



Finger Lakes Community Arts Grants

COMMUNITY ARTS GRANT APPLICATION (2020)

Finger Lakes Community Arts Grants
Auburn Public Theater
PO Box 771
Auburn, NY 13021
www.auburnpublictheater.org
315-253-6669



**Council on
the Arts**

APPLICATION CHECKLIST

See Community Arts Grant Guidelines for detailed instructions and explanations of application materials. Submit one copy of the completed application.

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

- Community Arts Grant Application Questionnaire
- Project Budget
- Narrative Responses (Project and Budget Narratives)
- Proof of Non-Profit Status (See Community Arts Grant Guidelines for a list of acceptable documents.)
- Letter of Agreement between Fiscal Sponsor and Applicant, if applicable
- Letter of Commitment from the Non-Profit Partner confirming the partnership with the applicant artist, if applicable
- Organization's, Fiscal Sponsor's, or Partner Organization's Board Member List with affiliations, addresses, phone numbers, and email addresses
- Organization's, Fiscal Sponsor's, or Partner Organization's most current Financial Statement and Budget
- Project Manager's Resume and/or Bio
- Artist's/Artists' Resume(s) and/or Bio(s), if applicable
- Work Samples (See Community Arts 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 Artists 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 Artists</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—Glass | <input type="checkbox"/> Crafts—Plastic |
| <input type="checkbox"/> Architecture—Landscape | <input type="checkbox"/> Crafts—Leather | <input type="checkbox"/> Crafts—Wood |
| <input type="checkbox"/> Crafts | <input type="checkbox"/> Crafts—Metal | <input type="checkbox"/> Dance |
| <input type="checkbox"/> Crafts—Clay | <input type="checkbox"/> Crafts—Mixed Media | <input type="checkbox"/> Dance—Ballet |
| <input type="checkbox"/> Crafts—Fiber | <input type="checkbox"/> Crafts—Paper | <input type="checkbox"/> Dance—Ethnic/jazz |

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

- | | |
|--|--|
| <input type="checkbox"/> No Single Group | <input type="checkbox"/> Hawaiian/Pacific Islander |
| <input type="checkbox"/> American Indian/Alaska Native | <input type="checkbox"/> Hispanic/Latino |
| <input type="checkbox"/> Asian | <input type="checkbox"/> White, not Hispanic |
| <input type="checkbox"/> Black/African-American | |

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; we are operating with a partner organization.

FISCAL SPONSOR or PARTNER ORGANIZATION'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 # |
| | | | |
| Indicate whether this is your fiscal sponsor or partner organization . Choose one. | | | |
| | | | |

PROJECT DETAILS

| | |
|--|---|
| Project Title | |
| | |
| 1. Is this an artist-initiated project? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 2. Is this project physically accessible to the community? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 3. Does this project include or involve at-risk youth? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 4. How many artists are directly involved with this project? | |
| 5. How many youth (<18) 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) | |

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"/> Crafts—Leather | <input type="checkbox"/> Dance |
| <input type="checkbox"/> Architecture—Landscape | <input type="checkbox"/> Crafts—Metal | <input type="checkbox"/> Dance—Ballet |
| <input type="checkbox"/> Crafts | <input type="checkbox"/> Crafts—Mixed Media | <input type="checkbox"/> Dance—Ethnic/jazz |
| <input type="checkbox"/> Crafts—Clay | <input type="checkbox"/> Crafts—Paper | <input type="checkbox"/> Dance—Modern |
| <input type="checkbox"/> Crafts—Fiber | <input type="checkbox"/> Crafts—Plastic | <input type="checkbox"/> Design Arts |
| <input type="checkbox"/> Crafts—Glass | <input type="checkbox"/> Crafts—Wood | <input type="checkbox"/> Design—Fashion |

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

COMMUNITY DEMOGRAPHICS

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

- | | |
|--|--|
| <input type="checkbox"/> No Single Group | <input type="checkbox"/> Hawaiian/Pacific Islander |
| <input type="checkbox"/> American Indian/Alaska Native | <input type="checkbox"/> Hispanic/Latino |
| <input type="checkbox"/> Asian | <input type="checkbox"/> White, not Hispanic |
| <input type="checkbox"/> Black/African-American | |

CERTIFICATION OF APPLICATION

NOTE: 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

Community Arts 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? Where will it take place?
3. **How does the project reflect the mission of the applicant or organization?**

Project Feasibility

4. **Define project goals and plans to meet them.** If project involves multiple events or workshops, list dates, times, locations, and costs to the public (if applicable).
5. **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?
6. **How will you evaluate this project?**

Community Impact

7. **Outline the community served by this project.** Is there a targeted audience?
8. **Does this project address community needs and interests? How will the community benefit?**
9. **Is the project accessible to the community, including underserved groups such as elderly, racial and ethnic minorities, the disabled, etc.?** If underserved individuals/groups are not involved, indicate why and/or how reasonable efforts are being made to involve them.

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.** Please describe publicity and outreach plans to generate community participation.

Project Budget

How Much Money Can You Ask For?

You may request 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 not covered by the grant | Total Cost |
|--|---|--|-------------------------|
| 1. Artistic Fees | | | |
| 2. Technical Fees | | | |
| 3. Marketing | | | |
| 4. Travel | | | |
| 5. Hospitality | | | |
| 6. Equipment Rental | | | |
| 7. Space | | | |
| 8. Supplies | | | |
| 9. Postage | | | |
| 10. Other: | | | |
| 11. Other: | | | |
| 12. Other: | | | |
| TOTAL PROJECT EXPENSES | \$ | \$ | \$ |
| | | | |
| PROJECT INCOME List <u>ALL</u> Funding Sources for this Project (secured and anticipated) | AMOUNT CASH | AMOUNT IN-KIND | TOTAL INCOME |
| 1. COMMUNITY ARTS GRANT REQUEST | | | |
| 2. Admission Fees | | | |

| | | | |
|-------------------------------|----|----|----|
| 3. Membership/Dues | | | |
| 4. Workshops/Sales | | | |
| 5. Contributions (Individual) | | | |
| 6. Contributions (Corporate) | | | |
| 7. Other Grants (List): | | | |
| 8. Other (explain): | | | |
| TOTAL PROJECT INCOME | \$ | \$ | \$ |

Budget Narrative

- 12. What is your Community Arts 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.**