ARTS EDUCATION 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.

Arts Education grants are designed to support arts education projects in K-12 public schools; after-school settings; and partnerships with community-based organizations (ex: senior centers, etc.). These grants are meant to build the capacity of local artists and non-profit arts organizations while providing public school-aged students, adults, and seniors with high-quality artistic learning experiences. Projects should draw on arts education practices to engage participants in the creation and interpretation of artistic works. Instruction must be sequential, age- and skill-based, and focused on the exploration of art and the artistic process. Emphasis is placed on the depth and quality of the creative process through which participants learn through, or about, the arts. Projects must take place in Wyoming or Allegany County, respectively. Schools may not apply directly for this grant.

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.
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*Groundlings On Air*, an arts-related podcast in partnership with Shake on the Lake theater artists and Perry High School
**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**

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 Allegany or 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 Allegany or Wyoming County

- **You must attend an ACWC Grant Seminar to be eligible to apply**

Please note:

- Fiscal sponsors must meet the same basic eligibility requirements as the applicant organization and provide the same required documents
- Community-based non-profit partners are 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) toward the proposed project

**Ineligible Applicants:**

- Organizations applying directly to the New York State Council on the Arts, 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
- Public school districts, private or parochial schools, their affiliates or components, or activities exclusively meant to serve a student audience (although Parent-Teacher Organizations/Associations ARE eligible; include a copy of charter from NYS Board of Regents with application)
- Individuals, unless formally sponsored by a not-for-profit organization meeting all other qualifications
- New York State agencies, departments, universities and colleges
- Projects that fund:
  - Start-up or seed funding for the establishment of a new organization
  - General operating expenses
  - Requests greater than an applicant’s project expenses minus total project income
  - Activities not opened to the general public such as camps, clubs or college associations
  - Events that take place in private homes
  - Contingency funds
  - Acquisition of works of art
  - Permanent equipment or capital improvement
  - Creation of textbooks or classroom material
  - Lobbying expenses
  - Programs in which children are used as professional artists (paid a fee)
  - Regrants by applicants to fund other activities
  - Cash prizes, juried shows, fellowships, scholarships and other awards to students
  - Non-arts related activity including:
    - Galas, benefits or fundraising events including entertainment costs for receptions, food or fundraising events
    - Entertainment such as balloons, clowns, magicians, paint nights
    - 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
PROJECT FUNDING STRANDS AND REQUIREMENTS

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.

A. All Arts Education 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
   - It is recommended that support materials include lesson plans, evaluation plan, video/photo work samples of past Arts Education work, participant evaluation forms and letters of recommendation

B. Pre-K-12 In-School Projects
   - The project must take place in-school during the school day and in partnership with a public school
   - Private and parochial schools are ineligible for partnerships
   - School partners involved in any AE projects currently receiving direct NYSCA funding are NOT eligible for a DEC Arts Education regrant
   - AE regrant 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
   - 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 principal or director of the partner organization

C. After-School and Community Based Learning
   - Projects may take place in a community-based setting such as a library, school, or community center, or arts organization
   - Projects are provided to a closed group of learners, meaning they are not open to the general public. These groups may be composed of a particular age group (including adult learners), or for participants of all ages
   - A letter of commitment from the partner 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 4
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.

**GRANT AMOUNTS AND LIMITS**

Minimum Grant Amount: $500

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. Credentials of artist or organization for the project
2. Student interest and benefit
3. Level of detail in application, clearly defined objectives for each artist contact day
4. Clear evaluation process

**PRIORITIES**

Not all projects will meet all of these funding priorities. This is a chance to highlight your program’s strengths!

1. Engagement of 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. 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 2022 (please contact ACWC 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
- 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

Your proposal will be evaluated on the basis of this narrative, so be as thorough as possible, and be sure to include the evaluation criteria and priorities (see below). Answer the questions in the order presented and number your corresponding responses.

1. Give a concise description of the project for which funds are being requested.
2. How many people will be directly and actively involved with carrying out the project or event? What are their roles?
3. Create a work plan for the project including the roles of teacher(s), students and teaching artist, and anyone else involved in the project. Please include the goal or goals of the activity and how success will be evaluated, and dates of expected completion milestones.
4. Attach a rubric and project evaluation process.
5. REPEAT PROJECTS ONLY: Describe any changes you will make in your project this year, and the ways these changes will improve the project.
PROJECT BUDGET: Your budget should reflect the project, not your organization or personal budget. You may use the budget sheet provided or your own form. 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
  o 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
  o 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 Arts Education 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**

Community-Based Partnerships

At the discretion of ACWC, individual artists may apply directly for SCR funds if working in partnership with a community-based non-profit organization that meets the criteria listed for the Community Arts Category or After School /Community Based Learning for the Arts Education Category. Partner schools for In-School Arts Education projects are also considered partners.
• A letter of commitment from the partner organization or school within the applicant’s home county, 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 principal of the partner school or director of the partner organization.

• The applicant and the partner organization or school must both be based in the county in which the proposed activity is taking place.

REVIEW PROCEDURES

All Arts Education 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 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.