COMMUNITY ARTS 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.

Community Arts grants provide support to community-based organizations, groups, collectives or artists for arts and cultural projects. This program enables emerging artists and organizations to grow professionally and to enhance the cultural climate in communities and neighborhoods where they live and work. Community Arts grants can fund but are not limited to: exhibitions, workshops, performances, concerts (all disciplines), festivals, demonstrations and workshops, screenings or readings.

This is a competitive process. All applications are extensively evaluated according to the criteria and priorities. Through Community Arts grants, the Arts Council for Wyoming County, NYSCA and the NYS Legislature hope to expand, enhance and increase arts and cultural programs in our community.

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.

Perry Community Band at Silver Lake Institute’s Friday Night Blue Dock Summer Concert Series
# TABLE OF CONTENTS

Statewide Community Regrant Overview .............................................. 2
Eligibility ......................................................................................... 2
Grant Amounts and Limits ......................................................... 4
Selection Criteria ................................................................. 4
Priorities .................................................................................... 4
  Application Requirements...................................................... 5
  Project Narrative/Workplan.................................................. 5
  Project Budget......................................................................... 6
  Expenses................................................................................... 6
  Income....................................................................................... 7
Grantee Responsibilities......................................................... 7
Review Procedures............................................................... 8
Appeals Process................................................................. 8

Application Seminars................................................................. 8
Communities for the Arts Workshops........................................ 9
Salons and Artist Showcases.................................................... 9

Wood Carving Workshop at Orangeville’s Talent in Our Town
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

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

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

**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
GRANT AMOUNTS AND LIMITS

Minimum Grant Amount: $350
Maximum Grant Amount: $5000

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. Each criterion is found in specific parts of the application as noted in parenthesis. These are qualities of the application which may be measured or compared.

1. Credentials of the artist for the project (resume, narrative)
2. Community interest and benefit (narrative, budget)
3. Clearly defined objectives and a clear plan to meet them (narrative, budget)
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)

PRIORITIES

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

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, or economic development, or increased diversity, or greater utilization of community assets or esprit d’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 within the calendar year 2023 (please contact ACWC Grant Coordinator if you feel COVID or other restrictions may affect the timing of your project).
- The organization 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 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. Describe your project. Give a complete, concise description of the project for which funds are being requested.
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 (ex. choice of location, time of year, time of day, etc.)?
5. How do you plan to advertise, promote and market your project? (ex. advertising, press releases, website, flyers, email, outreach, etc. Please list publications.)
6. How will you measure project 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.
PROJECT BUDGET: Your budget should reflect the project, not your organization 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

- Expenses/Personnel: For applicant organizations with paid staff, whether administrative or artistic, itemize your personnel costs for this project. Individual artists or artist groups applying include your fees in this column
- Expenses/Non-Personnel: Itemize costs for contracted visual or performing artists, other outside professionals (consultants, graphic designers, legal, choreographers, and other services), space rental, travel and transportation (for artists, staff or volunteers), advertising and promotion (printing, mailing, and advertising, etc.). List each artist fee or expense
- Space is provided for additional items in Expenses/Remaining Operating. Itemize these costs in the Budget Notes section
- All-volunteer organizations should enter estimates in the In-Kind column
- Anything donated to your project should be entered into the In-Kind column

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

- Earned Income: Itemize projected income from tickets, fees for workshops, performances, concessions, advertising, parking, etc.
- Unearned Income: Itemize income from corporate sponsors, foundations, membership and individual contributions, government grants (federal, state, or local) and other unearned income (for example, interest income)
- Please do not include your Community Arts 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 Community Arts 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. 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.