

INDIVIDUAL ARTIST MINI GRANTS GUIDELINES

2025



ACWC GRANTS COORDINATOR

585-237-3517 EXT 102

## INDIVIDUAL ARTIST 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.*

The Arts Council for Wyoming County encourages artists to apply for project funding through an initiative specifically designed for artists to create new work in their own communities. This opportunity is designed to increase support for artist-initiated activity and highlight the role of artists as important members of the community. This grant supports and enables artists to grow professionally and to enhance the cultural climate in Allegany and Wyoming Counties.

Community engagement is an essential element of this funding. Individual Artist projects must include a form of community engagement, to be determined by the artist. The purpose is to impact a segment of the community, and it could take the form of a public program or engagement with community members during the creation of the artist's work. Artists are not expected to do both a public program and engagement with a segment of the community during the creative process. Rather, they can select the type of engagement that is appropriate for their project.

Engagement through a public program may take the form of an exhibition, performance, reading, screening, workshop, or artist talk that is open to the general public. Alternatively, artists can include community involvement in the development and creative process of the artists' project. This can be in the form of feedback, response, interaction and/or social practice by or with community members. Some examples of this type of interaction are interviews with a segment of the community, creation of parallel work by a community group, or stories and anecdotes collected from a community group that relate to the concept or content of the project.

The program looks for proposals of high artistic merit and asks that the artist consider the unique characteristics of Allegany and Wyoming Counties when developing the project. Artists involved in any art form, whether visual, literary, media, or performing arts, may apply. Projects must be completed in the same county as the applicant's address.

**INDIVIDUAL ARTIST GRANTS MAY BE OFFERED IN THE AMOUNT OF \$1000 OR \$750. NO MATCH REQUIRED.**

**APPLICATION DEADLINE Friday, June 6th, 2025 AT 4 PM.**

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



## ELIGIBILITY

**Artists apply directly for the Individual Artist Category. Artists must be 18 years of age at the time of application. Student projects are not eligible for support.**

- The project must take place in Allegany or Wyoming County and in the same county as the applicant address. The applicant must provide a physical address (PO Box alone is not acceptable).
- Project must take place within the calendar year 2025.
- The artist must notify the ACWC Grant Coordinator of all public events that are part of the project at least 30 days before the event.
- There must be some type of tangible finished work at the end of the grant period such as finished poems, photographs, video, CD, etc. The finished work may also be presented in some form of an exhibition, performance, etc.
- Artists that are applying for the Community Arts or Arts Education grant through a sponsoring organization can also apply for this grant, but not for the same project.
- Collaborative projects are acceptable; however, applications must be submitted in the name of a single artist.

The applicant artist must be a current resident of Allegany or Wyoming County; proof of residency is required.

List of acceptable proof of residency documents must include one of the following: **(NOTE: *all documents must contain the individual's name and address, and documentation must be dated no earlier than two years prior to an application*)**

- Telephone bill
- 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.
- SCR site Staff or Board members.
- Artists who have already received an Individual Artist Grant for the same calendar year (maximum one \$1000 or \$3000 Individual Artist grant per artist per year).

- Non-artists or creatives without sufficient and relevant experience.
- Artists who did not reside in Allegany or Wyoming county, NY.
- Students enrolled in a full-time degree program.
- 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).
- Past sub-grantees that have failed to submit final reports or have failed to comply with any other contractual obligations.

### **Ineligible Projects:**

Statewide Community Re-grants funds are unable to support the following types of projects:

- Projects which do not take place within Wyoming or Allegany County, NY, in 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.
- Projects that do not include some form of community engagement.
- 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:**

#### **Individual Artist Stipends of \$1000 or \$750**

## 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 these criteria.

1. Quality and artistic merit of the project and credentials of artist as evidenced by submitted audio, video, images, or physical work samples; artist statement, resume, and/or letters of support.
2. Feasibility of the project with the funds allotted.
3. Creative representation of some aspect of the Allegany or Wyoming County community in the artistic process is encouraged.

## APPLICATION REQUIREMENTS

- Artist must be a resident of Allegany or Wyoming County, NY.
- 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. Include support materials pertaining to your project: video/photo samples of your work, artist statement, resume/cv, letters of support from artists and/or community partners describing their role in the project. Links to websites or YouTube videos or other sites are acceptable as long as they pertain to the 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.***

### DEADLINE TO APPLY:

**All applications and support materials must be emailed by Friday, June 6th, 2025  
at 4 PM to:**

**Grants Coordinator email: [grants@artswyco.org](mailto:grants@artswyco.org)**

**In-Person and Mail can be set up at request**

## **PROJECT NARRATIVE/WORK PLAN**

Your proposal will be evaluated based on this narrative, so be as thorough as possible. Answer the questions in the order presented and number your corresponding responses. Give a complete, concise description of the project for which funds are being requested.

## **PROJECT BUDGET**

To complete this portion of the application, you may use the budget form provided or your own form. **Note:** An Excel spreadsheet is available for your use. Please contact the ACWC Grants Coordinator at [grants@artswyco.org](mailto:grants@artswyco.org)

**GRANTS ARE IN THE FORM OF STIPENDS FOR EITHER \$1000 OR \$750. Use your own discretion to determine which amount is appropriate for your project.** This budget is only for the proposed project. Include a breakdown of any large expense that requires an explanation. You may do this in the “Budget Notes” section of the budget form, in the narrative section of your application, or you may attach a separate “Budget Notes” page. Most of your budget should be directed toward artist fees but may also include other eligible expenses. Refer to “Allowable Expenses” and “Ineligible Expenses” sections.

***The following types of income and expenses may or may not be included in your project. Detailed descriptions are provided to aid in completing your budget.***

## **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, if any, for the public component of your project, if applicable.
- **Tuition/Workshop Fees:** Collected from participants for workshops or classes.
- **Advertising:** Fees collected for advertising in programs, etc.
- **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 (for example, *GoFundMe* donations).
- **Other:** Income such as interest, etc.
- **In-Kind:** Estimate donated hours, operational expenses, equipment, free publicity, etc. – anything donated to your project. **Note:** In-Kind income section must mirror In-Kind expenses section.

## EXPENSES

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:** Individual artists or collaborative 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 you or your artist group plan to donate to the project for your fees should go in the In-Kind Section.
- **Non-Personnel/Artist Fees:** Cost for contracted visual or performing artists. Include any amount for your own artist fee.
- **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, 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 your own travel within your county, as well as other artists, technical, staff or volunteers (include donated mileage in In-Kind section); if included as part of project, 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. **Note:** In-Kind expenses section must mirror In-Kind income section.

#### **Allowable 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, memory cards, and other consumable equipment; equipment rental.
- 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**

Statewide Community Re-grants funds are unable to fund the following 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, juried shows, fellowships, educational scholarships or other awards to students.
- Fees paid to children under the age of 18.

## 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 and announcements of events at least 30 days prior to event. Dates included in the application are not sufficient.**
- Grantees 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 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.”***

## REVIEW PROCEDURES

All Individual Artist 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 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 3). 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 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. Misrepresentation 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.



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