



Council on
the Arts

Roxbury Arts Group

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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 2019

Grant Applications must be submitted via Submittable to the Roxbury Arts Group 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 Individual Artist Grant program, please contact Samantha Nick by calling call 607.326.7908 or e-mail to 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) 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 Individual Artist Grants.

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. The Roxbury Arts Group is able to fund up to four Individual Artist Grants during a grant cycle.

This grant opportunity 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 our community. These grants are intended to support creative artists interested in working within a community setting.

An essential element of this funding is the inclusion of the community artist's project. The work must be artist initiated and reflect community life, culture, and/or engage local communities. The project should involve a segment of the community through some sort of feedback, response, interaction (such as a showing, exhibition, public performance, etc.), and/or social practice.

INDIVIDUAL ARTIST GRANTS 2019 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. Second home-owners in Delaware County with required residency evidence are eligible. 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, 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.

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 projects and programming accessible 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.

Your project and the 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) 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 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 2019 for projects in 2020 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
- ✓ Past grantees that have failed to submit final reports
- ✓ Individuals without an eligible fiscal sponsor
- ✓ Projects not open to the general public or activities restricted to an organization's membership (camps, membership, boys and girls clubs, college associations, etc.)
- ✓ Projects that cannot be completed by December 31, 2020
- ✓ Programs taking place outside of Delaware County
- ✓ Events that take place in private homes (unless open to the public and accessible to all)
- ✓ Programs in which the primary benefit is the financial gain by an individual
- ✓ Contingency funds
- ✓ Requests greater than the project expenses
- ✓ Projects where fees are paid to children or the use of children as professional artists
- ✓ Fundraising events/benefits or projects used as a fundraising event
- ✓ Purchase of permanent equipment or capital expenditures/improvements
- ✓ Start-up or seed funding for the establishment of new organizations
- ✓ Cash prizes
- ✓ Murals, Landscape
- ✓ Contests/Competitions
- ✓ Juried shows
- ✓ Stipends or awards, trophies, certificates (unless part of a project with a strong focus on the creative process)
- ✓ 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
- ✓ Fairs, parades, circus arts, martial arts, culinary arts, comedians, stand-up comics
- ✓ Lobbying expenses

- ✓ Re-grants by applicants to fund other activities
- ✓ General operating support
- ✓ Art projects that are recreational, rehabilitative, therapeutic or religious/liturgical in nature
- ✓ 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 intended exclusively for at-risk populations focusing primarily on rehabilitative or therapeutic purposes
- ✓ In-school and home-school activities and programs
- ✓ Projects that are curriculum-based, in-school programs with no public component – apply for these projects under the Arts Education Grant component.
- ✓ Creation of textbooks or classroom material
- ✓ Fellowships or scholarships
- ✓ Student projects

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 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?

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 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 Submittable application is available at the Roxbury Arts Group website at 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 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

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

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 Thursday, November 21, 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.