



## Finger Lakes Community Arts Grants

# COMPLETE GUIDELINES: Arts Education Grant Application (2019)

### Finger Lakes Community Arts Grants

Auburn Public Theater

PO Box 771

Auburn, NY 13021

[www.flcag.org](http://www.flcag.org)

Janie Micglire, DEC Coordinator

[janie@auburnpublictheater.org](mailto:janie@auburnpublictheater.org)

315-253-6669



**Council on  
the Arts**

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## **OVERVIEW**

Founded in 1977, the Decentralization Program (DEC) was developed by the New York State Council on the Arts (NYSCA) to ensure that its cultural funding reaches every part of the state. Decentralization has become one of the council's most effective means of making arts support available to geographically, economically and ethnically diverse segments of the state's population.

The DEC program in Cayuga, Seneca, Yates, Wayne and Ontario counties is administered through the Finger Lakes Community Arts program, based in downtown Auburn, New York.

DEC grants have three distinct funding categories: Community Arts, Arts Education and Individual Artist.

### **Goals of the FLCAG Program**

The Finger Lakes Community Arts Grants (FLCAG) program strives to make quality arts programming available to all communities within the five counties served. Its purpose is to provide funding to nonprofit community arts organizations and individual artists within these counties that are not currently funded directly by NYSCA. It focuses on assisting emerging arts organizations and supporting diverse cultural expression. The FLCAG program is committed to making arts programming accessible to underserved and minority communities.

### **Underserved Communities**

Underserved communities represent individuals who may have limited access to arts programs, services or resources and may be marginalized due to geography, race, economic status, gender identity, sexual orientation, age, religion, disability, or other factors.

## **ARTS EDUCATION - PROGRAM WAS EXPANDED in 2017**

### **Arts Education Now Includes In-School, After School and Community-Based Learning for Youth and Senior Adults**

The applicant of record for the Arts Education program must be an individual teaching artist, collective, or a nonprofit cultural organization. Artists from outside the county may use a local nonprofit conduit in the project county to apply as fiscal sponsor. Funding decisions are based on the criteria and funding priorities as they are outlined in these application materials. Schools may NOT apply directly for Arts Education funding.

**Awards Range \$500 - \$5000**

**Application Deadline: Friday, October 12, 2018**

## APPLICATION SEMINARS

NEW applicants must attend a seminar. We also strongly suggest RETURNING applicants attend to increase chances of a competitive proposal and keep current with new guidelines. The 2018 Seminars and any subsequent updates are available at [www.flcag.org](http://www.flcag.org).

## General Eligibility Criteria

- Artists, or a governmental or quasi-governmental entity, a tribal organization or New York State non-profit with an active board of trustees incorporated in Cayuga, Seneca, Yates, Wayne or Ontario counties may apply. Schools may not directly apply for funding.
- Minimum of (3) sequential, skill based learning sessions incorporating one or more art forms
- In-depth, age and skills appropriate learning opportunities.
- Hands-on, participatory creation and/or learning, which may culminate into exhibitions, productions or demonstrations.
- Funds should primarily be directed toward artist fees, but may include scholarship support, administrative support and cost of materials.
- Stated learning goals, methodologies and outcomes.
- Applicants must have a means of programmatic evaluation.
- Artists must be over the age of 21.
- Project must be completed during the funding cycle.

### **K-12 Public School Additional Criteria:**

- Projects must take place during regular school hours in K-12 school settings.
- School partners involved in any AE projects currently receiving direct NYSCA funding are not eligible for a DEC Arts Education regrant.
- Activities and outcomes are collaboratively planned, designed, taught and evaluated by the participating artist(s) and teacher(s).
- Projects should address the New York State Learning Standards for the arts, and when possible, non-arts subjects.
- Projects must not appear to replace the role of certified K-12 school teachers.
- LETTER OF COMMITMENT: Letter of Commitment from school partner(s) to the arts organization or artist, signed by the school principal on school letterhead. Letter must outline the school's support of the project (monetarily or otherwise) and include anticipated roles and responsibilities of each partner involved

## **Community Based Learning Additional Criteria:**

- Projects must take place in after-school or in community based settings for youth, adults and/or senior learners.
- Cultural organizations must provide evidence of locally registered nonprofit status.
- Cultural organizations involved in projects currently receiving direct NYSCA Art Education funding are ineligible for an Arts Education grant in the same year.
- LETTER OF COMMITMENT: Letter of Commitment from community nonprofit partner(s) to the arts organization or artist, signed by Director, on letterhead. Letter must outline the organization's support of the project (monetarily and otherwise) and include anticipated roles and responsibilities for each partner involved.

## **What the Grant Can Cover**

- Teaching artist fees
- Direct administrative expenses
- Supplies and materials needed for the execution of the program

## **What the Grant Cannot Cover**

- NYS Agencies and departments (including SUNY schools)
- Public universities, colleges; and public, private or parochial secondary and elementary schools
- DEC site Staff or board members (see Conflict of Interest section)
- Unincorporated applicants without an eligible sponsor or partner organization(exception: Individual Artist category)
- NYSCA applicants, including fiscally sponsored applicants that have applied to NYSCA in the most recent cycle.
- Projects involving partners that apply directly to NYSCA
- Non-incorporated chapters of organizations whose "parent" is incorporated outside the DEC area
- Start-up or seed funding for the establishment of a new organization
- General operating expenses
- Requests greater than applicant's project expenses minus total project income
- Past re-grantees that have failed to submit final reports
- Operating expenses of privately owned facilities (e.g. homes or studios)
- Events that take place in private homes
- Non-arts activity including:
  - Galas, benefits or fundraising events including entertainment costs for receptions, food or fundraising events.
  - Entertainment such as balloons, clowns, magicians

- Projects that are recreational, therapeutic, rehabilitative or religious in nature including at risk/social service programs when the purpose is primarily for rehabilitative, therapeutic or worship
- Acquisitions of works of art
- Contingency funds
- Permanent equipment or capital improvements
- Creation of textbooks or classroom materials
- Lobbying expenses
- Programs in which children are used as professional artists (paid a fee)
- Regrants by applicants to fund other activities
- Cash prizes, juried shows, fellowships, scholarships and other awards to students
- Stand-alone assembly programs, single performances, or one-time visits to cultural institutions
- Programs for which selected students are taken out of regular classes or are self-selected for participation.
- College-level courses, contests or performing groups.

## **Frequently Asked Questions**

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

Of course! However, prior funding does not guarantee continued support. Each application is review in the context of the current program guidelines, funding priorities and evaluative criteria.

When reviewing applicants 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?**

Grants are not intended to cover the complete cost of the proposed project. In recent years, grants for Arts Education projects have ranged from \$500 to \$5,000. Historically, the average grant has been approximately \$1,200.

Arts Education regrants should fund up to 50% of the project's total cash expenses and never more than 75% of the total cash expenses. You may apply for a maximum of 75% of the total cost of your proposed project. Your project budget must demonstrate that a minimum of 25% of the proposed project income comes from other funding sources. This can include in-kind contributions. In-kind contributions must be noted on the budget page.

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

A single applicant is able to submit up to three (3) project requests for Community Arts, Arts Education grants and Individual Artist categories. The maximum total request amount cannot exceed \$5,000.

Sponsored applications are exempt from the three-request limit; however, any artist also applying for an Individual Artist Grant cannot request more than \$2,500 in Community Arts and/or Arts Education grants.

## **Fiscal Sponsorship and School or Community Based Learning Partners**

A fiscal sponsor must be a nonprofit organization in the county where the arts activity is taking place, which meets the same eligibility requirement as an applicant organization and provide the required documents. The fiscal sponsor will receive the grant funds and distribute them to the artist(s) or non-incorporated entity. An organization may serve as a fiscal sponsor for an unlimited number of applicants.

A letter of agreement between the two parties must be submitted with the application stating the willingness of the supporting organization to fulfill the obligations and duties of serving as fiscal and administrative agent for a grant award. In addition, the letter of agreement should specify the roles of each party.

A direct DEC applicant may serve as a fiscal sponsor and may sponsor more than one applicant, as the sponsored requests do not count towards the 3-request limit or \$5,000 maximum. Direct NYSCA applicants, however, may not serve as a fiscal sponsor for DEC applications.

NOTE: Sponsoring organizations must check with their financial personnel/accountants regarding tax liabilities and IRS reporting relative to sponsoring projects that are not directly related to the sponsoring organization's mission. Sponsoring organizations are responsible for all IRS required reporting including 1099 forms where applicable.

## **The Application Process**

### **Arts Education Grant Application Form**

All applications must be submitted through the online submissions platform Submittable. Applicants must visit [www.flcag.org](http://www.flcag.org) and will be directed from there to register for Submittable.

### **Project Budget**

The budget form, included on the application, should be completed in full. Please indicate other secured and anticipated funding sources. Please list in-kind as well as cash contributions. Total costs should equal total expenses.

## **Narrative Responses (Project and Budget Narratives)**

The project and budget narrative questions are included in the application form. The combined length of the narratives should not exceed 3 pages (single spaced, 12 pt. font). Be clear and concise.

## **Proof of Nonprofit Status for Applicant Organization or Fiscal Sponsor**

Your organization must submit ONE of the following documents to prove nonprofit status:

Letter of Determination form the IRS indicating tax exempt status under section 501c.(3)

Documentation of charter by New York State Board of Regents under Section 216 of the New York State Education Law

Current New York State Bureau of Charities (Office of the Attorney General) filing receipt

Official authorization as an arm of local government (i.e. a formal letter on official stationery signed by the appropriate county, city, town or village executive)

The address on the document **must** be an address within one of the five designated counties.

NOTE: A New York State Tax Exemption Certificate from the Dept. of Taxation and Finance is not considered proof of nonprofit status and should not be submitted.

## **Letter of Agreement between Fiscal Sponsor and Applicant, if applicable**

(See Fiscal Sponsorship and School or Community Based Learning Partners section above)

## **Organization's or Fiscal Sponsor's Board of Directors List**

Please include complete list with affiliations and addresses, phone numbers and email addresses.

## **Organization's or Fiscal Sponsor's most current Audited Financial Statement or Budget**

## **Teaching Artist's Resume and/or Bio**

## **Work Samples**

Work samples of the teaching artist's previous work assist the panel to determine artistic merit of the project. These are not required, but they are highly encouraged. Work samples should represent work from the last 3 years. Samples should be submitted in the following forms:

- 1) Audio Work Samples: Please upload directly into the application one MP3 file that includes up to 10 minutes of original composition. The file may include as many songs as you want, but the total length must not exceed ten minutes.
  
- 2) Video Work Samples:  
Upload one 10-minute video excerpt or two 5-minute excerpts from previously completed work. Two 5-minute clips may be from two different works. Files should be .mov, .mp4 or .wmv. You may also include a link to a website with one 10-minute excerpt or two 5-minute excerpts.
  
- 3) Image Work Samples:  
Upload up to 10 digital images using the following specifications:
  - a. File type: JPEG
  - b. Dimensions: No larger than 1240 pixels x 1240 pixels
  - c. File size: Each image must be under 4MG
  - d. Resolution: 72dpi
  
- 4) Written Work Samples:  
Upload a writing sample.
  - a. File size: No larger than 4MB
  - b. File format: PDF or Microsoft WordEvaluators will read the first 10 pages of the work AND any additional 10 page section that you indicate.

## **Letter(s) of Support**

You may include letters of support from community members expressing the need for the project and/or showing support.

## **Review of Application in Draft Form**

The DEC Coordinator is glad to review application drafts. Reviewing an applicant's draft proposal is for providing technical assistance and does not guarantee that it will receive funding. Drafts must be received by FLCAG by **Friday, October 5, 2018**.

## **Application Deadline**

**Applications must be received by the DEC Coordinator by 11:59 pm on Friday, Oct 12, 2018.**

Early submissions are encouraged. Incomplete, handwritten, or late applications as well as applications from ineligible organizations will not be considered. All applications must be submitted through the online submissions platform Submittable. Applicants must register for Submittable through [www.flcag.org](http://www.flcag.org).

# After the Deadline

## Grant Review Process

Applications are reviewed for eligibility, completeness, and accuracy by the FLCAG staff. It is your responsibility to submit a complete and accurate application. As part of the review process, FLCAG staff may contact you to clarify and review information.

A panel of artist, arts administrators, educator, community leaders and businesspeople, coordinated by FLCAG, will then evaluate each application and recommend a level of funding based on evaluation criteria, funding priorities and grant guidelines. The panel's recommendations are submitted to and reviewed by NYSCA, which has the final authority in all decisions.

## Panel Criteria

Awards are based on a competitive process. Consequently, not all applicants will receive funding. Each application is reviewed based on its own merits and against others in the application pool. The panel will make funding recommendations based primarily on the following criteria:

- Artistic merit including artistic and program quality and the expertise of the artists.
- Community demonstration of interest, support and benefit - without duplicating existing programs. Seek to serve a broad constituency.
- Adherence to application guidelines, with clarity and completeness.
- Feasibility - clearly defined project objectives, project implementation and management:
  - Demonstrated ability of personnel to administer project
  - Reasonable project budget
  - Potential effectiveness of proposed promotional efforts throughout the community
  - Applicant's history with program success and contract compliance.

## Funding Priorities

Projects that reflect diverse cultural traditions or contemporary creative expression.

### **Low Priority Projects**

Projects that do not utilize or pay professional artists

Applicants who have not confirmed the artists to be utilized in the project

Projects that do not benefit underserved populations

Projects that duplicate existing and successful projects/services

### **Award Notification**

FLCAG notifies all applicants via email regarding their application's status after the panel review. This will occur late in November.

## **APPEALS PROCESS**

In the event that your program is not funded, or funded partially, the below guidelines are set in place to ensure a fair and equal opportunity to all applicants.

Applicants should first consult with the DEC Coordinator to review the considerations that went into the panel decision. If, after consultation, the applicant wishes to pursue an appeal, the applicant must do so in writing with all material supporting the appeal, addressed to Executive Director, Auburn Public Theater. The Executive Director must receive the written appeal within fifteen (15) calendar days from the issue date of the denial letter. The applicant will receive a written response and the appeal will be assigned to a different panel who will meet to examine the grounds of the appeal. The new panel will provide a recommendation to the Auburn Public Theater's Board for final approval.

THE ONLY GROUNDS FOR APPEAL ARE:

1. Non-presentation of application information by staff or panelist.
2. Misrepresentation of application information by staff or panelist
3. Improper procedure by staff or panelist.

**NOTE: DISSATISFACTION WITH THE AMOUNT OF SUPPORT OR A RECOMMENDATION OF "NO FUNDING" CANNOT BE USED AS A BASIS FOR AN APPEAL.**

## **RESPONSIBILITIES OF GRANT RECIPIENTS**

- All awardees must sign and return a contract, which outlines all agreements with regard to fulfilling obligations and the procedures for providing the following materials:
- A Final Report
- Notification of your event(s) at least 2 weeks in advance with two complimentary tickets, if applicable. Projects may be audited by FLCAG staff, panelists or other appointed persons.
- Credit to FLCAG for support on all publicity and printed materials. Suggested acknowledgement language is on the FLCAG website.
- Immediate notification if a project cannot take place or if there are any changes in project plans.
- Awarded funds must be returned before October 31, 2019 if a project cannot take place.