



Council on  
the Arts

## Roxbury Arts Group

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# Community Arts Grant Guidelines

A program of the Roxbury Arts Group made possible with funds from the Decentralization Program of the New York State Council on the Arts (NYSCA)

## COMPLETE GUIDELINES FOR 2017

**Grant Applications must be submitted via Submittable to the Roxbury Arts Group by 4 pm on Friday, October 27, 2017**

If there are any accommodations that the Roxbury Arts Group can provide to facilitate your participation in the Community Arts Grants program, please contact Annie Schwed by calling call 607.326.7908 or e-mail to [annie@roxburyartsgroup.org](mailto:annie@roxburyartsgroup.org).

### Overview

Community Arts Grant program is a local re-grant program of the Roxbury Arts Group. These grants are made possible with funds from the Decentralization (DEC) program of the New York State Council on the Arts (NYSCA).

Founded in 1977, the Decentralization Program (DEC) was developed to ensure that New York State's cultural funding reaches every part of the state. Decentralization has 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 DEC Program in Delaware County is administered by the Roxbury Arts Group.

Decentralization serves as an umbrella for three distinct funding categories: Community Arts, Arts Education, and Individual Artist Category.

**Community Arts** grants constitute the majority of DEC re-grant activity. These grants provide support for arts and cultural projects to community-based organizations, groups, collectives or artists. Community Arts Grant support enables emerging artists and organizations to grow professionally and to enhance the cultural climate in communities where they live and operate.

Community Arts grants may include but are not limited to: exhibitions, workshop series, performances (all disciplines), festivals, screenings or readings. All funded projects in this category must be community based and open to the general public.

An individual artist or collective may apply directly for Community Arts funds if working in partnership with a community based non-profit. A Letter of Agreement from the community based non-profit partner confirming the partnership with the applicant artist is required. The Agreement Letter must outline the scope of the partnership and each partner's investment or contribution (in-kind and/or cash) towards the proposed project.

# COMMUNITY ARTS GRANTS 2017 GUIDELINES

Community Arts Grants are awarded for community-based arts activities offered by eligible Delaware County non-profit organizations and individual artists working in partnership with an eligible non-profit organization.

## Project Eligibility

Community Arts Grants are intended to assist with:

- Activities of local arts organizations
- Artist fees
- Marketing/publicity costs
- Direct administrative expenses
- Supplies and materials needed for the execution of the program

Projects must take place in Delaware County between January 1, 2018, and December 31, 2018. This grant program does not fund requests for general operating support. Grants requests are reviewed using a peer panel evaluation process.

Arts activities **MUST** be the primary focus and driving force behind project requests. All projects must be open to the general public to participate.

## Goals of the Community Arts Grant Program

- Making quality arts programming available to all Delaware County residents and visitors
- Assisting emerging arts organizations
- Supporting the cultural expression of Delaware County's ethnic groups
- Making arts programming accessible to under-served and minority communities

## What is an under-served community?

Under-served communities are comprised of individuals who have limited access to art programs, services or resources and may be marginalized due to geography, race, economic status, gender, gender identity, sexual orientation, age, religion or disability or other demonstrable factors. The term "community" can refer to a group of people with a common heritage or characteristics, whether or not living in the same place. Age alone (i.e. youth, seniors) does not qualify a group as being under-served.

## American Disabilities Act (ADA)

Presentations of funded projects must take place in venues that comply with ADA Section 504 regulations insuring accessibility for people with disabilities. You may call the ADA Hotline (1-800-514-0301 – 800-514-0383 TTY – [www.ada.gov](http://www.ada.gov)) for more information.

## Who is eligible to apply?

Your organization **MUST** fulfill ALL of the following conditions:

- The legal address of the non-profit organization must be located in Delaware County
- Have a board of directors or a governing body that meets to determine and review policy
- Conduct all activities in a way that does not discriminate on the basis of race, color, national origin, religious belief, gender, gender identity, sexual orientation or disability.

## How does my organization demonstrate Non-Profit Status?

Your organization must submit **ONE** of the following documents that applies to your organization:

- IRS Tax Exempt Letter 501(c)(3)
- Letter from the NYS Board of Regents Charter, Section 216 of the Education Law
- Current New York State Bureau of Charities (Office of the Attorney General) filing receipt
- Letter of acceptance of Incorporation under Section 402, Not-for-Profit Law

- Letter from the Unit of Local Government (on letterhead)

**The address on the application MUST BE A DELAWARE COUNTY ADDRESS - NO EXCEPTIONS.**

**NOTE:** A New York State Tax Exemption Certificate from the Department of Taxation and Finance is NOT considered proof of non-profit status and should not be submitted.

**What types of organizations are ineligible to apply for a Community Arts Grant?**

- An organization which does not send a representative to attend an Informational Meeting or meet one-on-one with a member of the Roxbury Arts Group staff
- Organizations that applied directly, including those that were fiscally sponsored, to or registered with NYSCA for funding in 2017 for projects in 2018 regardless of funding status
- Projects involving *partners* that apply directly to NYSCA
- DEC site Staff or Board Members
- Public school districts, their components (PTA's, etc.)
- Private and/or religious affiliated schools
- Four and two year universities and colleges or their supporting foundations
- New York State agencies (including SUNY schools) and departments and county government agencies and departments
- Previously funded organizations/artists who failed to provide final reports
- Organizations or Individual Artists that do not have an eligible sponsor or partner organization

**Are individual artists and non-incorporated organizations eligible to apply?**

Individual artists and non-incorporated organizations may apply through the sponsorship of an eligible Delaware County-based, non-profit organization meeting the criteria above (also known as a fiscal sponsor or sponsoring organization). A letter of agreement between the two parties must be submitted with the application stating the willingness of the fiscal sponsor/sponsoring organization to fulfill the obligations and duties of serving as fiscal and administrative agent for a grant award. In addition, the letter of agreement should specify the roles of each party.

**NOTE:** Fiscal sponsors/ sponsoring organizations are responsible for all IRS required reporting including the creation and distribution of 1099 forms where applicable.

**An individual artist must:**

- Be a resident of Delaware County and 21 years of age or older at the time of application and remain a resident during the project period.

**A non-profit organization must:**

- Be based in Delaware County
- Submit a list of their board of directors, mission statement, and a financial statement.

The Roxbury Arts Group can introduce artists and organizations to help facilitate collaborations.

**Is this project eligible for a grant?**

In order to be eligible, a project must take place in Delaware County and be open to the general public. The Community Art Grant program is unable to fund certain types of requests. The following types of projects and/or expenses are **NOT** eligible for funding:

- ✓ Organizations and artists that have applied to NYSCA in the most recent cycle
- ✓ Individuals without an eligible sponsor or partner organization (Exception: Arts Education & Individual Artist categories)

- ✓ Community Arts may not fund activities not open to the general public or activities restricted to an organization's membership (camps, membership, college associations, etc.)
- ✓ Programs taking place outside of Delaware County
- ✓ Projects that are social service in nature, even those containing an artistic component - i.e. mental health programs; projects that use the arts to heal, etc.
- ✓ Projects that are curriculum-based, in-school programs with no public component – apply for these projects under the Arts Education Grant component.
- ✓ Projects that are intended exclusively for at-risk populations focusing primarily on rehabilitative or therapeutic purposes
- ✓ Art projects that are recreational, rehabilitative, therapeutic or religious/liturgical in nature
- ✓ Programs in which the primary benefit is the financial gain by an individual
- ✓ Projects where fees are paid to children or the use of children as professional artists
- ✓ In-school and home-school activities and programs
- ✓ Fundraising events/benefits or projects used as a fundraising event
- ✓ Projects that cannot be completed by December 31, 2018
- ✓ Murals, Landscape art/architecture
- ✓ Contests/Competitions
- ✓ Creation of textbooks or classroom material
- ✓ Purchase of permanent equipment or capital expenditures/improvements
- ✓ Start-up or seed funding for the establishment of new organizations
- ✓ Contingency funds
- ✓ Events that take place in private homes
- ✓ Cash prizes, juried shows, educational scholarships or other awards to students
- ✓ Stipends or awards, trophies, certificates
- ✓ Fellowships or scholarships
- ✓ Operating expenses of privately owned facilities (i.e. homes and studios)
- ✓ Entertainment costs such as theater parties, gallery openings etc.
- ✓ Acquisitions of works of arts
- ✓ Non-arts related activities such as: Galas, benefits or fundraising events including entertainment costs for receptions, food or fundraising events  
-Entertainment such as: balloons, clowns, magicians, "sip and paint"
- ✓ Fairs, parades, circus arts, martial arts, culinary arts, comedians, stand-up comics
- ✓ Lobbying expenses
- ✓ Re-grants by applicants to fund other activities
- ✓ General operating support
- ✓ Past sub-grantees that have failed to submit final reports

**Are there meetings that I can attend that will explain the Community Arts Grant program?**

All applicants, even those that have received funding in the past, **MUST** meet with Roxbury Arts Group staff to discuss your project. Failure to do so will render your application ineligible for review/consideration. An in-depth review of the guidelines and application will be presented at a series of Grant Information Sessions offered throughout Delaware County. Applicants who are unable to attend a meeting may request a meeting with the Grants & Community Coordinator. The individual responsible for completing the grant application is encouraged to attend.

Grant Information Sessions have been scheduled at the following locations:

Wednesday	August 2, 2017 5:00 p.m.	Roxbury Arts Group 5025 Vega Mtn Road, Roxbury, NY (607) 326-7908
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Thursday	August 3, 2017 2:30 p.m.	Franklin Free Library 334 Main St, Franklin, NY (607) 829-2941
Saturday	August 5, 2017 12:00 p.m.	Stamford Village Library 117 Main St, Stamford, NY (607) 652-5001
Wednesday	August 9, 2017 2:30 p.m.	William B Ogden Free Library 42 Gardiner Place, Walton, New York (607) 865-5929
Friday	August 11, 2017 5:30 p.m.	Bushel Collective 84 Main St, Delhi, NY
Tuesday	August 15, 2017 4:00 p.m.	Andes Public Library 242 Main St, Andes, NY (845) 676-3333

### **May I submit more than one funding request?**

A single applicant is able to submit up to **three (3)** project requests in any combination of categories (Community Arts or Arts Education). However, maximum funding support to a single applicant cannot exceed \$5,000. The maximum grant to an artist in the Individual Artist Category is \$2,500.

### **How much funding can I expect?**

Community Arts Grants are not intended to cover the complete cost of the proposed project. You may apply for a maximum of **75%** of the total cost of your proposed project (up to **50%** of the project's total cash expenses). Your project budget must demonstrate that a minimum of **25%** of the proposed project income comes from other funding sources. This can include planned in-kind contributions, cash contributions, cash income, or a combination of both. In-kind contributions must be noted by placing an X in the check box on the application budget page.

### **If my organization received a Community Arts Grant in the past, may I still apply?**

If you have received funding in the past, you are eligible to apply again. However, prior Community Arts Grant funding does not guarantee continued support. Each application is reviewed in the context of the current program guidelines, funding priorities and evaluative criteria. The review panel will also consider compliance with the previous contract and reporting requirements.

When reviewing projects that have received funding in the past, priority will be given to projects that are able to successfully demonstrate growth, artistic expansion, community support and/or continued community need.

### **When is the Application Deadline?**

**Applications must be submitted via Submittable to the Roxbury Arts Group no later than 4 pm ON FRIDAY, October 27, 2017.** Early submissions are encouraged. Applications received after the deadline will not be accepted. Incomplete, handwritten or ineligible applications will not be considered.

### **Where can I get an application?**

A link to the Submittable Application is available at the Roxbury Arts Group website at [www.roxburyartsgroup.org](http://www.roxburyartsgroup.org). Guidelines and a link to the applications can also be emailed to you upon request.

### **How are grants determined?**

Applications are reviewed for eligibility, completeness, and accuracy by Roxbury Arts Group staff. It is your responsibility to submit a complete and accurate application. As part of the review process, Roxbury Arts Group staff may contact you by telephone or e-mail to clarify and review information.

A panel of artists, arts administrators, community leaders, and community members approved by the Decentralization Grant Advisory Panel and appointed by the Roxbury Arts Group Board of Directors, evaluates each application and recommends a level of funding based on the evaluation criteria, the funding priorities and the grant guidelines. Upon request, Panelists will be furnished with final reports as well as audit information, prior panel comments and correspondence when considering organizations/individuals who have applied or been funded in prior years. The Panel's recommendations are reviewed by the Roxbury Arts Group's Board of Directors, which has the final authority for all decisions.

### **What criteria will the panel use?**

Awards are based on a competitive review process. Each application is reviewed on the basis of its own merits and against others in the application pool. The panel will make funding recommendations based primarily on the following criteria:

- Artistic merit and quality of proposed project
- Community benefit, service to a broad, unique or under-served constituency - demonstrated need for the project (community support and interest in the project)
- Appropriate budget for the project
- Clarity of goals and demonstrated ability to achieve them
- Adherence to the grant guidelines and funding priorities
- Clearly defined plan for the implementation and management of the program

### **What are the Funding Priorities for 2018?**

- Creative Placemaking: Creative placemaking animates public and spaces, rejuvenates structures and streetscapes, improves local business viability and public safety, and brings diverse people together to celebrate, inspire, and be inspired.
- New, emerging and grass-roots organizations and projects.
- Projects that incorporate dance.
- Projects that incorporate traditional arts.

### **What types of projects would be considered low priority funding?**

- Previously funded projects which don't exhibit further growth, artistic expansion, community support and/or community need
- Projects that duplicate already existing and successful projects/services

### **How will I know if my project is funded?**

The Roxbury Arts Group notifies all applicants, by email, regarding the status of their application after Board approval. This usually occurs by the end of January and contracts will be mailed to awarded artists/organizations shortly thereafter. Grant checks are issued after receipt of the signed contract and all other requested information.

If you wish to have the Roxbury Arts Group staff review a draft of your request, you may schedule a meeting either in person or by phone. Reviewing an applicant's draft proposal is for the purpose of providing technical assistance and does not guarantee that it will receive funding. Drafts must be submitted prior to meeting with Roxbury Arts Group staff. The deadline for

submitting a draft for review is two weeks prior to the application deadline (Friday, October 13, 2017.)

**Do I have to submit any additional materials or work samples with my application?**

Yes. You must submit work samples with your grant application to assist the panel in determining artistic merit. See the Community Arts application for a list of required materials and what format to use when submitting them.

**If I receive a Community Arts Grant, what will my responsibilities include?**

- Sign and adhere to the terms of a Project Contract and a Publicity Agreement which includes crediting both the Roxbury Arts Group and NYSCA for funding on all materials according to language used in the project contract as well as including the Roxbury Arts Group logo on all printed materials relative to your funded project;
- Attend and participate in the Decentralization awards ceremony;
- File reports as identified in the project contract;
- Provide copies of publications and promotional materials related to the funded project;
- Provide Roxbury Arts Group with an advance schedule of funded events;
- Provide four complimentary tickets for Roxbury Arts Group auditors; and
- Notify the Roxbury Arts Group in a timely fashion, of any changes to your project including dates, times and places where events are to be held.

**Is there an Appeals Process?**

An appeals process is in place for applicants who are denied funding and can demonstrate that information was withheld and/or misrepresented, and/or that an improper procedure occurred. Applicants denied funding will be furnished with the entire Appeals Process and Procedures when notified in writing of the Board's determination.

**APPLICATION DEADLINE:**

**Applications must be submitted via Submittable to the Roxbury Arts Group by 4 pm on Friday, October 27, 2017.** Late or incomplete applications will not be accepted or reviewed.

**QUESTIONS:**

**Contact Annie Schwed, Grants Coordinator, at 607.326.7908 or by email at [annie@roxburyartsgroup.org](mailto:annie@roxburyartsgroup.org).**