit and skill. The project narrative offers the best opportunity to make that case.
2. **Project budget and budget notes.** All applicants must use the provided budget form. It's an Excel document that can be obtained by emailing the grant coordinator at [fred@adirondackarts.org](mailto:fred@adirondackarts.org). The budget form must be completed in its entirety, including the in-kind section on the back of the form if any such contributions are in hand or expected. Please indicate all secured and anticipated funding/revenue sources, along with all known or anticipated expenses.

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

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

3. **Proof of nonprofit status.** All nonprofit organizations, governmental/quasi-governmental entities, or tribal organizations applying must submit one of the relevant documents listed in the “Basic Eligibility” section above.
4. The applicant organization’s **current list of board members and bylaws**
5. A **Letter of agreement** between fiscal sponsor and applicant, if applicable (see “*Use of Fiscal Sponsors*” section above)
6. The applicant organization’s **year-end financial statement** for its most recent completed fiscal year—e.g., a profit-and-loss statement showing a detailed list of revenues and expenses for that fiscal year
7. A **resume or brief professional biography** for key artist(s)/project manager(s)
8. **Letters of support** (optional). Applicants may include one or more letters from community members expressing the need for the project and/or showing support for their organization or their work as an artist.
9. **Relevant work samples.** These must be submitted electronically as part of the completed application:
  - **Audio or video:** Digital files (e.g., MP3, MP4) with, or a URL linked to, excerpts of



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

### **The Application Deadline**

**Applications must be submitted to ALCA's Submittable.com site by 11:59 pm on**

**Monday, January 31, 2022.** Late or incomplete applications will not be accepted regardless of the reason. It is HIGHLY recommended that you submit your application a day or more before the deadline day to avoid any technical glitches.

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

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### **The Grant-Review Process**

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

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

### **Optional Application-Review Period**

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

***Please note:* The optional review period deadline is Friday, January 14, 2022.**

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### **Evaluation Criteria**

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

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

#### Artistic Merit

- Quality of the work of the artist(s), artist collective, or arts organization applying
- Quality of the artists'/group's participation in community outreach and involvement in the community
- Projects that represent diverse cultures and backgrounds
- Uniqueness and innovation of the project as compared with other projects and programs happening in the area

### Organizational Competence

- Organizational history and stability
- Responsibility and cooperation with past grant requirements for previous grantees
- An accurate and clear project budget with relevant budget notes
- A clearly defined marketing strategy using a multimedia approach

### Service to the Community

- Projects that reach and develop new audiences
- Projects that serve local communities year-round or outside of peak summer season
- Projects that focus on building a sense of community through the arts

### Local Funding Priorities

- Projects that cross real and perceived boundaries in the community
- Projects that address areas of distinct cultural deficiency—e.g., programs for underserved rural communities
- Creative and innovative projects that represent diverse cultures and backgrounds
- Projects that serve the year-round population during the off-season (September-June) or that specifically are intended for year-round residents during the summer season, especially youth
- New projects from new or returning applicants
- New organizations with a rural address or performance capability
- Projects initiated by artists of all disciplines, including writers, performers, musicians, dancers, visual artists, and multidisciplinary artists
- 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

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## **The Americans with Disabilities Act (ADA)**

People with disabilities have the right to participate in the programs that we fund. All services and facilities of organizations that receive NYSCA funding should be provided in a way that best suits individuals' needs. Each NYSCA grantee is required to provide assurances that it will comply with the Rehabilitation Act of 1973 (section 504) and the Americans with Disabilities Act of 1990 in making its projects accessible to individuals with disabilities.

Write to the National Endowment for the Arts (NEA) to request its publication "The Arts and 504" and its companion piece, "Program Evaluation Workbook," at: 1100 Pennsylvania Ave., N.W., Washington, DC 20506. Or contact the NEA's Office for Access Ability at 202-682-5532, 202-682-5613 (fax), and 202-682-5496 (TTY). You can also find ADA information and help at: <http://www.usdoj.gov/crt/ada/adahom1.htm>

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## **Contracts and Payment Procedures**

Applicants will be notified of the review panel's decisions as soon as possible once the ALCA board approves them, most likely in late winter/early spring 2022, by an email sent via Submittable and/or the grant coordinator. If applicants are awarded funding, they must first accept the "Terms and Conditions" of the grant award via Submittable. After applicants have



accepted, contracts will be mailed to the applicant of record. Contracts must be returned before checks are awarded. Grant checks are typically distributed at an awards ceremony held at one of the cultural centers located throughout the four counties; but, because the ongoing pandemic has resulted in the cancellation of the awards ceremony the past two years, checks may again be mailed. Deviations from this schedule may occur. Applicants will be notified as quickly as possible of any changes.

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## The Appeals Process

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

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## Grantee Responsibilities

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

1. Sign and return a contract to the SCR site prior to receiving the grant check, which typically is presented to grantees at an annual awards ceremony or otherwise mailed
2. Notify the grant coordinator immediately if a project cannot take place or if any changes need to be made to the project
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 two weeks prior to any publication presentations of a funded project and provide two tickets for an auditor
5. Include the following **required** SCR/NYSCA/ALCA credit statement **verbatim** on all publicity and marketing materials:

*This project is made possible with the funds from the Statewide Community Regrants 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.*

6. Use, wherever feasible, the following logo for the Adirondack Lakes Center for the Arts:



7. Send a letter of thanks to your state and local elected officials and to representatives at the New York State Council on the Arts, describing your funded project and acknowledging their support for the SCR program
8. 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

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## Schedule of Grant-Application Seminars

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

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

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

Prospective applicants must register for a seminar in advance by emailing the grant coordinator. For the SCR 2022 cycle, seminars were scheduled from November 8 through December 27, 2021 leading up to the original 12/31/21 deadline, with additional sessions being scheduled through most of January now that the deadline has been extended to 1/31/22. Because of conditions in the four-county region related to the ongoing COVID-19 pandemic, all seminars are taking place via Zoom. Please visit the Arts Center's website for the seminar schedule: <https://www.adirondackarts.org/2022-scr-grant-cycle> (under the heading "Grant-Application 'How-to' Seminars").

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## Frequently Asked Questions (FAQs)

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

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

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

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

approximately \$2,170.

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

### **May I apply for funding for more than one project?**

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

*Please note:* The total request amount cannot exceed \$5,000. Fiscally sponsored requests do not count toward the fiscal sponsor's three-request limit and the \$5,000 maximum.

### **Must I attend a grant-application seminar?**

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

Given the recent uptick in our region of COVID-19 cases, all seminars for the 2022 grant cycle are being held via Zoom. The grant coordinator will make every effort to accommodate all requests for one-on-one consultations, by Zoom or phone, from prospective applicants who cannot have difficulty making any seminars held via Zoom.

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

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

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

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

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

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