



## Community Arts Grant

The Decentralization 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) with the support of Governor Andrew Cuomo and the New York State Legislature.

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 Information Session being held throughout the county. If you are unable to attend a meeting please contact Samantha Nick, Grants & Community Coordinator, at 607.326.7908, or by email at [community@roxburyartsgroup.org](mailto:community@roxburyartsgroup.org).

The following application questions must be complete and submitted by **4 pm, Thursday, November 21, 2019** through Submittable (an online grant portal) to be considered for funding.

Applicants have the options to have a draft of their application reviewed by a staff member. Reviewing an applicant's draft proposal is for the purpose of providing technical assistance and does not guarantee that it will receive funding. The deadline for submitting a draft for review is three weeks prior to the application deadline (Thursday, October 31, 2019).

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- <https://roxburyartsgroup.org/artlinx/decentralization-grants/>

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

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.

If you need additional information, please contact Samantha Nick, Grants and Community Coordinator, at 607.326.7908, or by email at [community@roxburyartsgroup.org](mailto:community@roxburyartsgroup.org).

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Project Title \*

Type of Project \*

Artistic Discipline of Project \* (Drop down options)

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; or The Roxbury Arts Group will offer a plein-air painting workshop with Lisbeth Firmin on Saturday, May 6 at 10:00 am in Kirkside Park, Roxbury.)

#### 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*
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. What measures will you use to evaluate the success of your project?\* *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? \*

Remember to save your draft!

Scroll to the bottom of the page and click "Save Draft"

13. # of Artists participating in Project \*

Total number served (Participants/Audience) \*

14. # of Youth under 19 to be served (Participants/Audience) \*

15. Composition of Audience \* (Drop down options)

16. Project End Date \*

17. Website associated with your Project \*

18. Total Project Expense \*

19. Grant amount Requested \*

20. What specifically with you use DEC funds to pay for? \*

21. Budget \* (Upload the Excel Spreadsheet Provided in the guidelines above.)

Acceptable file types: doc, docx, xls, xlsx.

22. Work Samples \*

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

(Upload the following:

Visual Artists: 8-10 images.

Literary: Submit an 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.)

23. 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.)

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Organizational Information/Fiscal Sponsorship

Community Arts Decentralization Grants are only given to non-profit organizations which apply directly or  
to artists/collectives who apply through a non-profit organization acting as a fiscal sponsor in Delaware  
County.

24. Is this application directly from a Non-Profit Organization or from an artist/collective receiving fiscal  
sponsorship through a Non-Profit Organization? \* (Drop down options)

25. Organization Name \*

26. Type of Organization \* (Drop down options)

27. Artistic Discipline of Organization \* (Drop down options)

Dance, Music, Theater, Visual Arts, Craft, Literature, Folk/Traditional Arts, Multidisciplinary, Humanities,  
Non-Arts/Non-Humanities

28. Organization Contact person \*

29. Organization Phone Number \*

30. Organization Email Address \*

31. Organization Mailing Address \*

32. Organization Website \*

33. Status of Non-Profit Organization\* (Drop down options)

34. Composition of Organization \* (Drop down options)

35. Non-Profit Year of Incorporation \*

36. Non-Profit Fiscal Year End \*

37. Have you received a Decentralization Grant administered by the Roxbury Arts Group within the past  
three years? \*

38. If yes, was it for a similar project?

Remember to save your draft!

Scroll to the bottom of the page and click "Save Draft"

39. Key Artistic Personnel \*

40. Artistic Personnel Phone \*

41. Artistic Personnel Email \*

42. Key Administrative Personnel (if different from Artistic Personnel or Organization Contact Person):

43. Administrative Phone

44. Administrative Email

45. Has the artist or organization ever applied directly to NYSCA? \* if yes, please answer the next  
question.

46. In what years did this artist or organization apply for direct NYSCA funding?

47. Organization Information: \*

48. Proof of Non-Profit Status 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.

49. Proof of Non-Profit Status \* Acceptable file types are pdf, doc, docx

Acceptable documents include:

1. IRS tax exempt letter 501c3
2. Letter from NYS Board of Regents Charter, section 216 of the Education Law
3. Current NYS Bureau of Charities Filing Receipt
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 Tax & Finance is NOT considered proof of non-profit status.

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

This letter should be between the artist or arts organization and the school or community-based organization. It should detail the roles, responsibilities, and expectations of each member of this partnership, including fiscal and reporting responsibilities. This letter should be on the letterhead of either the school or community-based organization.

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Additional NYSCA Reporting Requirements

Please answer the following questions as required by NYSCA.

50. Please select which, if any, type of art education applies to your project: \* (Drop down options)
51. Please select which, if any, of these descriptors apply to your project: \* (Drop down options)
52. NYS Senate District \* (Drop down options)
53. NYS Assembly District \* (Drop down options)

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.)

W-9 Notification

Please note that all applicants ~~artists and organizations~~ receiving funds through the Decentralization Grant Program will be required to complete a W-9 form for tax-reporting purposes prior to receiving their grant funds.

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.

54. 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.

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If you need additional information, please contact Samantha Nick, Grants and Community Coordinator, at 607.326.7908, or by email at [community@roxburyartsgroup.org](mailto:community@roxburyartsgroup.org).