# Statewide Community Regrants (SCR)

# COMPLETE GUIDELINES:

## INDIVIDUAL ARTIST GRANT (2022)

**Statewide Community Regrants**
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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. As of FY2022, this program is called the Statewide Community Regrants Program (SCR). SCR 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 program serves each of the state's 62 counties and funds volunteer community organizations as well as established non-profit corporations with paid professional staff.
The SCR program in Cayuga, Seneca, Yates, Wayne and Ontario counties is administered by Auburn Public Theater in downtown Auburn, New York.

Statewide Community regrants have three distinct funding categories: Community Arts, Arts Education and Individual Artist.

## Goals of the SCR Program

The Statewide Community Regrants program makes arts support available to geographically, economically, and ethnically diverse segments of our 5-county service area. We provide funding to nonprofit community arts organizations, individual artists, and arts educators within Cayuga, Seneca, Wayne, Ontario and Yates counties that are not currently funded directly by NYSCA. SCR through Auburn Public Theater is committed to supporting diverse cultural expression. The focus of our program includes:

- Support for regional artists by providing them with the resources to create new works, while increasing their visibility
- Helping regional nonprofit organizations grow sustainably as they serve the cultural, artistic and educational needs of their respective communities
- Provide support for a wide variety of artistic disciplines including diverse multi-cultural projects
- To be an advocate for arts support in the region we serve by educating community and government leaders about the NYSCA grant process and all it entails
- To help foster partnerships between arts and non-arts organizations with the goal of bringing the arts to areas with limited access to arts programming
- To encourage new artists and organizations to apply for SCR funding. These include the rural, minority and underserved populations of our region.

## What is an underserved community?
Underserved communities are comprised of individuals who have limited access to arts programs, services, or resources and may be marginalized due to geography, race, economic status, gender, gender identity, sexual orientation, age, religion, disability, or other factors.

# Individual Artist Grants

Individual Artist Grants support creative artists in Cayuga, Seneca, Wayne, Yates, and Ontario counties. The purpose of these grants is to support artists in the creation of new work and to foster and strengthen the connection between artists and their communities.

The primary criteria for funded projects are the quality of submitted work samples and the quality of proposed community engagement. An essential element of this funding is the inclusion of community involvement in the development and creative process of the artists' project. The project must engage a segment of the community through a public program, such as an exhibition or performance that is open to the public, and/or social practice by or with community members. Some examples of this type of interaction are interview with a segment of the community, creation of parallel work by a community group, or stories and anecdotes collected from a community group that relate to the concept or content of the project.

Individual Artist grants may support the following types of projects: theater, dance, music, film, video, literary arts, visual arts, folk arts, and multi-disciplinary work. This list is not exhaustive, however. All funded projects in this category must engage the community in some capacity.

Auburn Public Theater will offer up to two (2) Individual Artist grants of $2,500 each in each of the five counties.

## 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 2022 Seminars and any subsequent updates are available at www.auburnpublictheater.org.

### Eligibility
- o   Artist must reside in Cayuga, Seneca, Wayne, Yates, or Ontario counties.
- o   Artist must have been a New York State resident for at least two years prior to the date of application.
- o   Artist must be at least eighteen years of age.
- o   Artist must not be a matriculated student.
- o   Artists that are applying for the Community Arts or Arts Education grant through a sponsoring organization can also apply for this grant, but not for the same project.

### Project Requirements
- o   Collaborative projects are acceptable; however, applications must be submitted in the name of a single artist.
- o   Project must occur in the same county as the artist's legal residence.
- o   Artist's new work must be created and completed during the funding cycle.  Work that is already completed cannot be funded. Projects must be completed during the funding cycle. (It is understood, however, that some work will take longer than a year to complete.)

o The project must engage a segment of the community through a public program, such as an exhibition or performance that is open to the public, and/or social practice by or with community members. Some examples of this type of interaction are interviews with a segment of the community, creation of parallel work by a community group, or stories and anecdotes collected from a community group that relate to the concept or content of the project.

## What the Grant Can Cover

☐ Activities/Projects of local arts organizations including both live and virtual
☐ Artist fees
☐ Project costs
☐ Marketing and publicity costs
☐ Direct administrative expenses and/or planning and preparation expenses for a proposed event
☐ Supplies and materials needed to execute the proposed project. Individual items may not exceed $1,000. Examples: art supplies, sheet music, hardware, memory cards, and other consumable equipment
☐ Equipment, software, subscriptions, and training needed to execute the proposed project. Individual items may not exceed $1,000. Examples: cameras, lighting equipment, subscriptions associated with virtual programming, and training to utilize these tools

## What the Grant Cannot Cover

- NYS Agencies and departments (including SUNY schools)
- Public universities, colleges; and public, private or parochial secondary and elementary schools
- SCR 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
  **NOTE–SCR applicants may hire or "book" a NYSCA-grantee for a service with a paid fee**
- Non-incorporated chapters of organizations whose "parent" is incorporated outside the SCR 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
- Activities that are not open to the general public such as camps, clubs or college associations
- 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
- The purchase of permanent equipment that exceeds $1,000 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! 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 evaluative criteria. The review panel will also consider compliance with the 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.

**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 can't 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.

**Must I attend an informational workshop?**
Attending an informational workshop is required for all first-time applicants and highly encouraged for previous grantees. In lieu of attending a workshop, an applicant may meet face-to-face or via Skype with the SCR coordinator. The purpose is to give a personalized overview of the SCR program and to familiarize the applicant with the grant guidelines. It also gives applicants the opportunity to consult with the SCR coordinator on the specifics of their projects and to get feedback before applying.

# Application Process

## Application Components

**Individual Artist Grant Application Questionnaire**
All applications must be submitted through the online submissions platform Submittable. Applicants must visit www.auburnpublictheater.org and will be directed from there to register for Submittable.  We will NOT accept handwritten applications. Application forms **must** be filled out completely.

**Project Budget**
The budget form, included in the application form, 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 the equivalent of 3 pages (single-spaced, 12-point font). Be clear and concise.

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

**Work Samples**
Work samples 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. Work samples should be submitted in the following forms:

**1. Audio Work Samples:**

Please upload 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 10 minutes.

**2. Video Work Samples:**

Please upload one 10-minute video excerpt or two 5-minute video 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:
- File type: JPEG
- Dimensions: No larger than 1240 pixels x 1240 pixels
- File Size: Each image must be under 4MB
- Resolution: 72dpi

**4. Written work samples**

Upload a writing sample. Evaluators will read the first 10-pages of the work AND any additional 10-page section that you indicate.
- File Size: No larger than 4MB
- File format: PDF or Microsoft Word

**Letter(s) of Support (Optional)**

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

**Application Review**

The SCR Coordinator is happy to review application drafts. Reviewing an applicant's draft proposal is for the purpose of providing technical assistance and does not guarantee that it will receive funding.

**Application Deadline**

**Applications must be uploaded to Submittable by** *11:59 P.M. on Monday, February 28th, 2022.* 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 the www.flcag.org site and will be directed from there to register for Submittable.

# After the Deadline

## Grant Review Process

Applications are reviewed for eligibility, completeness, and accuracy by APT staff. It is your responsibility to submit a complete and accurate application. As part of the review process, the SCR coordinator may contact you by telephone or e-mail to clarify and review information. A panel of artists, arts administrators, educators, community leaders, and business people coordinated by Auburn Public Theater will then evaluate each application and recommend a level of funding based on the evaluation criteria, the funding priorities, and the grant guidelines. Upon request, panelists will be furnished with final and interim reports as well as audit information, prior panel comments, and correspondence when considering organizations/individuals who have applied or have been funded in prior years. The panel's recommendations are submitted to and reviewed by the Auburn Public Theater board of directors, which has the final authority for all decisions.

## Panel Criteria

Awards are based on a *competitive* review process. Due to the strict guidelines, limited funds, and the competitive nature of the process, **not all applicants will receive funding**. Each application is reviewed on the basis of 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 the cultural traditions or contemporary creative expressions of a particular ethnic group

**Low Priority Projects**
- ☐ Previously funded projects that do not exhibit further growth, artistic expansion, community support, and/or community need
- ☐ Projects that duplicate already existing and successful projects

**Award Notification**

Auburn Public Theater notifies all applicants by e-mail regarding the status of their application after panel review.

Grant checks are issued after a review of the panel comments with Auburn Public Theater staff and receipt of the signed contract and all other requested information.

## 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 SCR 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 the 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 awarded organizations 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 Program Report
- Notification of your event(s) at least two weeks in advance with two complimentary tickets, if applicable. Projects may be audited by Auburn Public Theater staff, panelists, or other appointed persons.
- Credit to Auburn Public Theater for support on all publicity and printed materials. Suggested acknowledgement language is on the Auburn Public Theater website.
- Immediate notification if a project cannot take place or if there are any changes in project plans.
- Awarded funds must be returned if a project cannot take place.