



Community Arts Grant Application 2021

This Decentralization Program is made possible in part with funds from New York State Council on the Arts with the support of Governor Andrew Cuomo and the New York State Legislature and administered in Wyoming County by the Arts Council for Wyoming County.

Application

To be eligible to apply for a Community Arts grant or to be a sponsor for an artist or artist group, organizations must be based in Wyoming County and have one of the following with proof of the same:

- A 501(c)(3) or New York State non-profit organization with an active board of trustees either incorporated in NYS or registered to do business in NYS
- A government or quasi-government entity, or tribal organization
- ***OR***
- With approval from ACWC, an unincorporated entity who is working with an eligible fiscal sponsor or community-based partner is eligible
 - Lead applicants must be 18 years of age at the time of submission and may not be enrolled in a full-time undergraduate degree program
 - Project sponsors and partners must be based in Wyoming County

Please consult the Community Arts Grant Guidelines for more eligibility requirements. For further information, contact Linda Franke, ACWC Grants Coordinator, at (585) 237-3517 ext 102 or at franke@artswyco.org

Application Deadline: Friday, November 5, 2020. Application must be received at ACWC's office by 5 PM.

Application Checklist:

1. Attend an application seminar or set up an appointment for a meeting with the ACWC Grant Coordinator
2. Complete the application form, narrative and timeline. Be sure to sign (get sponsor signatures if applicable)
3. Obtain artist/art group resumes or CVs
4. Collect samples of previous work that supports your proposed project (5-10 images – photos or images on CD or DVD, labeled, with separate title sheet; 7-10 pages of manuscripts; 5-10 examples or pages of poems; OR 3-5 minute presentations on CD or DVD)
5. Ready proof of not-profit status
6. Collect Board of Directors roster (names and addresses)
7. Provide organizational financial information for the organization: audit, accountant prepared statements, or internal statements signed by board treasurer
8. If you are working with a sponsoring agency, get a letter of support from them as well
9. Submit your application and the accompanying materials to:

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

APPLICATION

Project Title: _____

Legal Name of Organization: _____

Employee Identification Number (EIN): _____

Legal Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Person #1: _____

#1 Email: _____ #1 Phone: _____

Contact Person #2: _____

#2 Email: _____ #2 Phone: _____

Fiscal Sponsor: _____

Community-Based Partner: _____

How many events will take place: _____

How many artists will participate in the event(s): _____

Dates and times project will take place: _____

Target Audience: _____

Anticipated number of community members served: _____

Per Category: Children: _____ Teens: _____ Adults: _____ Seniors: _____ Special Needs: _____

What accommodations are in place for people with disabilities? _____

NYS Assembly District: _____ NYS Senate District: _____ US Congressional District: _____

Has your organization ever applied to NYSCA: _____ What year: _____

Organization Fiscal Year Runs: _____/_____ to _____/_____

Year Organization was formed/incorporated: _____

Proof of Not-For-Profit Status: *Please check one that applies **and** submit a copy of the document with this application.*

- US Internal Revenue Service 501(c)(3)
- NYS Charities Registration (Article 7A)
- Unit of Local Government
- NYS Not-For-Profit Corporation (Charter from Board of Regents S.216)
- Certificate of Incorporation under S.402 of the NYS Not-For-Profit Law

Please share your mission statement or briefly describe the purpose and activities of your organization:

Narrative:

Your proposal will be evaluated on the basis of this narrative, so be as thorough as possible, and be sure to include the goals and evaluation criteria for the project. Answer the questions in the order presented and number your corresponding responses. If you must submit your application in a hard copy format, your narrative should be no more than two single sided pages in size 12 font.

1. Describe your project. If you are applying to additional funding sources, please let us know what specifically you would like the Community Arts grant to fund.
2. What are its goals? What are the particular benefits to audience members, participants, the community and your organization?
3. How many people will be directly and actively involved in carrying out the project or event? What are their roles?

4. Why did your organization choose to carry out its project in this way (for example: choice of location, time of year, time of day, etc.)
5. How do you plan to advertise, promote and market your project (for example: advertising, press releases, website, flyers, email, outreach, etc. Please list publications)
6. How will you measure success?
7. **REPEAT PROJECTS ONLY:** Describe any changes you will make in your project this year, and the ways these changes will improve the project.

Timeline:

Include a timeline of completion milestones throughout the proposed project (for example: all interviews will be completed by May 31, 2021; all photos will be printed by October 15; 5 of 15 poems will be completed by April 10). This timeline should be reviewed with the teacher(s) you will be working with. The timeline should be signed by both you and the lead partner teacher.

Budget:

Please submit a budget for your project that includes all expenses and income. Be sure to include in-kind donations of time and materials. A sample budget form is included here.

Sample Budget

Organization _____

Project Title _____

PROJECT REVENUE	EXPLANATION	Total Income (\$)
Earned Income		
	Admissions:	\$ -
	Membership Dues:	\$ -
	Tuition/Workshop Fees:	\$ -
	Advertising Sales:	\$ -
	Concessions:	\$ -
	Other (Please describe):	\$ -
Contributed Income		
	Individual Donations:	\$ -
	Corporate Donations or Grants:	\$ -
	Foundation Grants:	\$ -
	Government Grants:	\$ -
	Fundraising Events:	\$ -
	Organization's Contributions:	\$ -
	Other (Please describe):	\$ -
In-Kind Donations		
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
	TOTAL:	\$ -

PROJECT EXPENSES	EXPLANATION (If it is not visible without expanding, please use budget notes section)	Total Project Expenses (\$)	Grant Request (\$)
	Administrative Personnel:	\$ -	\$ -
	Artist Fees:	\$ -	\$ -
	Technical Fees:	\$ -	\$ -
	Space Rental:	\$ -	\$ -
	Equipment Rental:	\$ -	\$ -
	Consumable art supplies/materials:	\$ -	\$ -
	Printing/Postage:	\$ -	\$ -
	Advertising/Promotion:	\$ -	\$ -
	Travel/Transportation:	\$ -	\$ -
	Other (Please describe):	\$ -	\$ -
	Remaining Expenses:	\$ -	\$ -
In-Kind Donations (same as listed in income above)			
0	0 \$	-	
0	0 \$	-	
0	0 \$	-	
0	0 \$	-	
	TOTAL:	\$ -	\$ -
Total Expenses	\$ -		↑
Total Revenue	\$ -		↑
Grant Request	\$ -	←	SHOULD MATCH
Does your budget balance?	YES		
% of Project Budget that is funded by this request	#DIV/0!		
Budget Notes:			

Applicant's Signature and Date:

I certify that all statements made in this application are true to the best of my knowledge. I have read the guidelines of the ACWC Community Arts Grant Program and certify that this application complies with and is made subject to said guidelines. I certify that I reside in Wyoming County and have done so for at least six months prior to the application deadline. I certify that I am at least 18 years of age, and that I am not enrolled as a full-time undergraduate student. I acknowledge that the Arts Council for Wyoming County is not liable for damage or loss of materials submitted.

Name (print): _____

Signature: _____

Date: _____

Sponsoring Agency Representative, if applicable (*person legally eligible to obligate the not-for-profit organization*)

Name (print): _____

Signature: _____

Date: _____