2018 Community Arts Grant Guidelines

The ARTS Council of the Southern Finger Lakes
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About

Community Arts grants support arts and cultural activities of artists and organizations in service to residents in Chemung, Schuyler, Steuben, and Tioga counties. These activities increase the value of the arts as an integral part of the community and make the arts accessible to all. These grants are made possible with public, Decentralization funds from the New York State Council on the ARTS (NYSCA), a state agency, and administered locally by The ARTS Council of the Southern Finger Lakes (The ARTS Council).

Grant Criteria

Grants are awarded via a merit-based review process based upon the following criteria:

- Artistic and/or Cultural Merit
- Feasibility
- Community Importance
- Involvement of Qualified Artists
- Marketing and Local Outreach
- Accurate & Practical Budget

Grant Amount

Grants range from $500 to $5,000.

Funding Eligibility

Applicants may submit up to three (3) funding requests in any combination of Community Arts, Teaching Artist, and Individual Artist grants totaling no more than $5,000. Applicants may apply for a maximum of 75% of the proposed project’s total cost and must demonstrate additional sources of cash and/or in-kind revenue for a minimum 25% match to cover remaining project costs.

See addendum for more details on funding eligibility.

Project Eligibility

Community focused arts and cultural activities, accessible to the general public, and occurring during the 2018 calendar year are eligible. Examples of previously funded projects include public art installations, ceramic and glassmaking workshops, musical and theatrical productions, poetry readings, and folk art workshops.

See addendum for more details on project eligibility.
Applicant Eligibility

The following applicants are eligible to apply for this grant program:

- Nonprofit organization or unit of local government
- Individual artist(s) applying through a fiscal sponsoring nonprofit organization or with a community-based nonprofit partner
- Organizations or groups not yet incorporated applying through a fiscal sponsoring nonprofit organization or with a community-based nonprofit partner

Applicant are required to provide an EIN in the application.

A community-based nonprofit partner is required to provide a letter of commitment outlining the scope of the partnership and each partner’s investment (in-kind and/or cash) towards the project. In this case, the applicant will be responsible for receiving award funds. Fiscal sponsors must meet the same basic eligibility requirements as non-profit applicants and will be responsible for receiving and distributing award funds to their sponsored organization.

Fiscal sponsors and community partners must be located in the county where the activity is taking place. A direct applicant to NYSCA cannot serve as a community partner or fiscal sponsor, however, a direct applicant to NYSCA can be used as a venue location. A fiscal sponsor can also apply for a Community Arts grant.

See addendum for more details on applicant eligibility.

Application Process and Deadline

The application deadline is 11:59pm on Monday, October 30, 2017. Applications are submitted online through our online application system at https://earts.submittable.com/submit.

The completed application consists of the following:

- Applicant Information
- Project Information & Narrative
- Budget Information, Narrative, & Form
- Letter of Partnership (if applicable)
- Artist(s) Resume, Bio, or CV (typed in narrative form or attached)
- Artistic Work Samples
- Marketing Materials

Application Narratives

There are two narratives with this application – a project narrative and a budget narrative.

Make each narrative thorough, clear, and concise. Budget narratives and budget forms must match. The following is suggested information to include in your narratives:

- Detailed Project Summary - Who, What, When, Where, Why
- Goals and what you hope to achieve
- The project’s feasibility, accessibility, management, and evaluation
- The project's need and importance to the community
• Why you chose the artists and their qualifications/competency
• How you will market this project
• Detailed funding request reflecting everything in the budget
• How your project will be adapted with partial funding

Application Seminars and Assistance

• New applicants are required to participate in an in-person or online webinar. Returning applicants are strongly encouraged to participate in an in-person or online webinar as grant components and requirements may change from year to year. The schedule is available on our website. Assistance is also available in-person, by email, or by phone prior to the deadline.
• It’s highly recommended that applicants take the opportunity to submit an application draft via email at least 1 week before the deadline. Please note the Grants Manager will not have time to look at last minute drafts.
• At the request of an applicant, the Grants Manager can make requested changes to an applicant’s submitted application up until the deadline. After the deadline, no changes can be made and the Grants Manager will not review applications for completeness.
• Contact the Grants Manager at grants@eARTS.org or 607-962-1332 x205 for more assistance.

Review Process

A review panel consisting of artists and other community members evaluates each application and recommends funding amounts. When considering proposals from previously funded applicants, upon request reviewers will be furnished historical records. Panel recommendations are presented to The ARTS Council’s Board of Directors for review and approval of all funding decisions.

Support of an organization in the past does not imply or guarantee that an applicant’s project will be funded. Applications are reviewed each year in the context of the evaluation criteria and available funding and evaluated competitively against other requests. There is also no guarantee an applicant will receive equivalent funding as an applicant with a similar and/or joint funding request and project.

The ARTS Council’s staff does not make funding decisions. Although the Grants Manager facilitates the panel meetings, he does not state opinions or make recommendations to the panel. Any recommendations or assistance made to an applicant in no way constitutes a guarantee of funding and may not reflect the panel’s opinions.

Award Notification & Distribution of Funds

Community Arts funding is subject to the availability of funds from the New York State Council on the Arts. All applicants will receive award notification and feedback via email by the end of December. Successful applicants will receive their funds once a signed acceptance agreement is returned. Email is preferred.

About The ARTS Council

The ARTS Council of the Southern Finger Lakes (The ARTS Council) is a regional arts services organization located in the Southern Tier of New York State serving artists of all disciplines, organizations, and the public in Chemung, Schuyler, Steuben, and Tioga counties and beyond. Further information is available at www.eARTS.org.
Addendum: Detailed Eligibility Information

Please consult with the Grants Manager to determine if your application meets all the eligibility requirements. The following will make your application ineligible and not considered for funding:

**Applicant**

- Applied directly to NYSCA in 2017, regardless of funding status
- Failed to submit final reports for past funding
- Is a public school district, an affiliate or component
- Is a four-year public university or college
- Is a New York State agency or department
- Is an individual or unincorporated group not applying through a qualified fiscal sponsor or with a community-based nonprofit.
- If a new applicant does not attend a required application seminar or webinar
- Does not submit an application and required documents through the online application system
- Is not not current or registered in the county where the organization is operating

**Project Proposal**

- Takes place outside the county where the applicant resides
- Specifically targets home-school participants
- Proposes non-arts activities
- Proposes the acquisition of artwork
- Proposes paying children or students (primary, secondary, higher education) as professional artists
- Proposes paying cash prizes or awards
- Proposes paying administrative costs unrelated to proposed project
- Proposes projects that are intended as recreational, rehabilitative or therapeutic
- Proposes activities and programs that cannot be completed between January 1 and December 31, 2018
- Is restricted to the specific membership of an organization
- Proposes, as the primary benefit, the financial gain of an individual or organization
- Proposes support of commercial arts, martial arts, journalism and entertainment (such as balloons, clowns, bubble presentations and/or magicians, sip and paint)

**Funding Request**

- Is less than $500
- Exceeds $5,000
- Exceeds 75% of project budget
- Supports operating, deficit, capital, start-up, capital, or contingency funds not related to the project
- Finances fellowships and/or scholarships
- Project income exceeds project expenses
- Subsidizes entertainment costs (e.g. theater parties, gallery/museum openings, receptions)
- Supports fundraising activities
- Underwrites major equipment purchases