Community Arts Grant

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).

The following guidelines are an abbreviated version of the complete guidelines, which can be found on the Roxbury Arts Group website: http://roxburyartsgroup.org/artlinx/decentralization-grants/

All applicants **MUST** attend a grant informational meeting being held throughout the county. If you are unable to attend a meeting please contact Annie Schwed, Grants and Community Coordinator, at 607.326.7908, or by email at annie@roxburyartsgroup.org

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, NY (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

The following application must be complete and submitted by **4 pm, Friday, October 27, 2017** to be considered for funding. If you would like staff to review a draft of your request, you may schedule a meeting either in person or by phone. Reviewing an applcant'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).

For technical assistance in using Submittable or uploading forms, please contact Submittable directly, through the link at the bottom of the form or through the pop-up window that appears.

Attachments:
Please download the following:
Budget-
http://roxburyartsgroup.org/wp-content/uploads/2016/08/Community-Arts-Budget.xlsx

Be aware that you will need to upload additional information for this application. Read through the entire application or guidelines to find required materials.

If you need additional information, please contact Annie Schwed, Grants and Community Coordinator, at 607.326.7908, or by email at annie@roxburyartsgroup.org.

Each time you work on an application, you can save it as a draft for 21 days. During that time, you may return to work on your entry before the deadline by signing in to Submittable. The 21 day time frame is renewed each time you work on the application. Upon your final submission, you will receive a confirmation email, with a link where you will be able to view your submission. Once submitted, you will not be able to make changes to your document. If there is a major issue or change in your submitted materials, please contact the Roxbury Arts Group directly.

Project Title *
NYS Assembly District * (Follow this link to find your districts:
http://www.elections.ny.gov/district-map/district-map.html)
NYS Senate District *

ORGANIZATION INFORMATION:
Applicant Organization Name *
Artistic Discipline of Organization * (Choose one)
Dance, Music, Theater, Visual Arts, Craft, Literature, Folk/Traditional Arts, Multidisciplinary,
Humanities, Non-Arts/Non-Humanities

Is this Non-Profit acting as Fiscal Sponsor? *

Nonprofit Status * (Please choose one)

- NP Dept of State
- NP Dept of Education
- Other
- Unit of Gov't/Indian Tribe

Non-Profit Year of Incorporation *

Non-Profit Fiscal Year End *

Have you ever applied directly to NYSCA? * (If yes please answer the next question.)

In what years did you apply for direct NYSCA funding?

Contact person- Name/Title *
Mailing Address *
City, State, Zip Code *
Day Phone *
Evening Phone *
Email Address *
Website *

PROJECT INFORMATION:
Provide a one sentence description of your Project * (Ex. The Roxbury Arts Group will offer a
free performance with contemporary chamber ensemble ETHEL on Saturday, May 6 at 7:00 pm
at the Roxbury Arts Center. More information at roxburyartsgroup.org.
or
The Roxbury Arts Group will offer a plein-air painting workshop with Lisbeth Firmin on
Saturday, May 6 at 10:00 in Kirkside Park, Roxbury. Pre-registration is required. More
information at roxburyartsgroup.org.)

Key Artistic Personnel *
Artistic Personnel Phone *
Artistic Personnel Email *
Key Administrative Personnel (if different from above)
Administrative Phone
Administrative Email

Total Project Expense *

Project End Date *

# of Artists participating in Project *

Grant Amount Requested * (Please be sure this number matches the Grant Request on your budget)

Total number served (Participants/Audience) * (This number is an estimate. If this is a recurring event, please refer to last years numbers.)

# of Youth under 19 to be served (Participants/Audience) * (Same as above, this is an estimate.)

Have you received a Community Arts Grant within the past three years? *
If yes, was it for a similar project?

PROJECT DESCRIPTION:
Please answer the following questions to provide a complete and detailed description of your Project.

1. What artistic activities will occur? *

Limit: 400 words

Remember to save your draft!
Scroll to the bottom of the page and click "Save Draft"

2. If this Project has previously received funding, please describe the growth that will result from this change/addition/community need, support/etc.

Limit: 250 words

3. What are the Project goals? *

Limit: 250 words

4. How will you evaluate the success of your Project and what methods will be used? *

Limit: 250 words

5. What are the event dates and locations for the Project? If there are multiple dates, please list all. *

Limit: 250 words

6. Is the Project site Accessible? * (Is this site accessible for people with disabilities?)

7. What are the participation fees, fees to attend, discounts (if any) provided? *

Limit: 200 words

8. Who do you hope to reach? Who is your target audience? *

Limit: 250 words

9. How will you let people know about this Project? *

Limit: 200 words

10. Why is this Project needed in Delaware County? *

Limit: 250 words

11. How are the key personnel qualified to execute this Project? *

Limit: 250 words

12. How will you cope with unexpected changes that might occur, such as less funding, change in personnel, rainy weather? *

Limit: 250 words

Remember to save your draft!
Scroll to the bottom of the page and click "Save Draft"

Budget * (Upload the Excel Spreadsheet Provided in the guidelines above.)
Acceptable file types: doc, docx, xls, xlsx.

What specifically will you use DEC funds to pay for? *

Work Samples *
Acceptable file types: pdf, doc, docx, jpg, gif, mp3.

(Upload the following:

Visual Artists: 8-10 images.

Literary: Submit and example of artist's original writing, not to exceed eight (8) pages.

Music: Submit a work sample(s), totaling up to 5 minutes long. You may include up to three (3) samples to show contrast.

Dance, Theater, or Film: Please contact the Roxbury Arts Group for submission details for video.

ALL SUBMISSIONS should include a descriptive page that gives the title, size/length, medium (if applicable). Also, if necessary, indicate minute of the track to be reviewed.

Select up to 11 files to attach.)

Resumes * Acceptable file types: pdf, doc, docx.

(Submit a 1-2 page resume or brief biography for all the artists involved with the project,

AND

Submit a 1-2 page resume or brief biography of the primary project administrator involved with the Project.

Select up to 15 files to attach.)

Organization Information * Acceptable file types: pdf, doc, docx.

(Please upload the following:

Organization's Mission Statement

List of Board of Directors (including addresses)

Financial Statement for last completed fiscal year. This could be a Treasurer's Report or a copy of the IRS 990 Form. Please do not submit a bank statement.

Select up to 5 files to attach.)

Letter of Agreement * Acceptable file types: pdf, doc, docx.

(This letter should be between the partnering/sponsoring organization and participating artist(s). It should detail the roles, responsibilities, and expectations of each member of this partnership.

Select up to 5 files to attach.)

Proof of Non-Profit Status Acceptable file types: pdf, doc, docx.

(Acceptable documents include:

1. IRS tax exempt letter 501(c)(3)
2. Letter from NYS Board of Regents Charter, section 216 of the Education Law
3. Current NYS Bureau of Charities (Office of the Attorney General) Filing reciept
4. Letter of Incorporation under section 402, Not-for_Profit Law

5. Letter from local government.

NOTE: A NYS Tax Exempt Certificate from Dept of Taxation and Finance is NOT considered proof of non-profit status.)

Other Supporting Materials Acceptable file types: pdf, doc, docx, jpg, mp3, wma.

(Please be selective about additional supporting materials you would like the review panel to consider when reviewing your application.

Select up to 15 files to attach.)

Certification
The undersigned certifies that he/she (1) is an authorized signatory on behalf of the organization; (2) has knowledge of the information presented herein; (3) has read and understood the guidelines of the Roxbury Arts Group Community Arts Grant Program and complies with and is made subject to said guidelines; (4) releases RAG, its employees and agents with respect to damages to property or materials submitted with this application and (5) that this applicant is not currently under consideration for NYSCA funding.
Authorized Name/Title *

Almost Finished!

Click on the Submit button below to finalize your application to Roxbury Arts Group. Once submitted, you will receive a confirmation email with a link to your submission. You will be able to download your entire submission for your files at that point. NOTE that if you are redirected back to this page, make sure that you have entered text in and/or checked off all required fields/boxes. All items marked with an asterisk (*) are required before the submission will be able to be completed.
This form will autosave