

COMMUNITY ARTS GRANTS GUIDELINES
2025



ACWC GRANTS COORDINATOR
585-237-3517 EXT 102

Community Arts Grant Guidelines 2025

This project is made possible with funds from the Statewide Community Re 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.

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, 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 February 5th, 2025 AT 4 PM.

Application deadline for review and feedback from ACWC Grants Coordinator: January 10th, 2025 at 4 PM.

2024 Final Reports are due no later than 30 days after the completion of the project. All reports must be submitted by January 31, 2025.

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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 is administered regionally 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. Grants can prioritize program quality over quantity of viewers/participants.

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.

Statewide Community Regrants serve as an umbrella for three distinct funding categories: **Community Arts, Arts Education** and **Individual Artists** grants. The Arts Council for Wyoming County provides grants in all three categories for individuals and organizations in Wyoming and Allegany Counties.

Applicants may submit up to three requests in any combination of SCR categories (Community Arts, Individual Artist, and/or Arts Education) totaling no more than \$5,000, per SCR site. Fiscally sponsored requests are exempt from the sponsor's three-request limit. There is no match required.

New applicants must attend an ACWC Grant Seminar or meet with the Grants Coordinator to be eligible to apply.

Returning applicants must register by notifying Grants Coordinator of intent to apply with brief synopsis of project/changes by January 10th, 2025.

**Please consult with the ACWC Grants Coordinator for more information.
Emailed communication is preferred: grants@artswyco.org**

COMMUNITY ARTS GRANTS

Community Arts Grants provide support for arts and cultural projects to community-based organizations, groups, collectives or artists. SCR support enables emerging professional artists and organizations to grow professionally and to enhance the cultural climate in communities and neighborhoods where they live and operate. Community Arts grants may include, but are not limited to exhibitions, workshops, performances (all disciplines), festivals, screenings or readings. **All Community Arts Grant funded projects must be community-based and open to the general public.**

ELIGIBILITY

Eligible Applicants: 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 Nation, **OR**
- With approval from ACWC, individual artists, groups or collectives, and unincorporated entities who are working with an eligible fiscal sponsor or community-based partner are 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 the same county where the project is to take place (either 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.

In addition to the guidelines listed for each category, applicants must meet certain eligibility requirements to be considered for Statewide Community Re-grants funding, including:

- Community Arts Grants funded activity must take place within the same county as the applicant's address. Applicants must provide a physical address in their application that meets this requirement.
- **All non-profit organizations must provide proof of non-profit status. This includes direct applicants and Fiscal Sponsors. The following documentation may be accepted:**
 - Current NY State Bureau of Charities (Office of the Attorney General) filing receipt.
 - Documentation of charter by the NY State Board of Regents under section 216 of the NY State Education Law
 - Letter of Determination from the IRS indicating tax exempt status under section

- 501(c)(3) and registered with the Charities Bureau.
- Documentation of incorporation under Section 402 of the NY State Not-for-Profit Corporation Law
- Official authorization as an arm of local government (i.e., a formal letter on official stationery signed by the appropriate county, city, town or village executive)
- Authorization as a federally recognized Tribal Nation located anywhere in NYS, regardless of county. Tribal Nations are exempt from the 3 request, \$5,000 limit. Individual Tribal organizations within Tribal Nations are subject to the 3 request, \$5,000 limit.

Additionally eligible: A group that is incorporated in another state as a not-for-profit corporation, registered in New York State (as a “foreign not-for-profit corporation”), with its primary location in NYS (or the relevant regrant region), and registered with the Charities Bureau

For sponsored individual artists or artist groups, the lead applicant applying to any category must be a current New York State resident and must be resident in the county where their proposed project will take place. Proof of residency is required. All documents must contain the individual’s name and address and documentation must be dated no earlier than two years prior to an application.

List of acceptable proof of residency documents must include one of the following:

- Telephone bill
- Utility bill
- Credit card or bank 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 Driver’s License or ID card
- Voter Registration Card

Ineligible Applicants:

- **Direct NYSCA applicants may not apply for SCR funding and cannot serve as fiscal sponsors or community partners.** Also, NYSCA applicants may not apply to SCR using a Fiscal Sponsor. However, a Community Arts Grant applicant may hire or “book” a NYSCA-grantee for a service with a paid fee.
- New York State agencies and departments including SUNY schools and 402 foundations.
- Public universities and colleges.
- Public, private, or parochial secondary and elementary schools.
- SCR site Staff or Board members.
- Students enrolled in a full-time degree program.
- Individuals or unincorporated applicants without an eligible sponsor or partner organization (Exception: Individual Artist category)
- A group that is formed/incorporated as a limited liability company (LLC), business corporation, or limited liability partnership (LLP) in New York State.

- A group that is formed/incorporated as a limited liability company (LLC), business corporation, or limited liability partnership (LLP) in another state and registered to do business in New York State.
- A group in either of the two types above that is seeking to apply with an eligible fiscal sponsor.
- A group that is seeking to apply as an individual or group of individuals, but the project also publicly functions in a limited liability company (LLC), business corporation, or limited liability partnership (LLP).
- Non-incorporated chapters of organizations whose “parent” is incorporated outside of New York State.
- Past re-grantees that have failed to submit final reports or have failed to comply with any other contractual obligations

Eligible Projects

Projects must fit the parameters of the Community Arts, Arts Education, or Individual Artist Commission to be eligible for Statewide Community Regrant funding.

Ineligible Projects

Statewide Community Regrants funds are unable to support the following types of projects:

- Projects which do not take place within the same county as the applicant’s address.
- Start-up or seed funding for the establishment of a new organization
- General operating expenses
- Projects utilizing artists or creatives without sufficient and relevant experience.
- Student projects
- Events that take place in private residences and are not open to the public.
- Community Arts regrants may not fund activities that are not opened to the general public such as camps, clubs or college associations. (Projects for closed groups may be eligible for funding through the Arts Education category; refer to that program’s guidance or contact the Grant Coordinator for information.)
- Public art on private property
- Non-arts related activity including: 1) galas, benefits or fundraising events including entertainment costs for receptions, food or fundraising events; 2) entertainment such as balloons, clowns, magicians, paint nights; 3) 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: \$1000 | Maximum Grant Amount: \$5000

Note: There is likely to be much more funding requested than is available. Requests that best meet the criteria and priorities will be given greater consideration. Full, partial or no funding may be awarded.

SELECTION CRITERIA

This is a competitive process. Decisions will be made based on the quality and merit of the proposed project. The panel uses the following criteria and priorities to evaluate applications. Parentheses indicate the section(s) of the application most likely to pertain to each criterion.

1. Quality and artistic merit of the project and credentials of artist or organization for the project (resumes, narrative, support materials)
2. Community interest and benefit (narrative, budget, budget notes)
3. Clearly defined objectives and a clear plan to meet them (narrative, budget, budget notes)
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, budget notes, support materials)

PRIORITIES

Not all projects will meet all of these funding priorities. Applicants are encouraged to highlight their program's strengths while keeping these priorities in mind:

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, economic development, increased diversity, or greater utilization of community assets or esprit de 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, in the same county as the applicant's address, within the calendar year 2025.
- Applicants must submit the completed application as well as all related documents by the application deadline. Include support materials pertaining to artist(s) to be used in your project such as video/photo samples of artist's work. See page 6 for detailed

information and please refer to the application checklist in the Community Arts Grants application. **Complete the Application Checklist (Application Page 2) and Signature Page (Application Page 14) before submitting application materials.**

- The organization must notify the ACWC Grant Coordinator of all public events that are part of the project ***AT LEAST 30 DAYS BEFORE THE EVENT.***

DEADLINE TO APPLY:

All applications and support materials must be emailed or delivered by Wednesday, February 5th, 2025 at 4 PM to:

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

In person to 31 South Main Street, Perry, OR EMAIL TO: grants@artswyco.org
Deadline for Review and Feedback from Grants Coordinator: January 10th, 2025 at 4 PM
(emailed applications preferred).

APPLICATION INSTRUCTIONS

SECTION 1: PROJECT INFORMATION

ALL INFORMATION IS REQUIRED. Contact person 1 should be the person most knowledgeable about the project (the artist or lead artist for individual artists or artist groups applying).

SECTION 2: PROJECT NARRATIVE

Your proposal will be evaluated based on this narrative, so be as thorough as possible, and be sure to refer to the evaluation criteria and priorities (see below). Answer the questions in the space provided, being mindful of character limits. If a separate document is needed, answer in order presented, limit characters, and number your corresponding responses.

Question 1: What is your project? What are you seeking grant funds to do? (1000 characters)

Question 2: Discuss the artists you have chosen for this project; how many artists will you work with? What makes those artists the “right fit” for your project? (1000 characters)

Question 3: Other than artists, how many people will be directly and actively involved with carrying out the project or event? What are their roles? (500 characters)

Question 4: How do you plan to market this project? (For example: advertising, press releases, website, flyers, email, outreach, etc.; list publications.) (500 characters)

Question 5: Discuss the choices your organization has made related to date(s), time(s), location(s), or other details. (500 characters)

Question 6: How will you evaluate the success of your project? (500 characters)

Question 7 – Timeline: Outline a timeline for completion milestones throughout the proposed project (for example: all interviews will be completed by May 31; all photos will be printed by October 15; 5 of 15 poems will be completed by April 10). (1000 characters)

Question 8 – FOR REPEAT PROJECTS ONLY: Describe any changes you will make in your project this year, and the ways these changes will improve the project. (500 characters)

Applicants must include support materials pertaining to artist(s) to be used in your project such as video/photo samples of artist’s work. This may be provided via:

- Links to websites
- Links to YouTube or other videos of musical or other performing artists, teaching artists or film/media artists
- Sample press or marketing materials
- Creative writing samples
- Other as relevant

Include resumes and artist statements or other self-descriptive text (such as how a musical group describes themselves).

SECTION 3: BUDGET NARRATIVE

This section replaces a separate budget form and budget notes. Please respond to the budget related questions and provide the budgeted amounts for each. Refer to these guidelines for details concerning eligible/ineligible expenses and amount limits, etc. **DO NOT INCLUDE IN-KIND FIGURES;** complete the separate in-kind table to include estimated donations of time, materials, etc. Describe the budget figures you’ve included in your budget in the space provided below each budget item, being mindful of character limits. For example, if you have a figure of \$800 under Expenses Item B: Non-Personnel: Artist Fees, please describe the fees each artist will receive and their activities.

YOUR COMMUNITY ARTS GRANTS REQUEST EQUALS YOUR PROJECT EXPENSES MINUS YOUR PROJECT INCOME. Complete both Expenses and Income sections FIRST, before completing the BUDGET TABLE. When you have completed the project budget Expenses (Items A. through I.) and Income (Items J. through U.) and their totals, enter those totaled figures in the **BUDGET TABLE, STEPS 1 and 2.** Subtract total income from total expenses to determine your **GRANT REQUEST (STEP 3).** For **STEP 4,** in the Grant Request spaces provided with each expense item, indicate the portion of the grant request that will be paid for with grant funds, to show how your organization will distribute Community Arts Grants funds, if awarded. Priority for grant funds is for artists fees, but other eligible expenses can be included. See a list of eligible and ineligible expenses, below.

If you must use a separate document to complete your budget, please be sure to complete the budget section in the same manner as instructed above. Remember – lack of description of budget figures leads to questioning when applications are reviewed. Be clear in your

justification for the figures you are using! Your budget should reflect the project, not your organization budget.

EXPENSES

IMPORTANT: List and describe each expense separately in Budget Notes section of budget sheet, on a separate “Budget Notes” sheet, or in project narrative, as appropriate.

Estimate how your requested grant funds will be spent the “Grant Request” Column.

- **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. **Note:** Estimate volunteer hours in In-Kind section (NYS minimum wage X estimated hours). Additionally, any hours your organization plans to donate to the project for personnel should go in the In-Kind Section.
- **Non-Personnel/Artist Fees:** Cost for contracted visual or performing artists.
- **Non-Personnel/Technical/Artistic:** Fees for contracted personnel for the project such as choreographers, theater lighting, stage managers, photographers, videographers, etc.
- **Non-Personnel/Other:** Other outside professional fees such as consultants, graphic designers, legal, janitorial or other services.
- **Supplies/Materials/Equipment Rental:** Consumable supplies and equipment needed to execute the proposed project (Examples: art supplies, sheet music, hardware, memory cards, and other consumable equipment). Individual items may not exceed \$1000. *Grant funds devoted to this portion of budget cannot exceed \$1000. PLEASE NOTE: THE PURCHASE OF EQUIPMENT, OTHER THAN CONSUMABLE EQUIPMENT (AS DESCRIBED ABOVE) IS NOT ELIGIBLE FOR GRANT FUNDS.*
- **Space Rental:** Actual fees to be paid to a separate entity for use of their space for your project.
- **Travel and Transportation:** Actual amounts to be paid for artists, technical, staff or volunteers (include donated mileage in In-Kind section); expenses related to providing transportation to audience members who would otherwise be unable to participate.
- **Advertising and Promotion:** Fees for printing, mailing, and advertising, etc. Estimate free publicity in In-Kind section (i.e. press, social media posts, etc.).
- **Remaining Operating:** Examples may include facilities expenses such as utilities, office supplies, etc. for the duration of project or consumed for project. You may choose to include all or some of these as In-Kind expenses.
- **Other:** Space is provided for anything that doesn't quite fit into these categories.
- **In-Kind:** Estimate donated hours, operational expenses, equipment, free publicity, etc. – anything donated to your project, whether by your organization or from outside the organization. **Note:** In-Kind expenses section must mirror In-Kind income section.

Eligible Expenses

- Activities/Projects of local arts organizations including both live and virtual activities
- 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.
- Consumable equipment, software, subscriptions, and training needed to execute the proposed project. Individual items may not exceed \$1,000. Examples: lightbulbs for stage lighting, subscriptions and training tools.

Ineligible expenses

- Requests greater than an applicant's project expenses minus total project income.
- Operating expenses of privately-owned facilities (e.g. homes and studios).
- Acquisition of works of art.
- Contingency funds.
- The purchase of permanent equipment or capital improvements.
- Creation of textbooks or classroom material.
- Lobbying expenses.
- Regrants by applicants to fund other activities.
- Cash prizes, juror fees, fellowships, educational scholarships or other awards to students.
- Fees paid to children under the age of 18.

INCOME

List and describe each form of income separately in the space provided, being mindful of character limits. *Although matching funds are not required*, all applicants should show additional sources of project revenue in their budgets. **DO NOT INCLUDE YOUR COMMUNITY ARTS GRANT AS INCOME.**

Part 1. Earned Income

- **Admissions:** Itemize projected income from tickets or admission fees for performances, parking, etc.
- **Membership Dues:** Income collected from members designated as income to project.
- **Tuition/Workshop Fees:** Collected from participants for workshops or classes.

- **Advertising:** Fees collected for advertising in programs, etc.
- **Concessions:** Income from food or beverage sales.
- **Other Earned Income:** Such as fees collected for arts supplies for a workshop, etc.

Part 2. Contributed Income

- **Individual donations:** Donations specifically targeted to project.
- **Grants:** Include grant funds from the following:
 - Corporate Donations or Grants: This includes business sponsorships or grants.
 - Foundation grants
 - Other government sources (federal, state, or local). Do not include your Community Arts Grants request as part of this figure.
- **Fundraising:** Income resulting from fundraising events or activities which is dedicated to project.
- **Organization’s Contributions:** Amount your organization has budgeted toward this project.
- **Other:** Income such as interest, etc.

IN-KIND CONTRIBUTIONS

Complete this table by estimating a dollar amount for donated hours, operational expenses, equipment, free publicity, etc. – anything donated to your project, whether by your organization or from outside the organization.

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 31, 2026.**
- 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 of events** at least 30 days prior to event. **Dates included in the application are not sufficient.**
- 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 do so.
- Must attend the ACWC award ceremony. Date of ceremony is to be determined but is usually in March.
- For ticketed/paid events, grantees must provide **complimentary admission** for two people (mailed, emailed, or dropped off) to ACWC at least 2 weeks prior to the event, or reserve seats for ACWC at box office/on guest list (as applicable). Please notify the Grants Coordinator of reservations.

- **All grantees are required to credit ACWC in the following manner:**

This project is made possible with funds from the Statewide Community Re 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.

REVIEW PROCEDURES

All Community Arts Grants applications are screened by ACWC staff for eligibility and fulfillment of application requirements. Ineligible applications are removed from consideration. **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, scores applications and makes funding recommendations based on how well the application meets the criteria outlined in the program guidelines (see page 4). Panelists, upon request, will have access to final and interim reports, audit information, and previous panel deliberation notes (where available) for past applicants. Prior support does not imply or guarantee that an application will be funded. Additionally, assistance or recommendations made to an applicant do not guarantee funding and may not reflect the panel's decisions.

Once the panel has reviewed applications, 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. The panel may decide to fully fund, partially fund, or not fund an application, based on applicants scores related to the quality of the application as outlined, and funding available. All applicants will be notified 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. **Dissatisfaction with a denial of an award or with the grant amount is not eligible grounds for appeal.** Grounds for appeals are:

1. Non-presentation of information by ACWC staff to the Peer Review Panel: Information known to the panel or staff prior to the panel's decision that was not presented and that might have altered the decision.
2. Mis-representation of information: Information known to the panel or staff prior to the panel's decision that changed in its presentation and that, if presented differently, might have altered the decision.
3. Improper procedure: Contention by the applicant that: a) the review of the funding request by the appropriate panel was biased; b) the decision by the panel was arbitrary and capricious.

Help is Available!

The Arts Council for 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 **January 10th** so that any adaptations or corrections may be made before the **application deadline of February 5th, 2025 at 4 PM**. ACWC is closed for Winter Recess from December 16 to January 2.

NEW applicants are required to attend an application seminar or meet with the ACWC Grants Coordinator. Since program guidelines and priorities may change from year to year, all applicants are strongly encouraged to attend a seminar or consult with the Grants Coordinator. Further, return applicants must notify the Grants Coordinator of their intent to apply, with a brief description of their program, by January 10th, 2025, at 4 PM.

Application Seminars / Creativity in Focus Programs

Throughout the year ACWC presents discussions with and by artists and their work, artist forums, film screenings, or other presentations focusing on topics related to the creative process, arts programming, the business of art and other topics, intended to strengthen the arts and artists in our communities. We will also present informational seminars for re-grantees and potential applicants regarding grant writing, report writing, etc. These programs will provide opportunities for artists to demonstrate what they can offer to local arts program administrators. Topics may include grant management, marketing your program utilizing social media, or may focus on an artist's process, or highlight creative and successful community arts projects, for example. We will also schedule Artist Gathering and informal Meetups at various locations. These events will be relaxing times for artists to connect with each other and ACWC staff.

Visit the ACWC Website Calendar, artswyco.org/events; or grants pages: artswyco.org/grants on our social media pages and in our ArtsNews newsletter and/or our online Connecting Communities newsletter for scheduled seminars and programs.



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