



Council on
the Arts

Roxbury Arts Group

PO Box 93
5025 Vega Mountain Road
Roxbury NY 12474
607.326.7908
www.roxburyartsgroup.org

Samantha Nick, Grants & Community Coordinator, community@roxburyartsgroup.org

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 2019
Grant Applications must be submitted via Submittable
by 4 pm on Thursday, November 21, 2019

If there are any accommodations that the Roxbury Arts Group can provide to facilitate your participation in the Arts Education Grants program, please contact Samantha Nick by calling call 607.326.7908 or e-mail to community@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) and is supported by Governor Andrew Cuomo and the New York State Legislature.

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

The DEC Grant Program serves as an umbrella for three distinct funding categories: Community Arts, Arts Education, and Individual Artist Category. These guidelines focus on the Arts Education Grants.

Arts Education funds serve to bring teaching artists and their classroom skills into dedicated learning environment for all ages within three funding strands: **In-School Projects, After-School Learning, and Community-Based Learning.**

In-School Project grants, support the role that local cultural organizations and/or individual artists (working in partnership with a public school or in partnership with a community-based organization) play in engaging K-12 public school students in rich artistic learning experiences. Arts education projects must focus in the exploration of art and the artistic process. Inter-curricular collaboration is encouraged but not required.

After-School Learning grants support arts education projects that take place in after-school settings engaging K-12 public school students. 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 artist process. Projects can physically be held on or off school grounds. An example of a suitable off school site would be a public library.

Community-Based Learning grants support arts education projects that take place in 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 provide:

- Sequential, skills-based study that incorporates one or more art forms and includes a minimum of 3 sequential hands-on learning sessions
- In-depth, age and skills appropriate learning opportunities
- Hands-on, participatory creation and/or learning opportunities in one or more art forms that may culminate in exhibitions, productions, or demonstrations
- Stated learning goals, methodologies and outcomes and a means for evaluation

Arts Education grants fund a maximum of 50% of the project's total cash expenses.

Project Eligibility

Partnerships between schools and teaching artists and/or cultural organizations are eligible for funding. Schools are ineligible to apply directly.

- Participating/Collaborating schools must be public. Private and parochial schools are not eligible. Schools must be located in Delaware County.
- Applicant organizations must be located in Delaware County.
- Legal address of an applicant must be in Delaware County.
- A Letter of Commitment (LOC) 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' support of the project (monetarily and otherwise), 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 arts education projects that are currently receiving direct NYSCA funding are not eligible for a DEC Arts Education Grant.
- Cultural organizations must be able to show evidence of non-profit status by supplying one of the following:
 - Letter of Determination from the IRS indicating tax exempt status under section 501c3
 - Documentation of charter by NY State Board of Regents under section 216 of the NY State Education Law
 - Documentation of Incorporation under Section 402 of the NY State Not-for-Profit Corporation Law
 - Current NY State Bureau of Charities (Office of the Attorney General) filing receipt

Eligible projects must

- Serve students in grades K-12 or specified group of people (i.e. Senior Citizen group)
- Take place during the regular school day (for K-12 In-School 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

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 (K-12 Programs)
- School partners are the direct applicants
- School partners who are currently receiving direct NYSCA funding in any Arts Education projects are applicants

Note: DEC support should be primarily directed toward artist fees but may include administrative support and the cost of materials. Projects budgets should also include costs for appropriate project evaluation and documentation.

Projects must take place in Delaware County between January 1, 2020, and December 31, 2020. 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 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.

What are the requirements for a Fiscal Sponsor?

An individual artist or collective may apply for a Decentralization Grant through a fiscal sponsor. The entity serving as the fiscal sponsor must meet the same eligibility requirements as an applicant organization listed above. Note:

- The fiscal sponsor must be based in Delaware County; however, the sponsored applicant is not required to reside in that county.
- A direct DEC applicant may also serve as a fiscal sponsor. Serving as a fiscal sponsor, those requests do not count towards the three-request limit or \$5000 maximum.
- The sponsored applicant is limited to three requests in any combination of categories totaling no more than \$5000.
- Direct NYSCA applicants may not serve as a fiscal sponsor for a DEC applicant.
- Fiscal sponsors are responsible for all IRS required reporting including the creation and distribution of 1099 forms where applicable.
- Fiscal sponsors are responsible for all grant reporting requirements.

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 21, 2019 10:00 a.m.	Sidney Memorial Public Library 8 River St, Sidney, NY (607) 563-8021
Thursday	September 12, 2019 5:00 p.m.	Margaretville Telephone Company Conference Building 61 Academy St, Margaretville, NY (845) 586-3311
Friday	September 13, 2019 4:00 p.m.	Robert W. Nichol Nature Preserve 404 West Main Street, Hancock, NY (607) 637-5262
Tuesday	September 17, 2019 4:00 p.m.	Cannon Library 40 Elm St, Delhi, NY (607) 746-2662
Friday	September 20, 2019 5:30 p.m.	Bushel Artist Collective 106 Main Street, Delhi, NY FOR INDIVIDUAL ARTISTS
Saturday	September 21, 2019 12:00 p.m.	Bright Hill Literary Center 94 Church Street, Treadwell, NY (607) 829-5055
Thursday	September 26, 2019 5:30 p.m.	Roxbury Arts Group 5025 Vega Mountain Road, Roxbury, NY (607) 326-7908
Tuesday	October 1, 2019 5:00 p.m.	Stamford Village Library 117 Main St, Stamford, NY (607) 652-5001

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.

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 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 (an online program) no later than 4 PM ON Thursday, November 21, 2019. 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 application on Submittable can be found at the Roxbury Arts Group website at 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 are the Funding Priorities for 2020?

- 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 artists.
- 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

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 three weeks prior to the application deadline (Thursday, October 31, 2019.)

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 both the Roxbury Arts Group and NYSCA logos 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;
- 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.

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 Thursday, 21 November 2019. Late or incomplete applications will not be accepted or reviewed.

QUESTIONS:

Contact Samantha Nick, Grants & Community Coordinator, at 607.326.7908 or by email at community@roxburyartsgroup.org.