



Council on  
the Arts

## Roxbury Arts Group

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# Arts Education 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**  
**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 Arts Education Grants program, please contact Annie Schwed by calling call 607.326.7908 or e-mail to [annie@roxburyartsgroup.org](mailto:annie@roxburyartsgroup.org).

## Overview

Arts Education 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.

DEC funds are used to support projects in three areas: Arts Education (**K-12 In-School Projects** and **After-School and Community-based Learning**), Community Arts, and Individual Artist Category.

**K-12 In-School** grants support the role that local cultural organizations and/or individual artists play in engaging K-12 public school students in rich artistic learning experiences. Arts Education funds are designed to support arts education projects in K-12 school settings, and are directed to cultural organizations and/or artists working in partnership with public schools. Arts Education projects must focus on the exploration of art and the artistic process. Inter-curricular collaboration is encouraged but not required.

**After-School and Community-based Learning** grants funds support arts education projects that take place in after-school and community-based settings for youth and/or learners of all ages. Emphasis is placed on the depth and quality of the creative process through which participants learn through or about the arts. Projects must focus on the exploration of art and the artistic process.

Regardless of which option you choose, projects must center on the development and implementation of sequential, skills-based study that incorporates one or more art forms and includes a minimum of 3 hands-on learning sessions with students. Arts Education grants will fund a maximum of 50% of the project's total cash expenses and should include costs for appropriate project evaluation and documentation.

### **Project Eligibility**

Partnerships between schools and teaching artists and/or cultural organizations are eligible for funding.

- Schools must be public. Private and parochial schools are not eligible. Schools must be based in Delaware County.
- Organizations that apply must be located in Delaware County.
- Legal address of an applicant must be in Delaware County.
- Letter of Commitment from the school partner(s) to the arts organization and/or individual artist must be included with the application in order to be eligible. The letter should outline the schools/organizations support of the project (monetarily and otherwise), and anticipated roles and responsibilities. The letter should be signed by the school principal/organization Director and appear on the school/organization letterhead.
- School partners or organizations involved in any AE projects that are currently receiving direct NYSCA funding are not eligible for a DEC Arts Education Regrant
- Cultural organizations must be able to show evidence of non-profit status by supplying one of the following:
  - 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

Eligible projects must

- Serve students in grades K-12 or a specified group of people (i.e. Senior Citizen group)
- Take place during the regular school day (for K-12 programs)
- Involve at least three contact sessions between the same teaching artists, school teachers (if applicable), and group of students.
- Be designed, planned, taught, and evaluated by the participating teacher(s), teaching artist(s), and/or other school and community members
- Address the New York State Learning Standards for both the arts and non-arts subjects

Projects are ineligible if

- They include home school, private school, or parochial school partners
- The project is a stand-alone assembly, single performance, or one-time visit to cultural institutions
- The project appears to replace the role of certified art, music, dance or theater teachers in the school setting
- Participating students in the project are taken out of their regular class or are self-selected for participation (for K-12 Programs)
- School partners cannot apply directly
- School partners who are currently receiving direct NYSCA funding in any Arts Education projects cannot apply

**Note:** DEC support should be primarily directed toward artist fees but may include administrative support and the cost of materials.

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.

### Who is eligible to apply?

Arts Education Grants must be submitted by the teaching artist(s) or a partnering non-profit organization. School partners cannot apply directly for Arts Education Grant funds.

- Applicant must be based in Delaware County
- Lead teaching artist must be 21 years of age or older at the time of application.
- Sponsoring organizations (if applicable) must be a non-profit, located in Delaware County.
- Sponsoring organizations must have a board of directors or a governing body that meets to determine and review policy.
- Partnering organizations must 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.

**NOTE:** Sponsoring organizations are responsible for all IRS required reporting including the creation and distribution of 1099 forms where applicable. Sponsoring organizations are also responsible for distribution of grant funds and completing all grant reports.

The Roxbury Arts Group can assist with introducing artists, non-profit organizations, and school educators to help facilitate collaborations.

### Are there meetings that I can attend that will explain the Arts Education 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
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

**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 (Arts Education, Individual Artist or Community Arts). However, maximum funding support to a single applicant cannot exceed \$5,000.

**How much funding can I expect?**

Arts Education Grants are not intended to cover the complete cost of the proposed project. You may apply for a maximum of **50%** of the total cost of your proposed project. Your project budget must demonstrate that a minimum of **50%** of the proposed project income comes from other funding sources. This can include in-kind contributions.

**If I have received an Arts Education Grant funded project in the past, may I still apply?**

If you have received funding in the past, you are eligible to apply again. However, prior Arts Education 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 Submittables no later than 4 PM ON FRIDAY, October 27, 2017.** Early submissions are encouraged. Applications received after the deadline will not be accepted. Incomplete or ineligible applications will not be considered.

**Where can I get an application?**

A link to the application on Submittable can be found at the Roxbury Arts Group website at [www.roxburyartsgroup.org](http://www.roxburyartsgroup.org). Guidelines and a link to the application 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, arts educators, 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, school and student benefit
- An appropriate budget for the project
- Clarity of goals and demonstrated ability to achieve them
- Adherence to the grant guidelines
- Clearly defined plan for the implementation and management of the program

### **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

### **What are elements that can make my project a stronger candidate for funding?**

Proposals may score higher during panel deliberations if:

- The teaching artist is a resident of New York State;
- Contact sessions are separated by enough time to allow for reflections and refining;
- The school partner's certified art, music, dance and/or theater teachers participate in the planning and implementation of the project with the non-arts teacher(s);
- The school partner/organization contributes cash or in-kind services to the project

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.)

### **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. Grant checks are issued after receipt of the signed contract and all other requested information.

### **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 Arts Education Grant Application for a list of required materials and what format to submit them.

### **If I receive an Arts Education 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;
- Write your legislators on school letterhead describing your Arts Education Grant funded project and the fact you have received state money through the Decentralization Program of the New York State Council on the Arts and administered in Delaware County by the Roxbury Arts Group;
- File reports as identified in the project contract;

- Document and publicize funded activities in and out of school or organization;
- Provide Roxbury Arts Group with an advance schedule of funded events;
- Provide four complimentary tickets, if applicable, 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 using the Change of Scope Form.

### **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).**