Individual Artist Guidelines 2022

ACWC
arts council for wyoming county
Individual Artist Grant Guidelines 2022

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 JANUARY 7, 2022 AT 5 PM.

2022 Final Reports are due no later than 30 days after the completion of the project. All reports must be submitted by January 31, 2023.
# Table of Contents

Statewide Community Regrants Overview ..... 1
Eligibility .......................................................... 2
Selection Criteria ............................................... 4
Grantee Responsibilities ................................. 4
Narrative ............................................................ 6
Project Budget .................................................. 7
Expenses ........................................................... 7
Income ................................................................. 8
Review Process .................................................. 9
Appeals Process ................................................ 9
Application Seminars ......................................... 10
Technical Assistance Seminars and Gatherings ....... 11
Statewide Community Regrant Program Overview

Founded in 1977, the Decentralization Program (DEC), now called Statewide Community Regrant Program, was developed to ensure that New York State’s cultural funding reaches every part of the state. Renamed the Statewide Community Regrant Program in 2021, 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.
Artist Community Collaboration Application

Artists who are interested in creating new work in Allegany or Wyoming Counties should consider applying in this category. In 2022, grants of $1000 to $2500 will be awarded. This will be a competitive process with a total of $2500 being awarded in total for this category. Projects must be completed in the same county as the applicant’s address.

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: (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
    - 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 2022 (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
SELECTION CRITERIA

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

GRANTEE RESPONSIBILITIES

Successful applicants are responsible for administering grants in a responsible, timely and business-like manner.

- All accounts and final reports must be made to ACWC within 30 days of the completion of the project and should include a narrative description of the completed project (including any changes or adaptations that were different from the original proposal), an itemized list of expenses, and samples of publicity connected with the project as well as photos, unedited video, audio recording or manuscript of the project.

Press releases, advertising or printed materials generated in connection with the project must credit its funder using the following language: “This project is made possible with funds from the Statewide Community Grants 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
• Grantees must provide event details to staff for auditing at least 30 days before the event. For publication and promotion assistance from ACWC, event details must be provided at least 90 days before the event.
• Grantees must be present at the annual awards ceremony at ACWC in order to receive their funds. The ceremony date and time will be announced at a later date but is generally held the first Friday evening in March.
NARRATIVE

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

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 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.
REVIEW PROCESS

All applications will be checked for eligibility and completeness by ACWC staff. All eligible applications will be reviewed by a panel composed of artists who represent the disciplines in the applicant pool. 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 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 December 17 so that any
adaptations or corrections may be made before the application deadline of January 7, 2022 at 5 PM. ACWC is closed for Winter Recess from December 24 to January 3.

Application Seminars

Please note: To increase availability, several Individual Artist 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 13, 4 PM - Virtual Seminar
- September 18, 10 AM - ACWC Theater, Perry, NY
- September 25, 10 AM - location TBD, Allegany Co, NY
- October 6, 6:30 PM - Virtual Seminar
- October 19, 1 PM - location TBD, Allegany Co, NY
- November 4, 6:30 PM - Virtual Seminar
- November 17, 9 AM - Virtual Seminar

A recorded seminar will be available on the ACWC website beginning September 1.

*Links for sessions will be provided via email by contacting Linda Franke at franke@artswyco.org*
Technical Assistance Seminars and Gatherings

Throughout the year ACWC holds Technical Assistance Seminars for our grantees, applicants and sponsoring agencies. These are typically held on the second Tuesday of alternating months from 6:30 to 8 PM. (Please check the ACWC website calendar of events for further information.) Topics include finding local talent, tax information for artists and non-profits, marketing your art, writing a grant or a final report and others. If there is a topic you are interested in, please let our Grants Coordinator know.

In an effort to connect local artists and sponsoring agencies, ACWC also offers Gatherings on the months opposite the Technical Assistance Seminars. These are again the second Tuesday of the month from 6:30 to 8 PM, at different locations throughout Allegany and Wyoming Counties. Gatherings are laid back opportunities to talk about issues in our local art community and an excellent opportunity to make connections with those that care about making this vital group thrive in our county. If you are interested in sponsoring a Gathering and/or letting us use your space for this event, 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