

# **INDIVIDUAL ARTIST TIER Guidelines & Application 2012**

The Community Arts Grants Fund is a joint project of the Columbia County Council on the Arts and the Greene County Council on the Arts. Through a competitive process, this fund will regrant public monies from the New York State Council on the Arts (NYSCA) Decentralization Program to eligible individual artists legally residing in either Columbia or Greene County.

The Individual Artist Tier will award selected artists in each county a grant in the amount of \$2,000. The primary goal of this support is to significantly advance the work of the artist. The project must result in the creation of new work AND the local community must be actively engaged or involved in some way with the artist's creative process. These grants are not artist fellowships and are intended to support original works by creative artists interested in working within a community setting. "Community" can be defined as geographic, racial, ethnic, or philosophical. "Community engagement" can be accomplished through interaction between artist & public, public participation & input, presentation, etc.

**DEADLINE: Saturday, October 1, 2011 by 5:00 P.M.  
NO LATE APPLICATIONS WILL BE ACCEPTED**

All applications must be postmarked or hand delivered to **GREENE or COLUMBIA COUNTY COUNCILS ON THE ARTS** by 5:00 p.m. on Sat, October 2, 2011.

Greene County Council on the Arts, 398 Main Street, Catskill NY  
Mail: P. O. Box 463, Catskill, NY 12414 (518) 943-3400 or Columbia County Council on  
the Arts, 209 Warren St, Hudson NY 12534 (518) 671-6213

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### **APPLICATION SEMINARS**

All new applicants should attend a seminar or meet with the Director of Community Arts Grants prior to submission. Contact Colette Lemmon at [colettegcca@hotmail](mailto:colettegcca@hotmail.com) or (518) 943-3400 to register.

**Mon, Aug 29 – Hudson Opera House, 327 Warren Street, Hudson 6 – 7:30 PM**

**Thurs, Sept 1 – Greene County Council on the Arts, 398 Main St,  
Catskill 6 – 7:30 PM**

## **ELIGIBILITY CRITERIA – All applicants MUST meet ALL of the following criteria**

- Resident of Greene or Columbia County.
- Artist must be at least of 18 years of age and not a full time student.
- The artistic project **MUST** take place within the calendar year of 2011.
- Artist’s work may be in any artistic discipline.
- The project **MUST** clearly demonstrate the advancement of the artist’s work.
- The new work **MUST** engage the community in some way through the artist’s creative process. For example, this support would NOT fund a writing workshop for seniors but would fund a writer who interviews seniors and then creates a series of poems based on these interviews.
- There **MUST** be some type of tangible finished work at the end of the grant period such as finished poems, photographs, video, CD, tape, etc. The finished work may also be presented in some form of an exhibition, performance, etc.
- If you apply for the DEC Individual Artist’s Tier, you may also apply for the DEC Conduit - Artist Project. The combined requests **CANNOT** exceed \$5,000.

### **Funding CANNOT be provided for:**

- Past grantees that have failed to submit a final report to the Director of Community Arts Grants.

### **Restrictions – These grant moneys may not be used for the following:**

- Equipment or capital expenditures.
- Scholarships or fellowships
- Projects that are recreational, rehabilitative or therapeutic.
- Operating expenses of privately owned facilities (e.g. homes and studios).
- Budget requests that are greater than the applicant’s project total expenses minus the project income.
- Entertainment costs (e.g. theater parties, receptions, etc.)
- Any debt whatsoever.

## **PANEL REVIEW CRITERIA**

A diverse panel of visual, performing, and/or literary artists will review applications. Panel is drawn from Columbia & Greene Counties and appointed by the Art Council’s Board of Directors. During the review process, you may be contacted by the Director of Community Arts Grants (not by any panel member) for additional information. The Panel will examine each application and accompanying materials, and will recommend funding based upon the following criteria:

- ◆ Artistic merit.
- ◆ Quality of the support material.
- ◆ Clarity and detail of the project narrative.
- ◆ Clarity and accuracy of the budget.
- ◆ **ALL OF THE ELIGIBILITY CRITERIA** (referenced above).

## APPEALS

Applicants should first consult with the Director of Community Arts Grants to review the considerations that went into the Panel's decision. If, after such a consultation, the applicant wishes to pursue an appeal, you must do so in writing, with all

your material supporting the appeal, to the Executive Director of your respective Arts Council. The Executive Director must **RECEIVE** the appeal within fifteen (15) calendar days after the issue date of the denial letter. The applicant will receive a written response and the appeal will be assigned to a different panel. They will meet to examine the grounds for the appeal and provide a recommendation to the Council's Board of Directors for final approval.

### THE ONLY GROUNDS FOR APPEALS ARE:

- Non-representation of material information by staff or panelists
- Misrepresentation of material information by staff or panelists
- Improper procedure by staff or panelists

**Dissatisfaction with the amount of support or the recommendation of no funding cannot be used as the basis for appeal. Failure to meet any deadline date in the appeals process results in the loss of the right to appeal.**

## REVIEW PROCEDURES AND TIME LINE

Application Deadline:	<u>Saturday, October 1, 2011 by 5:00 p.m.</u>
Director of Community Arts Grants reviews submitted applications & support materials for completeness	Month of October 2011
Panel begins initial review of applicants	October 2011
Director of Community Arts Grants will contact any applicant if the panel requires additional information	October 2011
Panel meets to make funding recommendations	November 2011
Panel submits recommendations to each county's Board of Directors	December 2011
Notification to all applicants in writing of the decision to your application	January 2012
Any appeals will be considered (See Appeals section)	January 2012
Contracts will be mailed to grant recipients	February 2012
Awards Ceremony for grant recipients	April/May 2012

**INDIVIDUAL ARTIST'S TIER  
APPLICATION**

PLEASE TYPE OR PRINT VERY CLEARLY

**ARTIST INFORMATION**

Artist's Name: \_\_\_\_\_

Artist's Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

If different from above:

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_  
(day) (eve) (fax)

Social Security Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Educational background relevant to your artistic field:**

**Have you been funded for other public service projects in the past? YES: \_\_\_\_\_ NO: \_\_\_\_\_**

**If yes, please supply the following information for any work which took place during the last three years.**

<u>Award Year</u>	<u>Award Amt</u>	<u>Funding Source</u>	<u>Project Funded</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

# INDIVIDUAL ARTIST'S TIER APPLICATION

## PROJECT INFORMATION

Project Title: \_\_\_\_\_

Discipline: \_\_\_\_\_

**If applicable: Include a letter of intent from the venue you are presenting at that references the date, time, etc. of your project.**

Facility/Location: \_\_\_\_\_

Is this program site accessible to the physically challenged? YES: \_\_\_\_\_ NO: \_\_\_\_\_

## PROJECT DESCRIPTION

Please give a complete description of the project for which funds are being requested. Include a description of the new work you will create. Identify the community that you will engage or use in the creation of your work. Please be brief and concise. Your project will be evaluated heavily on the basis of this narrative. You may add up to one additional page.



# INDIVIDUAL ARTIST TIER APPLICATION

## BUDGET INSTRUCTIONS

We suggest you write out ALL of your individual project expenses and income in detail and in your own format on a separate page. Once you have identified your project's income and expenses, translate those items to fit in the budget format referenced on page 8. Round off all figures to the nearest dollar.

**INCOME** – Include any revenue or projected revenue that will be applied to this project.

**Earned:** Separately explain each source of income (if applicable) such as: admissions, sales, fundraising (money that comes from a benefit, auction, etc.), other (any other income that is not covered as an exchange of services or merchandise).

**Unearned:** Separately explain each source of expected income (if applicable) from corporations and businesses, foundations, individual and private contributions (cash donations, etc.), state, local government – include any other contributions from county or municipal governments. Do not include the amount you are requesting.

**EXPENSES** – Include all expenses directly related to this project

**Artistic:** Include a fee for your time.

**Outside Professional Fees/Services:** Include payments and fees to consultants.

**Materials:** List all related expenses for materials to create this project.

**Space Rental:** Office, rehearsal, theater, gallery, etc.

**Travel:** Enter all costs for project related travel including toll charges, mileage allowances on personal vehicles, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, car rental costs, etc.

**Promotion/Marketing/Advertising:** Include all costs for marketing, publicity and promotion specifically identified with the project. Do not include payments to individuals or firms that belong under “Personnel” or “Outside professional Fees & Services”. Include costs of newspaper, radio and television ads, printing and mailing of brochures, flyers, and posters. Itemize each category separately.

**Remaining Operating:** Include all expenses not entered in other categories, such as electricity, telephone, postage, office and art supplies, sets, props, equipment rental, insurance fees, etc. Itemize each category separately.

# INDIVIDUAL ARTIST'S TIER APPLICATION

## Estimated Budget

**PROJECTED BUDGET** Itemize/describe all project expenses and income on no more than one page in your own format and attach with this application. Complete the budget form below after you have identified your project income and expenses. Do not list In-Kind Contributions in the budget. See In-Kind section below.

INCOME

Corporate/Business \_\_\_\_\_  
 Foundations \_\_\_\_\_  
 Individual Contributions \_\_\_\_\_  
  
 Federal (specify) \_\_\_\_\_  
 State (specify) \_\_\_\_\_  
 Local Govt. (specify) \_\_\_\_\_  
 Other (specify) \_\_\_\_\_

EXPENSES

Artists fees (applicant) \_\_\_\_\_  
 Consultants/  
 Technical assistance \_\_\_\_\_

OTHER EXPENSES

Space Rental \_\_\_\_\_  
 Travel \_\_\_\_\_  
 Promotion \_\_\_\_\_  
 Remaining Operating \_\_\_\_\_  
 Supplies & Materials \_\_\_\_\_

**TOTAL INCOME**            \$ \_\_\_\_\_ (A)            **TOTAL EXPENSES** \$ \_\_\_\_\_ (B)

REQUEST TO DECENTRALIZATION: Total Expenses (B) minus Total Income (A) equals request.

Request **MUST** be \$2,000.00.

**TOTAL REQUEST \$2,000.00**

In-Kind Contributions

On no more than one sheet of paper, list all in-kind contributions by donator, type of donation, and estimated value.

Total Estimated Value of In-Kind Contributions: \_\_\_\_\_

## APPLICATION CHECK LIST AND SUPPORT MATERIAL

The quality, clarity and completeness of your application and support material are criteria in the review panel's determination of awards. Please make sure to submit the following along with your completed application form. *(Check items submitted)*

\_\_\_\_\_ **A complete, original, signed application**

\_\_\_\_\_ **Proof of Greene or Columbia County residency (i.e. tax document, utility bill, etc.) marked**

\_\_\_\_\_ **Artistic Resume**

\_\_\_\_\_ **Support materials:**

**One (1) videotape/DVD cued for 3-5 minutes for viewing OR**

**One (1) audio tape cued for 3-5 minutes for listening OR**

**Eight (8) photographs or color computer scans. Label each with the artist's name, title, materials, size and year of creation. OR**

**For Literature: three to five (3-5) pages of writing samples with the option of audio cued for 1-3 minutes of a taped reading of your writing.**

**The videotape, CD, audio tape, photos, color computer scans must be accompanied by a one (1) page script that lists the artist's name, title, materials, size and year of creation**

\_\_\_\_\_ **A publicity package containing no more than a TOTAL of four (4) of the following items: brochure, program, press clipping, catalog, postcard or any other related printed material.**

\_\_\_\_\_ **A self-addressed envelope with sufficient postage for the return of your supplemental materials.**

\_\_\_\_\_ **Attendance at an Application Seminar for all new and returning applicants. Seminar attendance for returning applicants may be waived by the Director of Community Arts Grants in lieu of individual appointment based on quality and completeness of previous applications.**

\_\_\_\_\_ **Letter of intent from the presentation venue if applicable.**

**CERTIFICATION:** The undersigned certifies that he/she (1) has read the guidelines of the Community Arts Grants Fund and that this application complies with, and is made subject to said guidelines; (2) the information referenced on this application is truthful; (3) releases the Columbia County Council on the Arts and the Greene County Council on the Arts, its employees and agents with respect to damages to property or material submitted in connection herewith.

Artist's Name (please print): \_\_\_\_\_

Artist's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: An UNSIGNED application is considered INCOMPLETE and is not eligible to be reviewed. Please be careful to complete and sign your application before you submit it for review.**