

ARTS EDUCATION GRANTS GUIDELINES

2025



ACWC GRANTS COORDINATOR

585-237-3517 EXT 102

ARTS EDUCATION 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 in by the Arts Council for Wyoming County.

Arts Education grants are designed to support arts education projects in K-12 public schools and after-school settings, and partnerships with community-based organizations (such as senior centers, scouts, clubs, 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. Arts Education projects must take place in Wyoming or Allegany County, respectively. Schools may not apply directly for this grant.

APPLICATION DEADLINE February 5th, 2025 AT 4 PM.

**Application deadline for review and feedback from ACWC Grants Coodinator:
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

Arts Education grants are one of three distinct funding categories under the umbrella of the New York State Council on the Arts' **Statewide Community Regrant** program (or SCR): Community Arts, Individual Artist, and/or Arts Education grants.

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 regranting 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.

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.

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**

PROJECT FUNDING STRANDS AND REQUIREMENTS

*The Arts Education (AE) grant category offers two funding strands: **Pre-K-12 In-School or After-School Projects (A)**, and **Community-based Learning (B)**. Funds can support arts education projects for closed groups of learners including but not limited to a club, residents of a senior living facility, individuals receiving social services, or a camp. 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.*

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.

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.
- Support materials including lesson plans, evaluation plan, and participant evaluation forms, and video/photo samples of artist's work, including past Arts Education work, if applicable. This may be provided via links to websites, links to YouTube or other videos of teaching artists, musical or other performing artists or film/media artists, sample press or marketing materials, or creative writing samples, etc., and should include resumes and artist statements. Letters of recommendation are optional but encouraged.

A. Pre-K-12 In-School or After-School Projects

Projects must take place in a Pre-K-12 public school building during the school day or After-School and must be done in partnership with a public school.

- AE 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.
- Students served by these projects are Pre-K through 12th grade public school students.

Eligible Applicants for Pre-K-12 In-School or After-School Projects include Individual artists, groups or collectives, and unincorporated entities who are ~~working~~ partnered with an eligible Pre-K-12 partner school.

- Teaching artists or nonprofits applying must partner with an eligible 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 an Arts Education regrant.
- See more under **Eligible Applicants**, below.

A **letter of commitment** from the partner school to the arts organization or teaching 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/or 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.

B. Community Based Learning

These projects take place in a community-based setting such as a library, community center, care facility, or arts organization.

- Projects are provided to a closed group of learners, meaning they are not open to the general public.
- These projects should be done in partnership with an *existing* closed group of learners such as a club, residents of a senior living facility, individuals receiving social services, or a camp.
- Groups served by these projects may be composed of a particular age group (including adult learners), or for participants of all ages.

Eligible applicants for Community Based Learning projects include nonprofit organizations; individual artists, groups or collectives; or unincorporated entities who are working with an eligible fiscal sponsor or community partner approved by ACWC.

- If a nonprofit is applying directly, the project must take place in the same county as the nonprofit.
- If an Individual, collective, or unincorporated entity is applying with a Fiscal Sponsor, the project must take place in the same county as the Fiscal Sponsor.
- If an Individual, collective, or unincorporated entity is applying with a Community Partner, the project must take place in the same county as the Individual or established contact person for the collective or unincorporated group. The community partner must also be in that same county.

Applications submitted with a *Community Partner* must include a **Letter of Commitment** which details the partner's support of the project and 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.

Applications submitted by a *Fiscal Sponsor* must include a **Letter of Agreement** with the sponsored group/artist that clearly outlines the administration of the grant and defines mutual responsibilities.

Nonprofits applying directly are not required to submit a letter of agreement/ commitment.
See more under **Eligible Applicants**, below.

Ineligible Projects:

Arts Education grants will not fund:

- 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.
- Public art on private property
- Non-arts related activity including:
 - Galas, benefits or fundraising events including entertainment costs for receptions, food or fundraising.
 - Entertainment such as balloons, clowns, magicians, or “sip and paint” paint nights.
 - Projects that are recreational, therapeutic, rehabilitative or religious in nature, including at-risk/social service programs when the purpose is for rehabilitation, therapy or worship.

Eligible Applicants

For School-Based or After-School Projects **(A)**: Eligible applicants must be partnered with an eligible Pre-k-12 partner school for **in-school** programs.

- 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 SCR Arts Education regrant.)

For Community Based Learning Projects **(B)**: Eligible applicants may apply directly for **out-of-school** programs.

An Eligible Applicant is:

- A 501(c)(3) or New York State non-profit organization with an active board of trustees either incorporated in NY State or registered to do business in NY State
- A government or quasi-governmental entity, or Tribal Nation
- Individual artists, groups or collectives, and unincorporated entities who are:
 - *partnered with an eligible Pre-K-12 partner school (for in-school programs, A); **OR***
 - *working with an eligible fiscal sponsor or community partner approved by ACWC (for out-of-school programs, B).*

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.

Projects must take place in the same county as the fiscal sponsor or community partner.

If an individual artist or unincorporated group is working with a public school that is out of their county of residence, the applicant must have a nonprofit fiscal sponsor in the county of the public school where the project is to take place.

Please note:

- *Fiscal sponsors* must meet the same basic eligibility requirements as the applicant organization and provide the same required documents (below).
- *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.
- Fiscal sponsors / community partners must be approved by ACWC.

All non-profit organizations must provide proof of non-profit status. This includes direct applicants and Fiscal Sponsors. The following documentation may be accepted:

- Letter of Determination from the IRS indicating tax exempt status under section 501(c)(3) and registered with the Charities Bureau.
- 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
- 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 their primary location in NYS (or the relevant regrant region), and registered with the Charities Bureau.

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

The following entities and individuals are not eligible to apply for Statewide Community Re-grants funding in any category:

- **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, colleges; and public, private, or parochial secondary and elementary schools.
- SCR site Staff or Board members.
- Students enrolled in a full-time degree program.
- Unincorporated applicants without an eligible sponsor or partner organization.
- 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.
- Non-artists or creatives without sufficient and relevant experience.

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. Clearly defined objectives and ability to achieve these objectives; clearly defined objectives for each artist contact day; clear plan for evaluation of project success (narrative/workplan/rubric, budget, budget notes)
3. Reasonableness of project budget (budget, budget notes)
4. Student interest and benefit (narrative, budget, budget notes)
5. Alignment with program priorities or other factors that make the project uniquely exceptional (such as meeting a need currently not being addressed; new project; exceptional use of resources; serving an underserved area or artform, etc.) (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. Projects that engage 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. Projects that offer opportunities for 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 2025
- Applicants must submit the completed application as well as all related documents by the application deadline. Applicants must also include support materials, including lesson plans, evaluation plan, video/photo samples of artist's work, including past Arts Education work, if applicable. See page 1 of these guidelines for detailed instructions and refer to the application checklist in *Arts Education* application.
- The applicant 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.***

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).**

PROJECT NARRATIVE/WORK PLAN

Give a concise description of the project for which funds are being requested. Your proposal will be evaluated based on your responses, so be as thorough as possible, and be sure to refer to the evaluation criteria and priorities. Answer the questions in the space provided in the application form, or, if a separate document is preferred, in the order presented. Number your corresponding responses and follow character limits indicated in application.

1. What is your project? What are you seeking grant funds to do? (1000 characters)
2. How many people will be directly and actively involved with carrying out the project or event? What are their roles? (500 characters)

3. Describe the group to be served by this project. Who are the learners? How many are there and how will they benefit? (1000 characters)
4. **For Artists (including artist groups or arts organizations):** Discuss your work and how it qualifies you to carry out this project. Secondly, how will you benefit? (1000 characters max)
5. **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)
6. **ATTACHMENTS.**
 - Please attach a WORKPLAN for this project, which includes:**
 - a. Detailed descriptions of the **roles** of teacher(s), students and teaching artist(s), and anyone else involved in the project.
 - b. **Goal(s)** of the activity and how success will be evaluated.
 - c. **Timeline** for completion milestones throughout the proposed project. This information should be reviewed with a representative of partnering organization/school and teacher partner, as applicable, and signed by you, the partner, and, if applicable, sponsor representative.
 - d. A **rubric** and project evaluation process

SECTION 3: BUDGET NARRATIVE:

Complete this portion of the application for each budget category. Use the spaces provided to further describe each item (character limits apply). **YOUR COMMUNITY ARTS GRANTS REQUEST EQUALS YOUR PROJECT EXPENSES MINUS YOUR PROJECT INCOME.** Use the Budget Table to determine **grant request**, and then distribute that requested amount among the **budget expense** categories.

Describe the budget figures you've included in your budget. For example, if you have a figure of \$800 under Expenses/Non-Personnel/Artist Fees, please describe the fees each artist will receive and their activities; if you have sponsorship as income, list the sponsor and the amount, etc. 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.

Applicants may submit up to three requests in any combination of 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.

Please contact the ACWC Grants Coordinator at grants@artswyco.org or visit the Grants page at if you have any questions.

BUDGET NARRATIVE SECTIONS INCLUDE:

EXPENSES: List and describe each expense separately in the space provided in the application budget narrative section. Expense categories are further described below and in the application form. Priority for grant funds are for artists fees, but other eligible expenses can be included. (See **EXPENSES** section below for further information.)

INCOME: List and describe each form of income separately in the space provided in the application budget narrative section. Income categories include **Earned Income (Part 1)** and **Contributed Income (Part 2)**. *Although matching funds are not required*, all applicants should show additional sources of project revenue in their budgets. (See **INCOME** section below for further information.) **PLEASE DO NOT INCLUDE YOUR COMMUNITY ARTS GRANT AS INCOME.**

IN-KIND CONTRIBUTIONS: Use table provided to describe and calculated donated time, materials, hours, services, etc.

EXPENSES

IMPORTANT: List and describe each expense separately in Budget Notes section of budget sheet. Refer to **Eligible and Ineligible Expenses, below.**

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, performing or other 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.
- **Consumable Supplies/Materials; Equipment Rental:** Consumable supplies and equipment needed to execute the proposed project (Examples: art supplies, sheet music, memory cards, and other consumable equipment). *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).
- **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.

Eligible Expenses Include:

- 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.

Ineligible expenses include:

- 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 and 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 Budget Notes section of budget sheet, on a separate "Budget Notes" sheet, or in project narrative, as appropriate.

Although matching funds are not required, all applicants should show additional sources of project revenue in their budgets.

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.

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:** 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 income section must mirror In-Kind expenses section.

PLEASE DO NOT INCLUDE YOUR COMMUNITY ARTS GRANT REQUEST AS INCOME.

IN KIND CONTRIBUTIONS:

In the table provided, describe what is being donated or contributed to the project and estimate the value. NOTE: Volunteer hours, other than professional contributions (such as free legal advice from an attorney), must be calculated at the current NYS minimum wage.

GRANTEE RESPONSIBILITIES

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.**
- Must 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 (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.”

PLEASE NOTE: FAILURE TO FULFILL THESE RESPONSIBILITIES MAY AFFECT YOUR ABILITY TO APPLY FOR FUTURE GRANTS.

REVIEW PROCEDURES

All Arts Education grant 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 or Wyoming County residents,. This group, comprising 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 pages 7-8). 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. 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.

Dissatisfaction with a denial of an award or with the grant amount is not eligible grounds for appeal.

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 December 1, 2024, 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.