



Council on the Arts

## Roxbury Arts Group

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www.roxburyartsgroup.org

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# Individual Artist 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 2018

**Grant Applications must be submitted via Submittable to the Roxbury Arts Group by 4 pm on Friday, November 2, 2018**

If there are any accommodations that the Roxbury Arts Group can provide to facilitate your participation in the Individual Artist Grant program, please contact Solveig Comer by calling 607.326.7908 or e-mailing to [community@roxburyartsgroup.org](mailto:community@roxburyartsgroup.org).

#### Overview

The Individual Artist 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.

**Individual Artist** grants offer commissioning support to individual professional artists in the amount of \$2500 per commission for the creation of a new work in a community setting. Single county DEC sites, such as Delaware County and the Roxbury Arts Group, are able to fund up to four Individual Artist Grants.

An essential element of this funding is a community engagement component. The project must engage a segment of the community through a public program, such as an exhibition or performance that is open to the public, and/or the inclusion of 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.

This regrant opportunity is represents a "live & work" investment in local artists. It is designed to increase support for local artist-initiated activity and to highlight the role of artists as important members of the community. These grants are intended to support creative (not interpretive) professional artists interested in working within a community setting.

# INDIVIDUAL ARTIST GRANTS 2018 GUIDELINES

## Project Eligibility

Individual Artist Grants are intended to assist with:

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

Individual Artist applicants **MUST** be current NYS residents and must be a resident of Delaware County. Proof of residency is required. All documents must contain the individual's name and address and documentation must be dated within the previous year. Acceptable proof of residency documents include: telephone bill, credit card statement (financial info should be blocked), current lease or mortgage statement, NY State Drivers License or ID card, or Voter Registration Card.

Projects must take place in Delaware County between January 1, 2019, and December 31, 2019. 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 Individual Artist Grant Program

- Making quality arts programming available to all Delaware County residents and visitors
- 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?**

Individual Artists must meet the following conditions:

- Individual Artist applicants **MUST** be current NYS residents and must be a resident of Delaware County. Proof of residency is required. All documents must contain the individual's name and address and documentation must be dated within the previous year. Acceptable proof of residency documents include: telephone bill, credit card statement (financial info should be blocked), current lease or mortgage statement, NY State Drivers License or ID card, or Voter Registration Card.
- The artist must be 21 years of age or older at the time of application.

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

## **Who is ineligible to apply for an Individual Artist Grant?**

- An artist that does not attend an Informational Meeting or meet one-on-one with a member of the Roxbury Arts Group staff
- Artists that applied directly to or registered with NYSCA for funding in 2018 for projects in 2019 regardless of funding status
- Previously funded artists who failed to provide final reports

## **Are individual artists eligible to apply?**

Individual artists must have an eligible Delaware County-based address. A letter of agreement between the Individual Artist and the Roxbury Arts Group must be submitted with the application stating 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. In the case of the Individual Artist Grant, the Roxbury Arts Group requires that the artist provide a completed W-9 form so that the Roxbury Arts Group can provide a 1099 form as required.

## 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 Individual Artist 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, 2019
- ✓ 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
- ✓ Student projects which are completed with the objective of obtaining academic credit
- ✓ 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 Individual Artist 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 are planned for the following locations:

Saturday, August 11, 2018, 1p  
Roxbury Arts Group  
5025 Vega Mountain Rd, Roxbury (607)326-7908

Tuesday, August 14, 2018, 10a  
Deposit Community Historical Society  
145 Second Street, Deposit (607) 467-4422

Thursday, August 16, 2018, 5:30p  
Cannon Free Library  
40 Elm Street, Delhi (607)746-2662

Wednesday, August 22, 2018, 12p  
Bright Hill Literary Center  
94 Church Street, Treadwell (607) 829-5055

Friday, August 24, 2018, 4p  
Catskill Mountain Artisans Guild  
785 Main Street, Margaretville (607) 586-3443

Tuesday, August 28, 2018, 5p  
Robert W. Nichol Nature Preserve  
404 West Main Street, Hancock, NY (607)637-5262

Thursday, August 30, 2018, 2p  
SPECIAL SESSION FOR INDIVIDUAL ARTISTS  
5025 Vega Mountain Rd, Roxbury (607)326-7908

### **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, Individual Artist 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?**

Individual Artist Grants are commissions at \$2500. It will benefit the applicant to show additional income, but there is no formal match required.

### **If I received a Decentralization Grant in the past, may I still apply?**

If you have received funding in the past, you are eligible to apply again. However, prior 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, November 2, 2018.** 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 2019?**

- 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 taking place in and around the Town or Village of Delhi.
- Projects that incorporate media arts. (Media arts is defined by all genres and forms that use electronic media, *film* and technology (analog & *digital*; *old* and new) as an artistic medium or a medium to broaden arts appreciation and awareness of any discipline.)
- Projects that incorporate photography.
- 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 19, 2018.)

### **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 Individual Artist application for a list of required materials and what format to use when submitting them.

**If I receive an Individual Artist 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, November 2, 2018.** Late or incomplete applications will not be accepted or reviewed.

**QUESTIONS:**

**Contact Solveig Comer, Grants & Community Coordinator, at 607.326.7908 or by email at [community@roxburyartsgroup.org](mailto:community@roxburyartsgroup.org).**