



Council on  
the Arts

## Roxbury Arts Group

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A large graphic of the word "ARTS" in a bold, black, sans-serif font. The letter "A" is stylized with thick, colorful brushstrokes in red, blue, yellow, and green. The word "GRANTS" is written below "ARTS" in the same bold, black font.

# delaware county ARTS GRANTS

## Delaware County Arts 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 2020

Grant Applications must be submitted via Submittable to the  
Roxbury Arts Group by 4 pm on Thursday, November 19, 2020

If there are any accommodations that the Roxbury Arts Group can provide to facilitate your participation in the Delaware County Arts Grants program, please contact Samantha Nick by calling call 607.326.7908 or e-mail to [community@roxburyartsgroup.org](mailto:community@roxburyartsgroup.org)

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## Overview 1.

The Delaware County Arts Grant, formally known as the Decentralization Grant Program, is a 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, known as The Delaware County Arts Grant in Delaware County, is administered by the Roxbury Arts Group.

### a. Limits

A single applicant is able to submit up to **three (3)** project requests in any combination of the categories below, totaling no more than \$5,000.

### b. Funding and Matches

The Delaware County Arts Grant is not intended to cover the complete cost of the proposed project. The Delaware County Arts Grant is highly competitive with an average award of roughly \$2225 and with 57% of applicants receiving some level of funding in FY20. You may apply for a maximum of 90% of the total cost of your proposed project for the Community Arts Grant and Arts in Education. 10% of your funding must be matching funds or in-kind donations, See How to Apply 8. f. Matching Funds.

### c. Funding Expenditure

The Delaware County Arts Grant funds are intended to assist with:

- Activities/projects of local arts organizations and artists.
- Artist fees
- Marketing/publicity costs
- Direct administrative expenses
- Supplies and materials needed for the execution of the program

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## Types of Grants 2.

The Delaware County Arts Grant serves as an umbrella for three distinct funding categories: Community Arts, Creative Learning, and Individual Artist Category.

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**a. Community Arts Grants** constitute the majority of Delaware County Arts Grant activity. These grants provide support for arts and cultural projects to community-based organizations, groups, collectives or artists. Community Arts Grant support enables emerging artists and organizations to grow professionally and to enhance the cultural climate in communities where they live and operate.

**Community Arts Grants** are awarded for community-based arts activities offered by eligible Delaware County non-profit organizations and individual artists working in partnership with an eligible non-profit organization or through fiscal sponsor are eligible to apply.

**Community Arts Grants** may include but are not limited to: exhibitions, workshop series, performances (all disciplines), festivals, screenings or readings. All funded projects in this category must be community based

and open to the general public. Workshops must be open to the public but may be limited by age or number of participants. These workshops often follow or are similar in theme to a public event.

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**b. Creative Learning** funds serve to bring teaching artists and their classroom skills into dedicated learning environments 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. Creative Learning 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 Creative Learning 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 artistic 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 Creative Learning projects that take place in community-based settings for youth and/or learners of all ages. These workshops can be exclusive to particular groups and programs such as Youth Groups and Seniors Homes. 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 Creative Learning 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

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**c. Individual Artist** grants offer commissioning support to individual professional artists in the amount between \$1000 to \$2500 per commission for the creation of a new work in a community setting. The final award amount will be determined by the The Delaware County Arts Grant Panel.

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 in the artist’s project. The project must engage a segment of the community in either public program such as a gallery showing, artist talk or performance **and/or** the inclusion of the community through the development of the new work either directly in the process or in reflection/topic.

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## Eligibility 3.

### a. Repeat Applicants

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.

### c. Ineligible Projects or Expenditures

In order to be eligible, a project must take place in Delaware County and be open to the general public (Exception: Creative Learning). The Delaware County Arts Grant program is unable to fund certain types of requests. The following types of projects and/or expenses are **NOT** eligible for funding:

- ✓ Programs taking place outside of Delaware County
- ✓ Projects that cannot be completed by December 31, 2021
- ✓ Projects where the Arts are not the driving force and focus of a project.
- ✓ 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 sponsor or partner organization (Exception: Individual Artist category)
- ✓ Projects not open to the general public or activities restricted to an organization's membership (camps, membership, and kids clubs, college associations, etc.) Exception: Creative Learning Grant.
- ✓ 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/organization, requests greater than the project expenses, acquisitions of works of arts, capital expenditures/improvements, general operating support, including the operating expenses of private homes and studios. contingency funds and start-up or seed funding for the establishment of new organizations
- ✓ Cash prizes, Stipends or awards, trophies, contests/competitions and juried shows.
- ✓ Landscape and gardens (not including murals and other forms of permanent works of public art)
- ✓ Entertainment costs events such as theater parties, gallery openings. 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
- ✓ Projects in which the main focus is at risk/social service, recreational, rehabilitative, or therapeutic, and/or liturgical in nature, even those containing an artist component.
- ✓ In-school (Exception: Creative Learning Grant) and home-school activities and programs, creation of textbooks or classroom material, fellowships or scholarships, projects where fees are paid to children or the use of children as professional artists
- ✓ Out of State travel costs.

### d. Goals of the Delaware County Arts Grant Program

- Making quality arts programming available to all Delaware County residents and visitors
- Assisting emerging arts organizations
- Supporting the cultural expression of Delaware County's ethnic groups
- Making arts programming accessible to under-served and minority communities

### e. Under-Served Communities

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.

#### **f. Your Program 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.

#### **g. Eligible Organizations and Fiscal Sponsors**

Your organization/Fiscal Sponsor (See Fiscal Sponsor 5 for more information) **MUST** fulfill ALL of the following conditions:

- The legal address of the non-profit organization must be located in Delaware County
- Have a board of directors or a governing body that meets to determine and review policy
- 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
- Applicants/artists must be at least 21 years of age at the time of application

#### **h. Demonstrating Eligible Non-Profit Status**

Your organization must submit **ONE** of the following documents that applies to your organization:

- 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
- Official authorization as an arm of local government (i.e., a formal letter on official stationary signed by the appropriate county, city, town or village executive)

**The address on the application MUST BE A DELAWARE COUNTY ADDRESS - NO EXCEPTIONS.**

**NOTE:** A New York State Tax Exemption Certificate from the Department of Taxation and Finance is NOT considered proof of non-profit status and should not be submitted.

#### **i. Community Arts Grants Eligibility**

To apply for Community Arts Grants organizations and artists applicants must meet the following:

- An organization must send a representative to attend an Informational session, or meet one-on-one with a member of the Roxbury Arts Group staff.
- Individual artists and non-incorporated organizations may apply through the sponsorship of an eligible Delaware County-based, non-profit organization meeting the criteria of a fiscal sponsor. Individual Artist's must be Delaware County Residents and 21 years of age or older.
- Previously funded organizations/artists must have provided final reports if their program is completed.
- Organizations must not have applied directly, including those that were fiscally sponsored, directly to the New York State Council on the Arts (NYSCA) for funding in 2019 for projects in 2020, regardless of funding status.
- Projects cannot involve *partners* that apply directly to NYSCA. See Note below.
- Delaware County Arts Grant site staff or Board Members cannot be involved (Delaware County Arts Grant site and Board Members may assist in projects but not lead them).
- Must not be Public school districts and their components.
- Must not be Private and/or religious affiliated schools.
- Must not be Four and two year universities and colleges or their supporting foundations.
- Must not be New York State agencies (including SUNY schools) and departments and county government agencies and departments.
- Organizations or Individual Artists that do not have an eligible sponsor or partner organization cannot apply.
- Non-incorporated chapters of Organizations whose "parent" is incorporated outside the Delaware County Arts Grant Service area cannot apply.

## **j. Individual Artist Grant Eligibility**

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.

## **k. Creative Learning Grant Eligibility**

Creative Learning Grants must be submitted by the teaching artist(s) or partnering non-profit organization. School partners cannot apply directly for Creative Learning 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.
- Individual artists and non-incorporated organizations may apply through the sponsorship of an eligible Delaware County-based, non-profit organization meeting the criteria of a fiscal sponsor.

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## **Direct NYSCA Funded Sites 4.**

### **a. Partners**

A "*partner*" is defined as any entity that assists in the creation, development or delivery of a project. A direct NYSCA grantee site may host Delaware County Arts Grant funded projects on their site.

### **b. Use of a NYSCA Site**

A direct NYSCA grantee may offer their venue gratis to a Delaware County Arts Grant -funded project. The Delaware County Arts Grant Grantee may pay for any direct costs related to use of the venue such as custodial, security and contracted technical personnel or venue personnel however:

- The Delaware County Arts Grant Grantee must make all attempts to handle box office tickets. If this is not possible, a NYSCA site may offer their box office ticketing but must not impose any additional service fees, facility fees or any other costs to the tickets. If a Delaware County Arts Grant project uses a NYSCA site for ticketing the NYSCA site should create a full box office accounting and itemized report at the conclusion of the event and should present this to the Delaware County Arts Grant Grantee. This should be kept on file in case it is requested by the Roxbury Arts Group.
  - The NYSCA grantee must not profit from the Delaware County Arts Grant program (i.e. ticket sales, donations, etc.)
  - NYSCA site may display the project on the website and other materials but must clearly not be advertised as part of the NYSCA grantee's season/programming. The use of the crediting verbiage, found in successful applicant's contracts, and the use of the Roxbury Arts Group must be used on promotional materials and webpages.
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## Fiscal Sponsorship 5.

### a. Requirements for a Fiscal Sponsor

An individual artist or collective may apply for a Delaware County Arts Grant through a fiscal sponsor. The entity serving as the fiscal sponsor must meet the same eligibility requirements as an applicant organization listed above (See Eligibility 3. Section h.)

- The fiscal sponsor must be based in Delaware County; however, the sponsored applicant is not required to reside in that county.
- A direct Delaware County Arts Grant 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 Delaware County Arts Grant applicant.
- Fiscal sponsors will handle receiving the award from the Roxbury Arts Group. Further finance arrangements should be made between the fiscal sponsor and the applicant. This should be laid out in the Letter of Agreement between parties.
- 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.

### b. Requirements for all non-profit applicants:

- Be based in Delaware County.
- Submit a list of their board of directors, mission statement, and a financial statement.

The Roxbury Arts Group can introduce artists and organizations to help facilitate collaborations.

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## COVID 19 New Guidelines 6.

### a. COVID 19 Guideline Changes

The Delaware County Arts Grant has had a number of changes to help artists and organizations continue to offer quality arts programs and projects to the public of Delaware County while adhering to state and federal COVID19 safety guidelines. These changes are listed below.

- **Online Audience:** Organizations can create online content or workshops. In your application you should estimate the number of views, clicks, audience members, etc your online content may create. It would be beneficial to record the number of clicks on links or views on videos for your final report.
- **Materials:** Expenses that include consumable equipment, such as memory sticks, lighting gels, sheet music, lamps etc are all now permissible. No one purchased item can cost more than \$1,000.
- **Permanent Equipment:** Permanent equipment required to execute projects, such as cameras or lighting equipment, are allowed to be purchased with Delaware County Arts Grant funds. No one item can cost more than \$1000 and cannot be a capital improvement. A letter stating who will hold ownership of said equipment and where the equipment will reside after the completion of the project is required with your application and should be signed by the board president of the non-profit fiscal sponsor, if applicable.
- **Software and Subscription Services:** The Delaware County Arts Grant will allow funding for the purchases of software and subscription services that are required for projects. This could include paid subscription plans for Zoom, for example. No one purchased item can cost more than \$1,000.
- **Direct administrative expenses and/or planning and preparation expenses** for a proposed event including training on software and subscriptions, can be included in the project cost.
- **PPE and other Sanitation and Safety Equipment:** The purchase of masks, hand sanitizer, flags for marking social distance, can be included in your budget for purchase with Delaware County Arts Grant funds. The total of these should be no more then 10% of your total budget. This should also be appropriate to the needs of the project.

- The possibility of project extensions may be granted on a case-by-case basis by the Roxbury Arts Group.

**b. Effects of FY20 changes (due to COVID 19) on FY21 applications**

The Delaware County Arts Grant program understands those that applied for the FY20 cycle may have met difficulties meeting their original application. As such, we are allowing graces to those who previously applied during this period should they wish to apply in the FY21 cycle. Our next panel will be advised of the following will not negatively influence FY21 applications.

- Changes made to FY20 projects in order to keep Delaware County Arts Grant projects running.
- Audience numbers.
- Matches that were detailed in application budgets that could not be met.

## Information Sessions 7.

All applicants, even those that have received funding in the past, **MUST** meet either in person, digitally or by phone with Roxbury Arts Group staff to discuss your project. An in-depth review of the guidelines and application will be presented at a series of Grant Information Sessions. 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 dates and times:

**In Person Sessions:**

Saturday	September 26, 2020 5:30 pm	The Grange 1454-Former Armory 139 Stockton Ave, Walton, NY 13856
Wednesday	October 14, 2020 5:30 pm	Roxbury Arts Group 5025 Vega Mountain Road, Roxbury, NY 12474 (607) 326-7908

**Online Sessions:**

Thursday	September 24, 2020 5:30 pm	Zoom
Tuesday	September 29, 2020 12:00 pm	Zoom
Friday	October 23, 2020 12:00 pm	Zoom
Saturday	October 24, 2020 5:30 pm	Zoom Individual Artist Session

# How to Apply 8.

## **a. Application Deadline**

**Applications must be submitted via Submittable (an online program) to the Roxbury Arts Group no later than 4 pm ON Thursday, November 19, 2020.** Early submissions are encouraged. Applications received after the deadline will not be accepted. Incomplete, handwritten or ineligible applications will not be considered.

## **b. Where to get an application**

A link to the Submittable Application is available at the Roxbury Arts Group website at [www.roxburyartsgroup.org](http://www.roxburyartsgroup.org). Guidelines and a link to the applications can also be emailed to you upon request.

## **c. Drafts Deadline**

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 29 2020.**

## **d. Additional Materials and Work Samples Required**

Yes.

### **Required Documents, your applications will not be accepted without the following:**

- A W-9 signed and dated in the current year. If you are applying through or for a non-profit this should include their EIN number. If you are applying as an Individual Artist it will include your personal Social Security Number.
- Proof of Residency if applying as an Individual Artist.
- If you are applying as an Individual Artist that will be fiscally sponsored by the Roxbury Arts Group a Letter of Commitment must be completed. Templates are provided.
- Proof of non-profit status.
- Letter of Agreement between Non-profit and Artist detailing roles and responsibilities between parties.
- List of Non-profit Board members.
- Non-profit Mission Statement.
- Most recent complete Financial Report of Non-profit.
- If Permanent Equipment is purchased a letter detailing who will be responsible for the equipment after the project has ended. This should be signed by the Non-Profit board president.
- Budget.

### **Optional but highly recommended:**

- Work samples.
- Artist Bio's.
- Artist Statements.
- Links to video clips of performances.
- Previous promotional materials if a recurring project.
- Feedback from Audience/Participants of annual projects.
- Photography, Articles, videos etc of previous events.

## **e. Other documentation during and After Projects**

If a directly funded NYSCA organization is hosting/handling a Delaware County Arts Grant projects Box office, see NYSCA site 4. for required reporting that should be made available on request of the Roxbury Arts Group at the completion of the project.

On completion of all Delaware County Arts Grant projects a final report should be created and signed by the Organization/Fiscal Sponsor or in collaboration with the Fiscal Sponsor and Artists involved and provided to the Roxbury Arts Group within 30 days of the final event date or before December 31<sup>st</sup> 2021.

Should changes be made to projects after funding has been awarded a Change of Scope should be completed and returned to the Roxbury Arts Group as soon as possible. This includes if changes were made due to partial funding.

#### **f. Matching Funds.**

Your project budget must demonstrate that a minimum of **10%** of the proposed project income comes from other funding sources. This can include planned in-kind contributions (non-monetary), cash contributions, cash income, or a combination of both. In-kind contributions must be noted in the project income section of your budget including the type of donation in the explanation, if your donation is not monetary in the In-kind Value/Amount column include the cost of the donation if you were to pay for it.

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## **Decision Making 9.**

### **a. Grant Decisions**

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 Delaware County Arts 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. The Roxbury Arts Group staff has no vote in the decisions made.

### **b. Panel Criteria**

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

### **c. Funding Priorities for FY21**

- 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
- Projects that incorporate photography.
- Projects that incorporate dance.

- Projects that represent traditional arts.

#### **d. Low Priority Projects**

- 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
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## Successful Applicants 10.

#### **a. Award Notification**

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. Projects sponsored by a Fiscal Sponsor will have checks mailed to the sponsoring organization, otherwise checks will be mailed out to Individual Artists or funded organizations. Funds will only be disbursed after all documentation is accounted for including a signed contract. Checks will only be mailed out to Delaware County addresses detailed on the supplied W-9 NO EXCEPTIONS.

#### **b. Grantee Responsibilities**

- 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 (not NYSCA's) on all printed materials relative to your funded project;
  - Attend and participate in the Delaware County Arts Grant 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.
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## Appeals 11.

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. ***Dissatisfaction of the Panel's decision or funding level is not grounds for appeal.*** Applicants denied funding will be furnished with the entire Appeals Process and Procedures when notified in writing of the Board's determination.

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## Application Deadline 12.

**Applications must be submitted via Submittable to the Roxbury Arts Group by 4 pm on Thursday, November 19, 2020.** 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](mailto:community@roxburyartsgroup.org).**