INDIVIDUAL ARTIST GRANT GUIDELINES 2023

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.

The Arts Council for Wyoming County encourages artists to apply for project funding through an initiative specifically designed for artists to create new work in their own communities. This opportunity is designed to increase support for artist-initiated activity and highlight the role of artists as important members of the community. This grant supports and enables artists to grow professionally and to enhance the cultural climate in Allegany and Wyoming Counties. An essential element of this funding is a community engagement component. 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 the inclusion of community involvement in the development and creative processes of the artists’ project. The program looks for proposals of high artistic merit and asks that the artist consider the unique characteristics of Allegany and Wyoming Counties when developing the project. Visual, literary, media, and performing artists may apply. Projects must be completed in the same county as the applicant’s address.

APPLICATION DEADLINE NOVEMBER 4, 2022 AT 4 PM.

2023 Final Reports are due no later than 30 days after the completion of the project. All reports must be submitted by January 27, 2024.
**TABLE OF CONTENTS**

Statewide Community Regrant  
Overview ........................................ 2
Eligibility ........................................ 2
Grant Amounts and Limits ................. 3
Selection Criteria .............................. 3
  Application Requirements.................. 3
  Project Narrative/Workplan................. 4
  Project Budget................................ 5
  Expenses...................................... 5
  Income........................................ 5
Grantee Responsibilities..................... 6
Review Procedures ............................. 6
Appeals Process ............................... 7
Application Seminars ......................... 7
Communities for the Arts Workshops...... 8
Salons and Artist Showcases............... 8

*Jeff Loucks, installing “Carved Totem” in Attica, NY*
Statewide Community Regrant Grant 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 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 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. 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.

ELIGIBILITY

- Artist must be a resident of Allegany or Wyoming County and have been a resident for at least 6 months prior to application; proof of residency is required
  - List of acceptable proof of residency documents must include one of the following:
    - Telephone Bill
    - Credit card or ban 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 Drivers License or ID card
    - Voter Registration Card

- Artist must be at least 18 years of age and not a full-time undergraduate student
- The project must take place in Allegany or Wyoming County and in the same county as the applicant address
- Project must take place within the calendar year 2023 (please contact ACWC Grant Coordinator if you feel COVID or other restrictions may affect the timing of your project)
- Artist has not been awarded an Individual Artist grant in the past 3 years
- 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
• There must be some type of tangible finished work at the end of the grant period such as finished poems, photographs, video, CD, etc. The finished work may also be presented in some form of an exhibition, performance, etc.

Ineligible Applicants:
• Projects that take place outside your home county
• Individuals applying directly to the New York State Council on the Arts or RED-C, regardless of the status of the application
• Past sub-grantees that have failed to submit final reports or have failed to comply with any other contractual obligations

GRANT AMOUNTS AND LIMITS
Minimum Grant Amount: $1000
Maximum Grant Amount: $2500

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

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 the quality and merit of the proposed project.

1. Artistic merit of the artist’s submitted work
2. Feasibility of the project with the funds allotted
3. Creative representation of some aspect of the Allegany or Wyoming County community in the artistic process is encouraged

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 2023 (please contact ACWC 3
Grant Coordinator if you feel COVID or other restrictions may affect the timing of your project

- 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
- You must attend an ACWC Grant Seminar to be eligible to apply
- All applications and support materials must be delivered by Friday, November 4, 2022 at 4 PM to:

**ACWC Grant Coordinator**  
**Arts Council for Wyoming County**  
**PO Box 249**  
**31 South Main Street**  
**Perry, NY 14530**

**PROJECT NARRATIVE/WORK PLAN**

Please answer the following questions sequentially, numbering the corresponding responses. If you must submit your application in hard copy format, your narrative should be no more than two single sided pages in size 12 font.

1. Give a description of your project – be as specific as you can be in the space allotted online.
2. Describe how you feel the community is represented in this project OR how you hope it will affect the community in which the program will be presented. We encourage you to be imaginative and creative here!
3. Budget for the project – all funds may be allocated as you see fit but must be listed. Describe any other funding source if the project will cost more than $2,500, including donated time and supplies
4. **Timeline:**
   5. Include a timeline of completion milestones throughout the proposed project (for example: all interviews will be completed by May 31, 2023; all photos will be printed by October 15; 5 of 15 poems will be completed by April 10). This timeline should be reviewed with a representative of your sponsoring agency, if applicable. The timeline should be signed by both you and the sponsor representative.
PROJECT BUDGET

This budget is only for the proposed project. Include a breakdown if there is a large expense that requires an explanation and there is not enough space. For example, if you have a figure of $800 under Expenses/Non-Personnel/Artists, please break down the fees for each artist if there is more than one involved. Most of your budget should be directed toward artist fees but may also include administrative support and the cost of materials.

EXPENSES

Include expenses related to the project such as artist fees, cost of materials, project promotion or marketing, and/or equipment rental. Anything donated to your project should go in the in-kind column. This might include volunteer staff, time on a computer developing your project, free advertising, etc. Non-cash donations include office supplies, groceries for refreshments, material for costumes, etc.

Allowable Expenses:
- Activities/Projects of local arts organizations
- 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.
- 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

INCOME

- Itemize income from corporate sponsors, foundations, individual contributions, grants and other unearned income
- All applicants should show additional sources of revenue in their budgets. Please do not include your grant request as income.
- Please do not include your potential Individual Artists grant as income
GRANTEE RESPONSIBILITIES

Please note: Failure to fulfill these responsibilities may affect your ability to apply for future grants.

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 27, 2024.
- 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. Dates included in the application are not sufficient.
- Are required to credit ACWC 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.”

- 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.
- Must attend the ACWC award ceremony: date of ceremony is to be determined but is usually the first Friday evening in March for Wyoming County and the third Saturday in March for Allegany County.
- For ticketed events, 2 tickets must be delivered (mailed, emailed, or dropped off) to ACWC at least 2 weeks prior to the event.

REVIEW PROCEDURES

All Individual Artist grant applications are screened by ACWC staff for eligibility and fulfillment of application requirements. 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, respectively. This group, comprised of community members, artists and educators, makes funding recommendations. The panel will make its
recommendations to the Grant Coordinator, who will in turn make their recommendations known to the full ACWC Board of Directors. All applicants will be notified of the panel’s decision 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 postmark 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 non-presentation of information by ACWC staff to the Peer Review Panel; mis-representation of information; or improper procedure. **Dissatisfaction with a denial of an award or with the grant amount is not eligible grounds for appeal.**

**Help is Available!**

The Arts Council of Wyoming County is dedicated to assisting all applicants in the preparation of their applications. You are encouraged to ask questions of our staff at any time during the application process. Applicants are encouraged to submit a draft of their application for staff review and feedback by October 28 so that any adaptations or corrections may be made before the **application deadline of November 4 at 4 PM.** ACWC is closed for Winter Recess from December 24 to January 2.

**Application Seminars**

Please note: To increase availability, several Community Arts grant application seminars will be held via Zoom or one on one with the Grants Coordinator, either in person or via the Zoom platform. Please contact Linda Franke at franke@artswyco.org or at 585-237-3517 ext 102 to set up an appointment or to get a link to attend one of the following scheduled Application Seminars:

- September 1, 11 AM – Virtual Seminar
- September 7, 3 PM – Wide Awake Club Library, Fillmore, NY
- September 13, 6:30 PM – Virtual Seminar
- September 22, 10:30 AM – David A. Howe Library, Wellsville, NY
- October 3, 6:30 PM – Virtual Seminar
- October 5, 2 PM – Pike Library, Pike, NY
- October 13, 10 AM – Virtual Seminar
- October 15, 10 AM – ACWC Theater, 31 South Main Street, Perry, NY
A recorded seminar will be available on the ACWC website beginning September 1.

*Links for live virtual sessions will be provided via email by contacting Linda Franke at franke@artswyco.org*

**Communities for the Arts Workshops**

Throughout the year ACWC holds Communities for the Arts Workshops. These are typically held on the second Tuesday of alternating months from 6:30 to 8 PM. (This year they are scheduled for January, March, May, July, September, November, or check the ACWC website calendar of events for further information.) Topics include finding local talent, tax information and compliance for artists and non-profits, insurance for creatives, building resilience through art and music, art and music for the neurodiverse community, and writing a grant and a final report. If there is a topic you are interested in, please let our Grants Coordinator know.

**Artist Showcases and Salons**

For 2023 we are taking a different approach and offering two Artist Showcases in the spring per county, one for performing artists and one for teaching artists. These showcases will allow artists to demonstrate what they are offering in their programming, and program administrators to learn what is available locally. We will also present workshops at that event for regrantees and potential applicants regarding grant writing, report writing, etc.

In addition to the Artist Showcases, we will be hosting 3 Artist Salons across the 2 counties, 1 in each county and one in an area near the border. The Artist Salons (renamed from our former Gatherings) will be a relaxing time for artists to connect with each other and ACWC staff.

If you are interested in attending, please contact Linda Franke at 585-237-3517 ext 102 or franke@artswyco.org.

For more information or additional questions, please contact the ACWC SCR Coordinator at franke@artswyco.org or (585) 237-3517 extension 102.