



Finger Lakes Community Arts Grants

ARTS EDUCATION GRANT APPLICATION (2020)

Finger Lakes Community Arts Grants (FLCAG)

Auburn Public Theater
PO Box 771
Auburn, NY 13021
www.auburnpublictheater.org
315-253-6669



**Council on
the Arts**

APPLICATION CHECKLIST

See Arts Education Grant Guidelines for detailed instructions and explanations of application materials.

The original copy should include the following documents in the following order:

- Arts Education Grant Application Questionnaire
- Project Budget
- Narrative Responses (Project and Budget Narratives)
- Letter of Commitment from the School Partner OR the Community Nonprofit Partner, outlining the scope of the partnership.
- Proof of Non-Profit Status for Applicant Organization (*See Arts Education Grant Guidelines for a list of acceptable documents.*)
- Letter of Agreement between Fiscal Sponsor and Applicant, if applicable
- Organization's or Fiscal Sponsor's Board Member List with affiliations, addresses, phone numbers, and email addresses
- Organization's or Fiscal Sponsor's most current Audited Financial Statement and Budget
- Teaching Artist's Resume and/or Bio
- Work Samples (*See Arts Education Grant Guidelines for specifications.*)
- Letter(s) of Support (optional)

Applications must be received by SATURDAY, OCTOBER 26, 2019, AT 11:59 PM.

All applications and materials must be submitted online through Submittable.

Questionnaire

APPLICANT INFORMATION (Please list the information for *your* organization. There will be an opportunity below to give the information for your partner organization or fiscal sponsor.)

Organization or Applicant Artist's Legal Name		County
Mailing Address	City	Zip Code
Phone Number	Email Address	
Website	Fiscal Year Start Date (if applicable)	
<p>Have you ever applied directly to the New York State Council on the Arts? <input type="checkbox"/> NO <input type="checkbox"/> YES</p> <p>If YES, list Grant Program(s):</p> <p>Year(s):</p>		
<p>Have you applied for a DEC Grant (Community Arts, Arts Education, or Individual Arts Grant) in the past THREE years? <input type="checkbox"/> NO <input type="checkbox"/> YES</p> <p>If YES, check the applicable box: <input type="checkbox"/> Community Arts; <input type="checkbox"/> Arts Education; <input type="checkbox"/> Individual Artist</p> <p>Year(s):</p> <p>Please indicate whether or not you were awarded the grant. <input type="checkbox"/> NO <input type="checkbox"/> YES</p>		
Assembly District #	Senate District #	Congressional District #

ORGANIZATION DETAILS

Which of the following most closely describes the artistic discipline of your *organization*?

- | | | |
|---|---|---|
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Crafts—Fiber | <input type="checkbox"/> Crafts—Mixed Media |
| <input type="checkbox"/> Architecture—Landscape | <input type="checkbox"/> Crafts—Glass | <input type="checkbox"/> Crafts—Paper |
| <input type="checkbox"/> Crafts | <input type="checkbox"/> Crafts—Leather | <input type="checkbox"/> Crafts—Plastic |
| <input type="checkbox"/> Crafts—Clay | <input type="checkbox"/> Crafts—Metal | <input type="checkbox"/> Crafts—Wood |

- | | | |
|---|---|---|
| <input type="checkbox"/> Dance | <input type="checkbox"/> Interdisciplinary | <input type="checkbox"/> Music—Popular |
| <input type="checkbox"/> Dance—Ballet | <input type="checkbox"/> Literature | <input type="checkbox"/> Music—Solo/Recital |
| <input type="checkbox"/> Dance—Ethnic/jazz | <input type="checkbox"/> Literature—Fiction | <input type="checkbox"/> Non-Arts/Non-Humanities |
| <input type="checkbox"/> Dance—Modern | <input type="checkbox"/> Literature—Non-Fiction | <input type="checkbox"/> Opera/Music Theater |
| <input type="checkbox"/> Design Arts | <input type="checkbox"/> Literature—Poetry | <input type="checkbox"/> Opera |
| <input type="checkbox"/> Design—Fashion | <input type="checkbox"/> Media Arts | <input type="checkbox"/> Theater—Music |
| <input type="checkbox"/> Design—Graphic | <input type="checkbox"/> Media—Audio, Radio,
Sound Art | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Design—Industrial | <input type="checkbox"/> Media—Video | <input type="checkbox"/> Playwriting |
| <input type="checkbox"/> Design—Interior | <input type="checkbox"/> Multi-disciplinary | <input type="checkbox"/> Theater—General |
| <input type="checkbox"/> Design—Urban/
Metropolitan | <input type="checkbox"/> Music | <input type="checkbox"/> Theater—Mime |
| <input type="checkbox"/> Folk—Oral Traditions | <input type="checkbox"/> Music—Band | <input type="checkbox"/> Theater—Puppet |
| <input type="checkbox"/> Folk—Traditional Arts | <input type="checkbox"/> Music—Chamber | <input type="checkbox"/> Theater—Young Audiences |
| <input type="checkbox"/> Folk—Traditional Crafts
and Visual Arts | <input type="checkbox"/> Music—Choral | <input type="checkbox"/> Visual Arts |
| <input type="checkbox"/> Folk—Traditional Dance | <input type="checkbox"/> Music—Ethnic | <input type="checkbox"/> Visual Arts—Experimental |
| <input type="checkbox"/> Folk—Traditional Music | <input type="checkbox"/> Music—Jazz | <input type="checkbox"/> Visual Arts—Graphics |
| <input type="checkbox"/> Humanities | <input type="checkbox"/> Music—New | <input type="checkbox"/> Visual Arts—Painting |
| | <input type="checkbox"/> Music—Orchestral | <input type="checkbox"/> Visual Arts—Sculpture |

Which of the following most closely describes the type of your organization?

- | | | |
|--|--|---|
| <input type="checkbox"/> Arts Center | <input type="checkbox"/> Library | <input type="checkbox"/> Performing Group—
Community |
| <input type="checkbox"/> Arts Council/Agency | <input type="checkbox"/> Literary Magazine | <input type="checkbox"/> Performing Group for
Youth |
| <input type="checkbox"/> Arts Service Organization | <input type="checkbox"/> Media—Daily Newspaper | <input type="checkbox"/> Religious Organization |
| <input type="checkbox"/> Cinema | <input type="checkbox"/> Media—Periodical | <input type="checkbox"/> School—Other |
| <input type="checkbox"/> College/University | <input type="checkbox"/> Media—Radio | <input type="checkbox"/> School—Vocational/
Technical |
| <input type="checkbox"/> Community Service
Organization | <input type="checkbox"/> Media—Television | <input type="checkbox"/> School—Parent-Teacher
Association |
| <input type="checkbox"/> Cultural Series Organization | <input type="checkbox"/> Media—Weekly Newspaper | <input type="checkbox"/> Senior Citizens' Center |
| <input type="checkbox"/> Fair/Festival | <input type="checkbox"/> Museum—Art | <input type="checkbox"/> Small Press |
| <input type="checkbox"/> Foundation | <input type="checkbox"/> Museum—Other | <input type="checkbox"/> Union/Professional
Association |
| <input type="checkbox"/> Gallery/Exhibition Space | <input type="checkbox"/> Parks and Recreation | <input type="checkbox"/> None of the Above |
| <input type="checkbox"/> Health Care Facility | <input type="checkbox"/> Performance Facility | |
| <input type="checkbox"/> Historical
society/Commission | <input type="checkbox"/> Performing Group | |
| <input type="checkbox"/> Humanities Council | <input type="checkbox"/> Performing Group—
College/University | |

What is the ethnic composition of your organization?

- No Single Group
- American Indian/Alaska Native
- Asian
- Black/African-American

- Hawaiian/Pacific Islander
- Hispanic/Latino
- White, not Hispanic

What is the non-profit status of your *organization*?

- Non-profit, Department of Education
- Non-profit, Department of State
- Other
- None; we are operating with a fiscal sponsor.
- None.

FISCAL SPONSOR'S INFORMATION (if applicable)

Organization's Legal Name		County
Mailing Address	City	Zip Code
Phone Number	Email Address	
Website	Fiscal Year Start Date (if applicable)	
Assembly District #	Senate District #	Congressional District #

SCHOOL PARTNER INFORMATION (if K-12 Public School based project)

School Name		County
Mailing Address	City	Zip Code

Phone Number		Email Address		
School District		School Enrollment	% of students eligible for reduced or free lunch	
School Demographic Information (by percentages):				
Native American:		Asian/Pacific Islander:		African American:
Hispanic:		White/Non-Hispanic:		Other:
Core Group (Students and Teachers directly served)				
# of Students:	# of classes:	Grade Levels:	# of Teachers:	# of Contact Sessions (at least 5):
Indirect Group				
# of Students:	# of classes:	Grade Levels:	# of Teachers:	# of Contact Sessions:

PROJECT DETAILS

1. Project Title:	
2. Is this an artist-initiated project?	<input type="checkbox"/> Y <input type="checkbox"/> N
3. Is this project physically accessible to the community?	<input type="checkbox"/> Y <input type="checkbox"/> N
4. Does this project include or involve at-risk youth?	<input type="checkbox"/> Y <input type="checkbox"/> N
5. How many artists are directly involved with this project?	
6. How many people (total) do you anticipate in the audience or at the proposed venue?	
7. When will the project begin? (core activities)	
8. When will the project be completed? (core activities)	
9. Primary audience: (Check all that apply.) <input type="checkbox"/> Children K-3 rd Grade <input type="checkbox"/> Children 4th-8 th Grade <input type="checkbox"/> Teens <input type="checkbox"/> Adults <input type="checkbox"/> Senior Adults	

PROJECT MANAGER

Project Manager		
Mailing Address	City	Zip Code
Phone Number	Email Address	

PROJECT CATEGORY

Which of the following most closely describes the artistic discipline of your *project*?

- | | | |
|--|--|---|
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Folk—Oral Traditions | <input type="checkbox"/> Music—New |
| <input type="checkbox"/> Architecture—Landscape | <input type="checkbox"/> Folk—Traditional Arts | <input type="checkbox"/> Music—Orchestral |
| <input type="checkbox"/> Crafts | <input type="checkbox"/> Folk—Traditional Crafts and Visual Arts | <input type="checkbox"/> Music—Popular |
| <input type="checkbox"/> Crafts—Clay | <input type="checkbox"/> Folk—Traditional Dance | <input type="checkbox"/> Music—Solo/Recital |
| <input type="checkbox"/> Crafts—Fiber | <input type="checkbox"/> Folk—Traditional Music | <input type="checkbox"/> Non-Arts/Non-Humanities |
| <input type="checkbox"/> Crafts—Glass | <input type="checkbox"/> Humanities | <input type="checkbox"/> Opera/Music Theater |
| <input type="checkbox"/> Crafts—Leather | <input type="checkbox"/> Interdisciplinary | <input type="checkbox"/> Opera |
| <input type="checkbox"/> Crafts—Metal | <input type="checkbox"/> Literature | <input type="checkbox"/> Theater—Music |
| <input type="checkbox"/> Crafts—Mixed Media | <input type="checkbox"/> Literature—Fiction | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Crafts—Paper | <input type="checkbox"/> Literature—Non-Fiction | <input type="checkbox"/> Playwriting |
| <input type="checkbox"/> Crafts—Plastic | <input type="checkbox"/> Literature—Poetry | <input type="checkbox"/> Theater—General |
| <input type="checkbox"/> Crafts—Wood | <input type="checkbox"/> Media Arts | <input type="checkbox"/> Theater—Mime |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Media—Audio, Radio, Sound Art | <input type="checkbox"/> Theater—Puppet |
| <input type="checkbox"/> Dance—Ballet | <input type="checkbox"/> Media—Video | <input type="checkbox"/> Theater—Young Audiences |
| <input type="checkbox"/> Dance—Ethnic/jazz | <input type="checkbox"/> Multi-disciplinary | <input type="checkbox"/> Visual Arts |
| <input type="checkbox"/> Dance—Modern | <input type="checkbox"/> Music | <input type="checkbox"/> Visual Arts—Experimental |
| <input type="checkbox"/> Design Arts | <input type="checkbox"/> Music—Band | <input type="checkbox"/> Visual Arts—Graphics |
| <input type="checkbox"/> Design—Fashion | <input type="checkbox"/> Music—Chamber | <input type="checkbox"/> Visual Arts—Painting |
| <input type="checkbox"/> Design—Graphic | <input type="checkbox"/> Music—Choral | <input type="checkbox"/> Visual Arts—Sculpture |
| <input type="checkbox"/> Design—Industrial | <input type="checkbox"/> Music—Ethnic | |
| <input type="checkbox"/> Design—Interior | <input type="checkbox"/> Music—Jazz | |
| <input type="checkbox"/> Design—Urban/Metropolitan | | |

COMMUNITY DEMOGRAPHICS

Will the *project* involve any of the communities below? Please indicate any communities involved.

No Single Group

Asian

Hispanic/Latino

American Indian/Alaska
Native

Black/African-American

White, not Hispanic

Hawaiian/Pacific Islander

CERTIFICATION OF APPLICATION (Unsigned applications will not be accepted.)

I certify that I am a resident of Cayuga, Seneca, Wayne, Yates, or Ontario County and have resided in New York State for the two years prior to this application. I certify that I am over eighteen years of age and am not matriculated in a graduate or undergraduate degree program. I also certify that all statements made in this application are true to the best of my knowledge.

SIGNATURE

DATE

Project Budget

How Much Money Can You Ask For?

You may request a grant ranging from \$500 to \$5,000. The program is competitive and grants are typically less than \$5,000. Requests for DEC funds may not exceed 75% of your project's cost. For example, if your organization requests a DEC grant of \$1,500, you must plan to provide at least \$500 of cash and/or in-kind (donated goods and services). Your total project cost will be at least \$2,000. You must balance your budget. "Total Cost" should equal "Total Income."

PROJECT EXPENSES List <u>ALL</u> expense items	Amount anticipated to be covered by the grant	Amount <i>not</i> covered by the grant	Total Cost
1. Artistic Fees			
2. Teacher Time Allocated to Project			
3. Administrative Time Allocated to Project			
4. Technical Fees			
5. Marketing			
6. Artist Travel			
7. Hospitality			

8. Equipment Rental			
9. Student Transportation			
10. Supplies			
11. Postage			
12. Other:			
13. Other:			
14. Other:			
TOTAL PROJECT EXPENSES	\$	\$	\$
PROJECT INCOME List ALL Funding Sources for this Project (secured and anticipated)	AMOUNT CASH	AMOUNT IN-KIND	TOTAL INCOME
1. ARTS EDUCATION GRANT REQUEST			
2. Admission Fees			
3. School or Community Based Partner Contribution			
4. Workshops/Sales			
5. Contributions (Individual)			
6. Contributions (Corporate)			

7. Other Grants (List):			
8. Other (explain):			
9. Amount Covered by Applicant			
TOTAL PROJECT INCOME	\$	\$	\$

Budget Narrative

- 12. **What is your Arts Education Grant funding request?** Explain the items on your budget.
- 13. **Describe how this project will proceed if NO funding or partial funding is received.** Is there a back-up plan demonstrating organizational and fiscal commitment to this project?
- 14. **Outline your plan for raising cash and in-kind revenue for the remaining project costs.**

Arts Education Grants—Narrative Questions

Please answer the questions below in **bold** (the non-bold questions are prompts to help you comprehensively answer each question). Be as thorough and non-repetitive as possible for ease of panel review.

Project Narrative

Organization Details

- 1. **Describe your organization.** What is its mission in the community? What are its most successful recent programs?

Artistic/Cultural Merit of Project

- 2. **Describe the arts/cultural-based project in detail.** What is the project? Who is involved? Identify the members of your partnership (artists, teachers) and what skills and resources each brings. Where will it take place?
- 3. **How does the project reflect the mission of the applicant or organization?**
- 4. **If K-12 School Based Project, describe the learning goals of your project and how they relate to NYS Teaching Standards in the arts.** (See <http://www.p12.nysed.gov/ciai/standards.html> for more information.)

Project Feasibility

- 5. **Define project goals and plans to meet them.** If project involves multiple events, performances, or workshops, list dates, times, locations, and costs to the public (if applicable). What is the timeline for this project? If K-12 School Based Project, include

information on preparatory and in-progress planning meetings and teaching artist contact sessions with students.

6. **Who is responsible for managing the project?** Describe how he/she is qualified to manage the project. Are there reasonable numbers/amounts of people, activities, space, funds, and time to successfully complete this project?
7. **How will you evaluate this project?** Describe how you will assess the extent to which students have met the goals of the project. What will you use as tools for assessment?

Community Impact

8. **Does this project address educational and/or community needs and interests? How will the students benefit?** What do you want the students to know, understand, or be able to do as a result of this project?
9. **Is there adequate time for reflection and evaluation between contact sessions?** Include information on sessions where teachers will work with students on relevant content before or between teaching artist sessions, as well as reflection and evaluation sessions in-class with students or post-residency.

Involvement of Qualified, Professional Artists

10. **List artists involved in this project, indicating their roles.** Briefly describe the key aspects that qualify the artists. Were members of the arts and cultural community included in the planning of the project? If artists have not been identified, describe the criteria for your selection. *Note: It is very difficult to fund a proposal where the artists are not identified, particularly when the requested funds are meant to pay the artists' fees.* (You may also attach brief biographical summaries, resumes, or curricula vitae of the artists.)

Community Awareness and Involvement

11. **Describe your plan for audience outreach, marketing and publicity.** For K-12 School Based Projects, describe how you will reach out to parents other members of the school community. For all Projects, how will you reach out to outside community members, and local government officials to notify them of and involve them in the project. How did partnership members participate in developing the plan? How will they ultimately benefit from the project?