



Auburn Public Theater Regrants (APTR)

COMPLETE GUIDELINES:

GENERAL OPERATING GRANT (2024)

Auburn Public Theater Regrants

Auburn Public Theater

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Overview

Auburn Public Theater enriches the economic, social, and cultural growth of our region by bringing people together through affordable access to live performance, cinema, arts education, and community events. Auburn Public Theater Regrants helps expand our mission to further support arts organizations throughout our 5-county service area.

Auburn Public Theater Regrants have three distinct funding categories: Public Arts, Individual Artist, and General Operating.

Goals of the APTR Program

The Auburn Public Theater 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. APTR 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 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 APTR 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.

General Operating Grant

The General Operating Grant supports arts organizations in Cayuga, Seneca, Wayne, Yates, and Ontario counties. The purpose of this grant is to support those organizations in the creation of new work, programming, and community outreach. In addition, the goal of this grant is to support general operating expenses so that arts organizations can continue to operate within their community.

The primary criteria for the funded organization is an annual general operating budget of \$500,000 or less. Any applying organization must also be a legal 501c3 charity able to operate in New York State. Additionally, an organization must be five years old or younger.

Auburn Public Theater will offer one (1) General Operating Grant of \$10,000 to an organization that resides in the five-county service area.

Eligibility

- Organization must reside in Cayuga, Seneca, Wayne, Yates, or Ontario counties.
- Organization must be a New York State 501c3 for at least two years prior to the date of application.
- Organization must have been a NYS 501c3 for five years or less.
- Organization must have an annual general operating budget of \$500,000 or less.
- Organization may apply for the Public Arts grant in addition to this grant, but will not be awarded both.
- Organization may not also be funded by any NYSCA General Operating Grants.

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. Examples: art supplies, sheet music, hardware, memory cards, and other consumable equipment
- Equipment, software, subscriptions, and training needed to execute the proposed project. 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
- APTR site Staff or board members
- NYSCA applicants, including fiscally sponsored applicants that have applied to NYSCA in the most recent cycle.

NOTE–APTR 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 APTR area
- Start-up or seed funding for the establishment of a new organization
- 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
- 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 organizations that have received funding in the past, priority is given to organizations that are able to successfully demonstrate growth, artistic expansion, community support, and/or continued community need.

Must I attend an informational workshop?

Attending an informational workshop is NO LONGER required for either first time or previous applicants. In lieu of workshops, individual or group meetings may be scheduled through communication with the APTR Coordinator.

Application Process

Application Components

General Operating 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. Application forms **must** be filled out completely.

If you are not able to submit your application online for some reason, please contact us directly to see what other arrangements can be made.

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 APTR 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 February 14th, 2024. 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.auburnpublictheater.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 APTR 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 Regrants Coordinator.

Panel Criteria

Awards are based on a **competitive** review process. Due to the strict guidelines, and the competitive nature of the process, **a maximum of 1 organization 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 and mission of the organization.
- 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.

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 funding contract and all other requested information.

APPEALS PROCESS

Due to the nature of this grant, no appeals process will be performed. Any applying organization will either receive the full amount, or will not receive any amount.

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 Budget Report
- Credit to Auburn Public Theater for support on all publicity and printed materials. Suggested acknowledgement language is on the Auburn Public Theater website.