STATEWIDE COMMUNITY REGRANTS GUIDELINES 2027

This project is made possible with funds from the Statewide Community Regrants Program, a regrant program of the New York State Council on the Arts with the support of the Office of the Governor and the New York State Legislature and administered by the Arts Council for Wyoming County.



Painting by Jeff Babbitt, SCR Grantee 2025

APPLICATION DEADLINE March 31st, 2027 AT 5 PM.

Application deadline for review and feedback from ACWC Grants Coordinator: February 24th, 2027 at 5 PM.

2027 Final Reports are due no later than 30 days after the completion of a project. All reports must be submitted by January 31, 2028.

All materials including Guidelines, Applications, Budget Forms and Final Report Forms can be found on our website https://artswyco.org/grants

Seminars and Artist Labs

Seminars will be offered to new and returning applicants. We require new applicants to attend a seminar or talk directly to the Grants Coordinator. Returning applicants are highly encouraged to attend a seminar due to the move to online applications and several important changes to the process for the FY27 cycle. Artist labs are training we do as part of the program to help artists with professional development. Register for both through the email below. Registering allows us to know if we will have people attending. The schedules are as follows:

Seminar Schedule – Hybrid: at locations or on Zoom

September – Wednesday 9/23 at ACWC and Wednesday 9/30 at Friendship Free Library
October – 10/14 at Warsaw United Church and 10/28 at Alfred Village Hall
November– 11/4 at Beer Justice in Arcade and 11/18 at David A. Howe Library in Wellsville

Artist Labs Schedule – Hybrid: at ACWC or on Zoom

September – 16th 4-6pm – Grant writing 101
October– 21st 4-6pm – Topic TBD
November– 19th 4-6pm – Topic TBD
December– 10th 4-6pm – Topic TBD

***Register ahead of time by email to tom@artswyco.org* zoom links will be distributed this way**

Virtual Office Hours

During these months I will have a zoom link for anyone needing assistance during the process:

Wednesdays from 4-6pm in December (not the 23rd) and January

Check artswyco.org/grants for the Zoom link

Any Questions? Please reach out to the Grants Coordinator at any time.

Phone: 585-237-3517 ext.102

Email: tom@artswyco.org

Statewide Community Regrants Overview

Founded in 1977, the Statewide Community Regrant Program (SCR) was developed to ensure that New York State's cultural funding reaches every part of the state. These grants have since 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 is administered regionally and funds volunteer community organizations as well as established non-profit corporations with paid professional staff.

The program forms the cornerstone of the Council's partnership with local arts agencies throughout the state, providing a link between the Council and portions of the community that might not otherwise be able to access funding from NYSCA.

Statewide Community Regrant funds are regranted locally by regional and local arts agencies at the invitation of the Council. The "SCR" sites are charged as advocates and catalysts for arts and cultural development at the local level and provide a wide range of multi-arts programming and services for local communities, artists and small organizations. Grants can prioritize program quality over quantity of viewers/participants.

Through SCR regrant funding, SCR sites provide project support to a wide range of professional, vocational and educational arts and culture in their respective communities including the creation of new work by individual artists directly through the Individual Artist Category.

Statewide Community Regrants serve as an umbrella for three distinct funding categories: **Community Arts (Connect), Arts Education (Mentor)** and **Individual Artists (Elevate)** grants. The Arts Council for Wyoming County provides grants in all three categories for individuals and organizations in Wyoming and Allegany Counties.

Applicants may submit up to three requests in any combination of SCR categories (Community Arts, Individual Artist, and/or Arts Education) totaling no more than $5,000, per SCR site. Fiscally sponsored requests are exempt from the sponsor's three-request limit. There is no match required.

New applicants must attend an ACWC Grant Seminar or meet with the Grants Coordinator to be eligible to apply.

Returning applicants must register by notifying Grants Coordinator of intent to apply with brief synopsis of project/changes by December 1st, 2026.

Please consult with the ACWC Grants Coordinator for more information.

Emailed communication is preferred: grants@artswyco.org

Phone: 585-237-3517 ext. 102

Eligibility for all Grant categories

Applicant eligibility
In addition to the eligibility guidelines listed with each category, applicants must also meet certain overarching eligibility requirements to be considered for Statewide Community Regrants funding, including

- **Proof that the applicant's address lies within Wyoming or Allegany Counties** Additionally, for multi-county SCR sites the funded activity must take place within the same county as the applicant's address.
    - P.O. Boxes may be accepted as a mailing address, but a P.O. Box alone does not necessarily meet the address requirement. An applicant must provide proof of residence in Wyoming or Allegany counties.
- **All non-profit organizations, whether direct applicants or fiscal sponsors, must provide:**
    - proof of registration with the NYS Charities Bureau, in the form of a Bureau filing receipt dated within the last 24 months.
- **All chartered educational institutions must provide:**
    - documentation of NYS charter by the Board of Regents under section 216 of the NY State Education Law.
- **All government or quasi-governmental entities must provide:**
    - proof of authorization, in the form of a formal letter on official stationery, signed by the appropriate county, city, town or village executive, dated within the last 12 months.
- **Tribal Nation are subject to the following rules:**
    - SCR sites can accept applications from Tribal Nations located anywhere in NYS, regardless of county.
    - SCR sites may work with applicants from Tribal Nations to identify appropriate documentation to show association with the Tribal Nation.
    - Tribal Nations are exempt from the 3 request, $5000 limit. Individual Tribal organizations within Tribal Nations are subject to the 3 request, $5000 limit.
- **All Individual Artists** may only apply under their own name, using their own SSN. An artist's incorporation or establishment of a limited liability company (LLC) or limited liability partnership (LLP) is not disqualifying. However, an artist is only eligible for SCR funding for a commission they propose to undertake in their individual capacity.

NYS Proof of Address Requirement
The lead applicant applying to any category must provide proof of NYS address or residency. New York State residents must be resident in the county where their proposed project will take place. All documents must contain the organization's or the individual's name and address, and documentation must be dated no earlier than two years prior to an application.

List of acceptable proof of address documents must include one of the following:

- 501(c)(3) IRS Determination Letter
- Telephone bill
- Utility bill
- Credit card or bank statement (first page only; social security and financial information should be redacted)
- Current lease or mortgage agreement listing the applicant's name and NYS County address.
- NY State Driver's License or ID card
- Voter Registration Card

Ineligible Applicants
The following entities and individuals are not eligible to apply for Statewide Community Regrants funding:

- Direct NYSCA applicants may not apply for SCR funding and cannot serve as fiscal sponsors or community partners.
- New York State agencies and departments including SUNY schools.
- Public universities, colleges; and public, private, or parochial secondary and elementary schools.
- SCR site Staff or Board members.
- Students enrolled in a full-time degree program.
- Unincorporated applicants without an eligible sponsor or partner organization (Exception: Individual Artist category).
- An individual or group that is a business corporation, limited liability company (LLC), or limited liability partnership (LLP), or incorporated as a 501(c)(4) and 501(c)(6) including applicant of such type submitted by a fiscal sponsor.
- Non-incorporated chapters of organizations whose "parent" is incorporated outside of New York State.
- Applicants whose 2026 SCR contracts were granted extensions into 2027
- Applicants who have overdue final reports from previous grant cycles with ACWC

Direct NYSCA applicants may not apply for SCR funding and cannot serve as fiscal sponsors or community partners. NYSCA applicants may not apply to SCR using a Fiscal Sponsor.

Eligible Projects
Projects must fit the parameters of the Connect, Mentor, or Elevate Commission to be eligible for Statewide Community Regrant funding.

Ineligible Projects
Statewide Community Regrants funds are unable to support the following types of projects:

- Projects which do not take place within the same county as the applicant's address.
- Start-up or seed funding for the establishment of a new organization
- General operating expenses
- Student projects
- Events that take place in private residences and are not open to the public.
- Community Arts regrants may not fund activities that are not opened to the general public such as camps, clubs or college associations.
- Public art on private property
- Non-arts related activity including:
    - Galas, benefits or fundraising events including entertainment costs for receptions, food or fundraising.
    - Entertainment such as balloons, clowns, magicians, "sip and paint"
    - Projects that are primarily recreational, therapeutic, rehabilitative or religious in nature including at-risk/social service programs when the purpose is for rehabilitation, therapy or worship.

Eligible Expenses
Statewide Community Regrants funds can fund the following expenses:

- Activities/Projects of local arts organizations including both live and virtual activities.

- Artist fees
- Marketing/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.

Ineligible expenses
Statewide Community Regrants funds are unable to fund the following expenses:

- Requests greater than an applicant's project expenses minus total project income.
- Operating expenses of privately-owned facilities (e.g. homes and studios).
- Acquisition of works of art.
- Contingency funds.
- The purchase of permanent equipment and capital improvements.
- Creation of textbooks or classroom material.
- Lobbying expenses.
- Regrants by applicants to fund other activities.
- Cash prizes, juror fees, fellowships, educational scholarships or other awards to students.
- Fees paid to children under the age of 18.

AI Policies

Due to the wide availability of AI, we have established several policies regarding AI in the context of our SCR program.

1. The ACWC will not use AI in any way to facilitate the SCR program. This is especially important when considering the data our artists share with us. Samples of work and personal information uploaded to an AI becomes data that, once shared, is available for unrestricted use in that system. We will never put your data into an AI for unrestricted use.
2. The use of AI for applications is strictly prohibited. If an application is found to have content generated by AI it will be deemed ineligible. The application will be removed from consideration for funding.
3. Our Panel Review process will not include any use of AI for any reason by ACWC or the panelists that review applications. This will be part of our panelist agreement. If a panelist is found to have used AI in any capacity for the review process, they will be removed from the process and their pay for participation will not be administered.

Fiscal Sponsorship

Individual artists or collectives may apply to SCR through a fiscal sponsor. Fiscal Sponsors must meet all the eligibility criteria of nonprofit organizations applying directly. The fiscal sponsor must have an address in the county where the proposed activity is taking place; however, the sponsored applicant is not required to reside in that county.

- An SCR applicant may serve as a fiscal sponsor and may sponsor more than one applicant as the sponsored requests do not count towards the three-request limit or $5000 maximum.
- The sponsored applicant is limited to three requests in any combination of categories totaling no more than $7,500, per SCR site.
- Direct NYSCA applicants may not serve as a fiscal sponsor for a SCR applicant.

Fiscal Sponsors are responsible for:

- Knowledge and understanding of grant opportunity criteria and relevant guidelines.
- Ensure work for which funding is sought will occur within the appropriate contract period and required service area.
- Consulting with the artist or collective regarding project eligibility and conveying all relevant grant application information, including deadlines and online access details.
- Registering requests and submitting applications with all required supporting information, including an Organizational Budget and Events Schedule (where applicable).
- Executing a letter of agreement with the sponsored group/artist that clearly outlines the administration of the grant and defines mutual responsibilities.
- Informing sponsored group/artist of funding decisions in a timely manner (prior to the expiration of the appeals period).
- Receiving and disbursing granted funds and ensuring that all relevant tax filings and reporting are executed as appropriate. Fiscal sponsors must issue W-9s to grantees that are individuals, or unincorporated groups of individuals, with grants greater than $600 prior to issuing the grant award check and a 1099 tax form must be issued for the grantees' tax purposes.
- Submitting a final report on the expenditure of the grant funds after the end of the contract period.

Additional Fiscal Sponsor Prerequisites and Expectations:

- Sponsoring organizations may serve as fiscal agents for grants being applied to and limit their role to receiving, disbursing, and reporting on grants. The sponsoring organization may alternatively provide additional fiscal, administrative and other services to the group/artists they sponsor.
- When choosing a sponsor, the group/artists must understand and establish the role of the sponsor organization, which must be fully described in the grant application. Sponsored groups/artists are expected to meet with the sponsoring organization prior to the preparation of the application. The sponsoring organization should work with the sponsored party to comply with the SCR program's requirements and procedures. Sponsored parties may consult with SCR staff if they have questions about their relationship with their sponsor.

Community Partnership

Individual artists or collectives may apply directly for SCR funds if they have identified a community-based organization to serve as their Community Partner.

A Community Partner may be a nonprofit or community-based entity, such as a library, bookstore or coffee house. The partner must be an active member of the local community and contribute to the vibrancy, improvement, and/or quality of life of its community. The SCR site and peer panels can determine the impact and engagement of the community partner. Note: The Community Partner may not benefit directly from the SCR award.

- A letter of commitment from the Community Partner, confirming the partnership with the applicant artist is required. The letter of commitment must outline in detail the partner(s) support of the project (monetarily and otherwise) and anticipated roles and responsibilities for each partner involved. The partnership letter should be on the partner(s) letterhead and signed by the director of the partner organization.
- The applicant must reside in the county in which the proposed activity is taking place. The partner organization or school must have an address in the same county.
- When allowing an applicant to apply with a community partner, the SCR Site assumes many of the responsibilities of the fiscal sponsor including issuing of 1099s.
- Partner schools for In-School Arts Education projects are also considered partners. A letter of commitment from the partner school to the arts organization or artist must be included with the application to be eligible for funding. The letter of commitment must outline in detail the partner(s) support of the project (monetarily and otherwise) and anticipated roles and responsibilities for each partner involved. The partnership letter should be on the partner(s) letterhead and signed by the principal.

Using a fiscal sponsor or community partner is for applicants who are not otherwise able to apply on their own for a project. This is particularly useful for projects that are not through not-for-profits or for artists from outside Wyoming and Allegany counties doing projects within our program area. As long as all eligibility requirements can be met by the sponsor or partner we can consider projects for funding.

A chart with frequently asked questions regarding the difference between a fiscal sponsor and community partner are on the next few pages.

Fiscal Sponsorship vs Community Partnership

The table below details common questions and key differences between Fiscal Sponsorship and Community Partnership. It is at the discretion of the applicant to determine which option is appropriate for their project.

Common Questions:	Fiscal Sponsorship	Community Partnership
Who is the Applicant of Record?	The eligible nonprofit organization serves as the Fiscal Sponsor.	The individual, collective or group, or unincorporated entity.
Where are they located?	The Fiscal Sponsor must have an address in the county in which the SCR project will take place. The sponsored artist does not need to reside in that county.	The Community Partner must have an address in the same county as the individual, collective or group, or unincorporated entity.
What role do they serve in the project?	Fiscal Sponsors act as the Applicant of Record applicant and are responsible for disbursing grant funds to the sponsored artist or unincorporated group.	The community partner's role is to lend appropriate support to the program. The level of support is to be determined by the applicant and the community partner. The community partner may provide financial support or help execute the project.
Who signs the contract and where is the check sent?	The Fiscal Sponsor.	The individual, collective or group, or unincorporated entity.
Who is responsible for reporting?	The Fiscal Sponsor	The individual, collective or group, or unincorporated entity.
Who is responsible for administering tax documents?	Fiscal sponsors must issue W-9s to grantees that are individuals, or unincorporated groups of individuals, with grants greater than $600 prior to issuing the grant award check and a 1099 tax form must be issued for the grantees' tax purposes.	When allowing an applicant to apply with a community partner, the SCR Site assumes many of the responsibilities of the fiscal sponsor including issuing of 1099s.
Can direct NYSCA applicants serve in this role?	No	No
Are there limits on the number of requests?	No. Eligible nonprofits serving as Fiscal Sponsors may sponsor unlimited projects.	No. Community-based organizations serving as Community Partners may partner with unlimited projects.

What attachments will the applicant need to include?	Fiscal sponsors will need to provide all attachments required of nonprofits applying directly. Applications submitted by a Fiscal Sponsor must include a **Letter of Agreement** with the sponsored group/artist that clearly outlines the administration of the grant and defines mutual responsibilities.	Individuals, groups and collectives, and unincorporated entities must submit proof of residency. Applications submitted with a Community Partner must include a **Letter of Commitment** which details the partner's support of the project and anticipated roles and responsibilities for each partner involved. The partnership letter should be on the partner(s) letterhead and signed by the director of the partner organization.

Budget Overview

New for this cycle is a budget form for each category. Use the appropriate link on our grants page to download the form for your application. Upload it into the application in the budget drop box. You can make your own budget form if you prefer but the templates are provided for your convenience. Below is an explanation of the parts of the budget form and what they mean.

Column A – This has all relevant areas that your expenses and income should be assigned.

Project Expenses

Artist Fees: The amount artists will be paid to do new work as part of the project.

Marketing and Promotion: cost for any advertising and publicity for a project.

Project & Materials Supplies: Any costs associated with supplies for the project. Make note of eligible expenses in the guidelines.

Administrative Expenses: any costs associated with non-artist personnel helping administer the project or other administrative costs.

Technical Personnel: those doing specialized hands-on operational work for your project. Ex: IT

Software, Subscriptions, training related to virtual programming- any of these items pertaining to your project

Travel/Transportation – this includes mileage for the project for artists or volunteers. Public transit is also eligible. All expenses have to be directly for travel for the project.

Rental – equipment/facility – any rental fees for equipment or usage of space for the project.

Printing – costs associated with printing marketing materials, programs, posters etc. for the projects.

Postage – If you are mailing anything for the project include it here.

Remaining expenses – anything otherwise not designated in the form that is eligible as an expense.

Project Income

Admissions – anticipated income from tickets or entry fees for the project

Concessions, sales etc.– any sold merchandise or food items

Tuition, workshop fees etc. – any fees associated with registrations or payment to attend part of a project.

Individual contributions – donations from specific people

Corporate contributions – sponsorships or donations for a project from a corporate entity

Foundation Grants – funding obtained from foundations through grants for the project.

Government Grant/Support – funding from county, state or federal funders for the project.
Other Income – any income that is otherwise not designated in the form.

Column B – Explanation – notes on specifics regarding the items in each row of column A, with additional room in the Budget Narrative section at the end of the form. Same for Expenses and Income.

Column C – Amount funded by the SCR– The amount for each line item in each row of Column A that will be paid for using the SCR grant funding. ONLY for Expenses.

Column D – Amount funded by other – Project Expenses – This column is for income or In-Kind donations supporting the items in each row of column A. For Project Income Column D, this is where you input the amount for In-Kind contributions and other funding sources. These numbers can then be distributed in the Expense Column D for what they will cover of your Expenses.

Total Cash Expenses – This should be the totals from column C and D. This will be your total expenses.

Total income – all funding and in-kind donations for the project.

Grant Request – this should be your total expenses subtracted from your total income.

Any Questions? Please reach out to the Grants Coordinator at any time.

Phone: 585-237-3517 ext.102

Email: tom@artswyco.org

GRANTEE RESPONSIBILITIES

All grant recipients:

- Must file a final report no later than 30 days after the completion of the project. All final reports must be submitted by January 31st of the following year.
- Are responsible for providing ACWC with copies of publications and promotional materials related to the funded project.
- Are responsible for providing ACWC with advance notification and announcements of events at least 30 days prior to event. Events need to be submitted to our Calendar on our website. Dates included in the application are not sufficient.
- Grantees are required to use the ACWC logo in all promotional material.
- Grantees may NOT use the NYSCA logo, but may include #NYSCA in materials if they choose to do so.
- Must attend the ACWC award ceremony. Date of ceremony is to be determined but is usually in June.
- For ticketed/paid events, grantees must provide complimentary admission for two people (mailed, emailed, or dropped off) to ACWC at least 2 weeks prior to the event, or reserve seats for ACWC at box office/on guest list (as applicable). Please notify the Grants Coordinator of reservations.

All grantees are required to credit ACWC on ALL marketing, programs, flyers and social media posts in the following manner:

"This project is made possible with funds from the Statewide Community Regrants Program, a regrant program of the New York State Council on the Arts with the support of the Office of the Governor and the New York State Legislature and administered by the Arts Council for Wyoming County."

Include the ACWC logo found on the grants page of our website.

REVIEW PROCEDURES

All SCR applications are screened by ACWC staff for eligibility and fulfillment of application requirements. Ineligible applications are removed from consideration. Final responsibility for completeness of application is the responsibility of the applicant.

Applications are reviewed by an independent panel of Allegany and/or Wyoming County residents. This group, comprised of community members, artists and educators, scores applications and makes funding recommendations based on how well the application meets the criteria outlined in the program guidelines. Panelists, upon request, will have access to final and interim reports, audit information, and previous panel deliberation notes (where available) for past applicants. Prior support does not imply or guarantee that an application will be funded. Additionally, assistance or recommendations made to an applicant do not guarantee funding and may not reflect the panel's decisions.

Once the panel has reviewed applications, the panel will make its recommendations to the Grants Coordinator, who will in turn make their recommendations known to the full ACWC Board of Directors. The panel may decide to fund or not fund an application, based on applicants scores related to the quality of the application as outlined, and funding available. All applicants will be notified within 30 days of the panel decision, presuming that funding has been designated. If the applicant is funded, the recipient will enter into a contractual agreement with ACWC with payment to follow.

APPEALS PROCESS

Applicants have 10 days from the date of correspondence of the notification letter to appeal a funding decision. In order to begin the appeals process, the applicant must first speak with the ACWC Grant Coordinator.

Grounds for appeals are:

1. Non-presentation of information by ACWC staff to the Peer Review Panel: Information known to the panel or staff prior to the panel's decision that was not presented and that might have altered the decision.
2. Misrepresentation of information: Information known to the panel or staff prior to the panel's decision that changed in its presentation and that, if presented differently, might have altered the decision.
3. Improper procedure: Contention by the applicant that: a) the review of the funding request by the appropriate panel was biased; b) the decision by the panel was arbitrary and capricious.

Dissatisfaction with a denial of an award or with the grant amount is not eligible grounds for appeal.

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The remainder of the Guidelines are split into sections for the separate grant Categories. They appear in the following order: Connect, Mentor then Elevate. Please go to the section for the category you will be applying for.

Connect GRANTS

Connect Grants provide support for arts and cultural projects to community-based organizations, groups, collectives or artists. SCR support enables emerging professional artists and organizations to grow professionally and to enhance the cultural climate in communities and neighborhoods where they live and operate. Community Arts grants may include, but are not limited to exhibitions, workshops, performances (all disciplines), festivals, screenings or readings. **All Connect Grant funded projects must be community-based and open to the general public.**

ELIGIBILITY

Eligible Applicants

- A non-profit corporation with an active board either incorporated in NY State or registered to do business in NY State.
- An NY State chartered educational institution.
- A government or quasi-governmental entity, or Tribal Nation present within NY State
- With approval from ACWC, Individual artists, groups or collectives, and unincorporated entities who are working with an eligible Fiscal Sponsor or Community Partner are eligible.
    - Lead applicants must be 18 years of age at the time of submission and may not be enrolled in a full-time degree program.
    - Projects must take place in the same county as the Fiscal Sponsor or Community Partner.

Fiscal sponsors must meet the same basic eligibility requirements as an applicant organization and provide the same required documents. **For more information, see the Eligibility section.**

A Community Partner is only required to provide a letter of commitment confirming the partnership with the applicant and outlining the scope of the partnership and each partner's investment or contribution (in-kind and/or cash) towards the proposed project.

Additionally eligible: A group that is incorporated in another state as a not-for-profit corporation, registered in New York State (as a "foreign not-for-profit corporation"), with its primary location in NYS (or the relevant regrant region), and registered with the Charities Bureau

For sponsored individual artists or artist groups, the lead applicant applying to any category must be a current New York State resident and must be resident in the county where their proposed project will take place. Proof of residency is required. All documents must contain the individual's name and address and documentation must be dated no earlier than two years prior to an application.

Ineligible Applicants:

- **Direct NYSCA applicants may not apply for SCR funding and cannot serve as fiscal**

sponsors or community partners. Also, NYSCA applicants may not apply to SCR using a Fiscal Sponsor. However, a Community Arts Grant applicant may hire or "book" a NYSCA-grantee for a service with a paid fee.

- New York State agencies and departments including SUNY schools
- Public universities, colleges; and public, private, or parochial secondary and elementary schools.
- SCR site Staff or Board members.

- Students enrolled in a full-time degree program.
- Individuals or unincorporated applicants without an eligible sponsor or partner organization (Exception: Individual Artist category)
- A group that is formed/incorporated as a limited liability company (LLC), business corporation, or limited liability partnership (LLP) in New York State.

CONNECT GRANT AMOUNTS

Minimum Grant Amount: $1000 – Maximum Grant Amount: $5000

Budget requests can be within the min max range.

Note: There is likely to be much more funding requested than is available. Requests that best meet the criteria and priorities will be given greater consideration. Full, partial or no funding may be awarded.

SELECTION CRITERIA

This is a competitive process. Decisions will be made based on the quality and merit of the proposed project. The panel uses the following criteria and priorities to evaluate applications. Parentheses indicate the section(s) of the application most likely to pertain to each criterion.

1. Quality and artistic merit of the project and credentials of artist or organization for the project (resumes, narrative, support materials)
2. Community interest and benefit (narrative, budget, budget notes)
3. Clearly defined objectives and a clear plan to meet them (narrative, budget, budget notes)
4. Stability of applicant or conduit organization (board list, annual finance report)
5. Evidence of fiscal and managerial competence (budget, annual finance report)
6. Level of detail in the application, appropriate to the proposed program; for example, a performance series should include names of artists and dates of performance, or a traveling musical group's plan should include dates and locations (narrative, budget, budget notes, support materials)

PRIORITIES

Not all projects will meet all of these funding priorities. Applicants are encouraged to highlight their program's strengths while keeping these priorities in mind:

1. Allegany and Wyoming County arts and cultural organizations

2. New programs or repeat projects with new components, especially underrepresented art forms such as visual arts, traditional music, classical music and dance
3. Projects that promote community partnerships and shared programming
4. Projects that encourage community growth such as intergenerational support, economic development, increased diversity, or greater utilization of community assets or esprit de corps
5. Projects that engage community members as participants in the arts
6. Projects that serve communities that have not received funding in three years or more
7. Projects that offer access to people with difficulty accessing the arts due to lack of transportation.

APPLICATION REQUIREMENTS

- Organization must be based in Allegany or Wyoming County or sponsored by a Not-for-Profit agency based in Allegany or Wyoming County, respectively
- The artistic program must take place in Allegany or Wyoming County, in the same county as the applicant's address, within the calendar year 2027.
- Applicants must submit the completed application as well as all related documents by the application deadline. Include support materials pertaining to artist(s) to be used in your project such as video/photo samples of artist's work.
- The organization must notify the ACWC Grant Coordinator of all public events that are part of the project ***AT LEAST 30 DAYS BEFORE THE EVENT.***

Application Overview

<u>Section 1 – Applicant Info</u>

EIN – the applicant or sponsoring not for profit's EIN number

Type of Applicant – check the box for the appropriate type

Primary Contact Info – this is the main person that will be contacted regarding the grant. Make sure the email is accurate.

Address where the Grant Check will be sent – this needs to be the address where the grant check should be mailed if needed.

Project Title – the project to be funded if approved

Dates and times of Project – it is important to include this information as accurately as possible. If funded, we will also expect the date and time to be submitted to our Calendar on our website artswyco.org

How many events will take place as part of the project? – fill in the number of events that will be part of the project Ex. Will you be having multiple workshops or concerts or a single event?

How many artists will be part of the project? – please include each individual artist involved in the project either on their own or part of a group.

Anticipated total number of participants – this will be an estimate but get as close as you can

Percentage of participants – fill in the percentage of participants for each category. The percentages should add up to 100%.

Is your proposed project site accessible to those who are differently abled? – Is your location for the project ADA accessible? This includes bathroom facilities. Please be honest. We are not currently using this as a requirement for projects but may in the future.

Big Change from Previous Years

Your proof of not-for-profit status document can ONLY be proof of registration with the NYS Charities Bureau in the form of a receipt dated within 24 months.

Make note that the 501(c)3 letter of determination does NOT work as proof of not-for-profit status. NYSCA is only interested in your NYS not for profit status.

Section 2 – Project Narrative

Project Description – in 1000 characters or less explain the proposed project.

Discuss Artists chosen for the project – include all artists participating in the project and why they are right for the project.

What non-artist individuals will be part of the project? – include here any administrative and support personnel that are not artists.

How do you plan to market the project? – this is your plan to promote and advertise for your project. This should also include the required community aspect of the project.

Discuss your choices around the dates and times for the project – some more specific details on the dates and times you selected for the project.

How will you evaluate the success of the project? – what you decide to put here will be part of the final report once the project is complete. You can use any metric you see fit. Ex. Attendance, participant numbers, staying on budget, surveys, interviews etc.

Timeline – this should include a full timeline from project idea through project completion. Include milestones along the way and specific dates where they apply.

Repeat Projects: describe adjustments for improvement – if you are applying for the same project as the prior year, explain improvements made. Repeat applicants with new projects skip this section

Section 3 – Budget and Required Documents

Budget forms are available on the Grants page of our website: artswyco.org/grants

Download complete and then upload the form into the drop box in the application.

The required supporting documents are as follows:

Most recently completed 990 or monthly financial report and a Board of Directors Roster. Combine these into a single PDF and upload in the application.

Signature – The main applicant signs the first line. If there is a fiscal sponsor or community partner, a representative from the sponsoring organization must also sign the application.

Mentor Grants

The Mentor grant category offers two funding strands: ***Pre-K-12 In-School or After- School Projects (A)****, and* ***Community-based Learning (B)****. Funds can support arts education projects for closed groups of learners including but not limited to a club, residents of a senior living facility, individuals receiving social services, or a camp. All Arts Education projects must be carried out in partnership with a public school or in partnership with a community-based organization in the same county as the applicant's address.*

Eligible Projects

Projects must fit the parameters of the Community Arts, Arts Education, or Individual Artist Commission to be eligible for Statewide Community Regrant funding.

ALL Mentor Projects Must Provide:

- Sequential, skills-based study that incorporates one or more art forms and includes a minimum of 3 sequential hands-on learning sessions.
- In-depth, age and skills appropriate learning opportunities.
- Hands-on, participatory creation and/or learning opportunities in one or more art forms that may culminate in exhibitions, productions, or demonstrations.
- Stated learning goals, methodologies and outcomes and a means of evaluation.
- Support materials including lesson plans, evaluation plan, and participant evaluation forms, and video/photo samples of artist's work, including past Arts Education work, if applicable. This may be provided via links to websites, links to YouTube or other videos of teaching artists, musical or other performing artists or film/media artists, sample press or marketing materials, or creative writing samples, etc., and should include resumes and artist statements. Letters of recommendation are optional but encouraged.

A. Pre-K-12 In-School or After-School Projects

Projects must take place in a Pre-K-12 public school building during the school day or After- School and must be done in partnership with a public school.

- Funds must not replace, or appear to replace, the role of certified arts teachers in schools.
- Inter-curricular collaboration for in-school projects is encouraged but not required.
- Students served by these projects are Pre-K through 12th grade public school students.

Eligible Applicants for Pre-K-12 In-School or After-School Projects include Individual artists, groups or collectives, and unincorporated entities who are partnered with an eligible Pre-K-12 partner school.

- Teaching artists or nonprofits applying must be partnered with an eligible public school.
- Private and parochial schools are ineligible for partnerships.
- School partners involved in any Mentor projects currently receiving direct NYSCA funding are NOT eligible for a Mentor regrant.

- See more under **Eligible Applicants**, below.

A **letter of commitment** from the partner school to the arts organization or teaching artist must be included with the application to be eligible for funding. The letter of commitment must outline in detail the partner(s) support of the project (monetarily and/or otherwise) and anticipated roles and responsibilities for each partner involved. The partnership letter should be on the partner(s) letterhead and signed by the principal.

A. Community Based Learning

These projects take place in a community-based setting such as a library, community center, care facility, or arts organization.

- Projects are provided to a closed group of learners, meaning they are not open to the general public.
- These projects should be done in partnership with an *existing* closed group of learners such as a club, residents of a senior living facility, individuals receiving social services, or a camp.
- Groups served by these projects may be composed of a particular age group (including adult learners), or for participants of all ages.

Eligible applicants for Community Based Learning projects include nonprofit organizations; individual artists, groups or collectives; or unincorporated entities who are working with an eligible fiscal sponsor or community partner approved by ACWC.

- If a nonprofit is applying directly, the project must take place in the same county as the nonprofit.
- If an Individual, collective, or unincorporated entity is applying with a Fiscal Sponsor, the project must take place in the same county as the Fiscal Sponsor.
- If an Individual, collective, or unincorporated entity is applying with a Community Partner, the project must take place in the same county as the Individual or established contact person for the collective or unincorporated group. The community partner must also be in that same county.

Applications submitted with a *Community Partner* must include a **Letter of Commitment** which details the partner's support of the project and anticipated roles and responsibilities for each partner involved. The partnership letter should be on the partner(s) letterhead and signed by the director of the partner organization.

Applications submitted by a *Fiscal Sponsor* must include a **Letter of Agreement** with the sponsored group/artist that clearly outlines the administration of the grant and defines mutual responsibilities.

Nonprofits applying directly are not required to submit a letter of agreement/ commitment. See more under **Eligible Applicants**, below.

Ineligible Projects:

Mentor grants will not fund:

- Projects which do not take place within the same county as the applicant's address.
- Start-up or seed funding for the establishment of a new organization.
- General operating expenses.
- Projects utilizing artists or creatives without sufficient and relevant experience.
- Student projects.
- Events that take place in private residences.
- Public art on private property
- Non-arts related activity including:
    - Galas, benefits or fundraising events including entertainment costs for receptions, food or fundraising.
    - Entertainment such as balloons, clowns, magicians, or "sip and paint" paint nights.
    - Projects that are recreational, therapeutic, rehabilitative or religious in nature, including at-risk/social service programs when the purpose is for rehabilitation, therapy or worship.

Eligible Applicants

For School-Based or After-School Projects **(A)**: Eligible applicants must be partnered with an eligible Pre-k-12 partner school for **in-school** programs.

- Private and parochial schools are ineligible for partnerships.
- School partners involved in any AE projects currently receiving direct NYSCA funding are <u>not</u> eligible for a SCR Arts Education regrants.)

For Community Based Learning Projects **(B):** Eligible applicants may apply directly for **out-of- school** programs.

An Eligible Applicant is:

- A 501(c)(3) or New York State non-profit organization with an active board of trustees either incorporated in NY State or registered to do business in NY State
- A government or quasi-governmental entity, or Tribal Nation

- Individual artists, groups or collectives, and unincorporated entities who are:
  - *partnered with an eligible Pre-K-12 partner school (for in-school programs, A);* ***OR***
  - *working with an eligible fiscal sponsor or community partner approved by ACWC*
    (for out-of-school programs, B).

*L*ead applicants must be 18 years of age at the time of submission and may not be enrolled in a full-time undergraduate degree program.

Projects must take place in the same county as the fiscal sponsor or community partner.

If an individual artist or unincorporated group is working with a public school that is out of their county of residence, the applicant must have a nonprofit fiscal sponsor in the county of the public school where the project is to take place.

MENTOR GRANT AMOUNTS

Minimum Grant Amount: $1000-Maximum Grant Amount: $5000

Budget requests can be within the min max range

Note: There is likely to be much more funding requested than is available. Requests that best meet the criteria and priorities will be given greater consideration. Full, partial or no funding may be awarded.

SELECTION CRITERIA

This is a competitive process. Decisions will be made based on the quality and merit of the proposed project. The panel uses the following criteria and priorities to evaluate applications. Parentheses indicate the section(s) of the application most likely to pertain to each criterion.

1. Quality and artistic merit of the project and credentials of artist or organization for the project (resumes, narrative, support materials)
2. Clearly defined objectives and ability to achieve these objectives; clearly defined objectives for each artist contact day; clear plan for evaluation of project success (narrative/workplan/rubric, budget, budget notes)
3. Reasonableness of project budget (budget, budget notes)
4. Student interest and benefit (narrative, budget, budget notes)
5. Alignment with program priorities or other factors that make the project uniquely exceptional (such as meeting a need currently not being addressed; new project; exceptional use of resources; serving an underserved area or artform, etc.) (narrative, budget, budget notes, support materials)

PRIORITIES

Not all projects will meet all of these funding priorities. Put these items in your project narrative if they are part of your project. Applicants are encouraged to highlight their program's strengths while keeping these priorities in mind:

1. Projects that engage Allegany or Wyoming County resident artists in their home counties.
2. Projects that strengthen support for arts programs in schools or other community groups and centers in Allegany or Wyoming County.
3. Projects that offer opportunities for educators to grow in creativity and to engage in the arts in inter-curricular ways.
4. Projects that offer opportunities for engagement with families in school settings.

APPLICATION REQUIREMENTS

- Artist must be a resident of Allegany or Wyoming County or sponsored by a Not-for- Profit agency from one of those counties.
- The project must take place in Allegany or Wyoming County, in the same county as the applicant's address, and within the calendar year 2025
- Applicants must submit the completed application as well as all related documents by the application deadline. Applicants must also include support materials, including lesson plans, evaluation plan, video/photo samples of artist's work, including past Arts Education work, if applicable.
- The applicant must notify the ACWC Grant Coordinator of any and all public events that are part of the project ***AT LEAST 30 DAYS BEFORE THE EVENT***.

Application Overview

Generally, you should look at your application as a very specific and very concise presentation of your project. As you work your way through each part, pay attention to character limits and page limits. Include all relevant and specific information within those limits. The following is a brief explanation of the online application and its parts.

<u>Applicant Name OR Sponsoring Organization</u>

If you are applying for community-based learning out of school, put your name down as the applicant. If you are applying for an in-school program the fiscal sponsor or community partner organization goes here.

<u>County</u> – select the county your project will take place. The applicant must live in the county where the project will take place.

<u>Proof of Residency</u> – upload a valid document for the lead artist who must live in the county the project takes place in.

<u>Email, phone number, address, secondary contact and email:</u> fill in information

<u>Select the following:</u>

If your project is PreK-12/After school OR community-based learning, If you are using a fiscal sponsor/community partner and who they are.

**Proof of Not-for-Profit Status: The biggest change from previous years! **

For applicants who are applying through a not for profit, the only proof that is acceptable is proof of registration with the NYS Charities Bureau, in the form of a Bureau filing receipt dated within the last 24 months.

Project Details Section: fill in all areas within character limits. Be specific and concise.

Workplan and Rubric: Fill in the roles section and upload files for the different parts of your program. Uploaded files need to be a max of 3 pages. Word or PDF files only.

Signature: The first signature is for the person submitting the grant application. The second is for a representative from a Fiscal Sponsor or Community Partner if applicable.

Elevate Grants

ELIGIBILITY

Artists apply directly for the Elevate Category. Artists must be 18 years of age at the time of application. Student projects are not eligible for support.

- The project must take place in Allegany or Wyoming County and in the same county as the applicant address. The applicant must provide a physical address (PO Box alone is not acceptable).
- Project must take place within the calendar year 2027.
- The artist must notify the ACWC Grant Coordinator of all public events that are part of the project at least 30 days before the event.
- There must be some type of tangible finished work at the end of the grant period such as finished poems, photographs, video, CD, etc.
- Projects must include a form of community engagement, to be determined by the artist. The purpose is to impact a segment of the community, and it could take the form of a public program or engagement with community members during the creation of the artist's work. Engagement through a public program may take the form of an exhibition, performance, reading, screening, workshop, or artist talk that is open to the general public.
- Alternatively, artists can include community involvement in the development and creative process of the artists' project.
- 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.
- Collaborative projects are acceptable; however, applications must be submitted in the name of a single artist.
- Individual artists may only apply under their own name, using their own SSN. An artist's incorporation or establishment of a limited liability company (LLC) or limited liability partnership (LLP) is not disqualifying. However, an artist is only eligible for SCR funding for a commission they propose to undertake in their individual capacity.

The applicant artist must be a current resident of Allegany or Wyoming County; proof of residency is required.

List of acceptable proof of residency documents must include one of the following: (NOTE: all documents must contain the individual's name and address, and documentation must be dated no earlier than two years prior to an application)

- Telephone bill
- Utility bill

- Credit card or bank statement (first page only; social security and financial information should be blocked)
- Current lease or mortgage agreement listing the artist's name and NYS County address
- NY State Driver's License or ID card
- Voter Registration Card

Ineligible Applicants:

The following entities and individuals are not eligible to apply for Statewide Community Regrants funding:

● Direct NYSCA applicants may not apply for SCR funding and cannot serve as fiscal sponsors or community partners.

● New York State agencies and departments including SUNY schools● Public universities, colleges; and public, private, or parochial secondary and elementary schools.

● SCR site Staff or Board members. For more information, see Sample Conflict of Interest.

● Students enrolled in a full-time degree program.

● An individual or group that is a business corporation, limited liability company (LLC), or limited liability partnership (LLP), or incorporated as a 501c4s and 501c6 including applicants of such type submitted by a fiscal sponsor.

● Non-incorporated chapters of organizations whose "parent" is incorporated outside of New York State.

● Past re-grantees that have failed to submit final reports.

Ineligible Projects:

Statewide Community Regrants funds are unable to support the following types of projects:

- Projects which do not take place within Wyoming or Allegany County, NY, in the same county as the applicant's address.
- Start-up or seed funding for the establishment of a new organization.
- General operating expenses.
- Projects utilizing artists or creatives without sufficient and relevant experience.
- Student projects.
- Events that take place in private residences.

- Public art on private property.
- Projects that do not include some form of community engagement.
- Non-arts related activity including: 1) galas, benefits or fundraising events including entertainment costs for receptions, food or fundraising events; 2) entertainment such as balloons, clowns, magicians, paint nights; 3) 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.

ELEVATE GRANT AMOUNTS

Minimum request $1000 -Maximum request $3000

Budget requests can be within the min max range.

Note: There may be much more requested than is available in funding. Requests that best meet the criteria and priorities will be given greater consideration.

Priorities - The following are the funding priorities for Elevate grant projects:

1. **Creative representation of the artist's community within their project.**
2. **First time applicants**
3. **Collaborative projects**

SELECTION CRITERIA

This is a competitive process. The criteria and priorities are the measurements that the panel uses to evaluate applications. Decisions will be made based on these criteria.

1. Artistic merit and quality of the proposed project; recognized artistic discipline; project focus is on the arts; qualifications of key artistic personnel; effectiveness of the artistic work and the impact it has on those experiencing it.

   Are artists professional and/or experienced? What are their credentials?

   What is the quality demonstrated by the support materials?

2. Community benefit; the contribution that the program makes to the participants, the art form, and the arts; service to a broad, unique, or under-served constituency, need for the project; impact the program has on the development of a vibrant arts/cultural community in Wyoming or Allegany County.

   Artist benefit; the project helps to develop the artist's skills; the program assists in accessing materials, topics, partnerships.

3. Appropriate budget for the project; clarity of goals and demonstrated ability to achieve them; adherence to the grant guidelines; clearly defined plan for the implementation and management of the program; qualifications of key administrative personnel

   Is this artist best suited to provide this project?

   Does applicant have a successful track record with projects that are identical or similar in scope?

   Is budget realistic or inflated?

4. Does this project match the 2027 ACWC Elevate Grant Funding Priorities?

   Does the applicant clearly express how their project applies to the funding priorities?

APPLICATION REQUIREMENTS

1. Artist must be a resident of Allegany or Wyoming County, NY.
2. The project must take place in Allegany or Wyoming County in the same county as the applicant's address and within the calendar year 2027.
3. Applicants must submit the completed application as well as all related documents by the application deadline. Include support materials pertaining to your project: video/photo samples of your work, artist statement, resume/cv, letters of support from artists and/or community partners describing their role in the project. Links to websites or YouTube videos or other sites are acceptable as long as they pertain to the project.
4. The artist must notify the ACWC Grant Coordinator of any and all public events that are part of the project *AT LEAST 30 DAYS BEFORE THE EVENT.*

Application Overview

Artist Details

Artistic Discipline – choose your discipline from the drop menu. Use Other if your discipline is not listed.

Other – if you choose other fill in your discipline.

Artist Statement – 500 word max – a detailed description of your creative process and history as an artist.

How does this project fit in with your journey as an artist? – 500 words – explain the impact of this project on your future in the arts.

Project Details

Project Title – the name of your project.

Project description – a detailed description within 500 words of the project you are requesting funding for.

Community Engagement – explain how your project will involve the community either within the project or how it will be presented to them.

Project Timeline – include all dates and milestones from idea to completion for the project

Grant Request and Budget

Amount Requested – the funding request for your project

Project Budget – download the budget form, fill it in, drag and drop completed budget into this box

Portfolio or Samples of Work

Combine all relevant files into a single PDF. Drag and drop file into this box. Please make sure all sent items are easily accessible and viewable by the panel.

Proof of Residency – upload one acceptable document as proof (list of acceptable documents in application).

Signature – applicant signs the application