

SCAC CAG Not-for-Profit Organizations Guidelines 2012

The Community Arts Grants Fund is administered by Greene County Council on the Arts in partnership with the Schoharie County Arts Council. Through a competitive process, this fund will regrant public monies from the New York State Council on the Arts (NYSCA) Decentralization Program to eligible not-for-profit organizations legally residing in Schoharie County.

Community Arts Grants can provide funding for cultural and art programs taking place in their respective counties and benefiting the county's citizens. Eligible not-for-profit organizations are encouraged to work collaboratively with local artists.

**DEADLINE: December 5, 2011(postmark)
NO LATE APPLICATIONS WILL BE ACCEPTED**

- ❖ Applications must be postmarked by December 5, 2011. ALL Applications should be sent to: Schoharie County Arts Council, P.O. Box 729, Cobleskill, NY 12043. (518) 234.7521 ext. 209.

Application Seminar

- ❖ All NEW applicants MUST attend a seminar. All RETURNING applicants who were NOT awarded MUST attend one of the seminars.

Seminar Dates and Locations:

October 11, 6PM-8PM Community Library, 110 Union St., Cobleskill

October 22, 11AM-1PM Community Library, 110 Union St., Cobleskill

October 26, 6PM-8PM Sharon Springs Free Library, 129 Main St., Sharon Springs

the grant director is available 24/7 at: grantdirector@schohariecountyarts.org

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

- A legally established Schoharie County based not-for-profit organization whose assets do not benefit private individuals.
- The applicant's programming, administrative practice, and board membership do not discriminate on the basis of race, color, national origin, sex or handicap (Also see: 1991 Americans with Disabilities Act).
- The organization can demonstrate sound managerial and fiscal competence.
- The applicant MUST provide arts and/or cultural programs or services in the county which funds are being requested.
- The organization can demonstrate the need for funding.

- Programs and services MUST benefit the residents of your respective county.
- Projects MUST be open to the public.
- The project does not duplicate existing programs in the same area.
- The applicant's programs or projects MUST take place in their respective county during the 2012 calendar year.
- The organization has an active Board of Directors or a volunteer group actively guiding the organization's policies.

Examples of organizations eligible to apply for this funding are:

- A museum or historical organization whose project has a strong artistic component.
- School-affiliated organizations and parent associations, if they have their own non-profit status and provide cultural services to the community unrelated to school operations.
- Municipalities.

Funding CANNOT be provided to/for:

- Organizations applying directly to the New York State Council on the Arts, regardless of the application's status.
- Past grantees that have failed to submit a final report to the Grant Director.
- Public school districts, their affiliates or components, or activities which exclusively serve a student audience with no public component.
- Four-year public universities and colleges.
- New York State agencies and departments.

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

- Equipment or capital expenditures.
- Expenditures for the establishment of a new organization.
- Operating expenses.
- Scholarships or fellowships
- Cultural or art activities restricted to an organization's membership.
- Programs 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 organization's projects total expense minus the projects income.
- Entertainment costs (e.g. theater parties, museum opening, receptions, fund raising, awards, etc.).

PANEL REVIEW CRITERIA

DEC funds are intended primarily to support artists fees. A diverse panel of artists, art professionals, educators, local civic, business and community leaders will review applications. Each county's panel is appointed by the Art Council's Board of Directors. During the review process, you may be contacted by the Grant Director (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 quality and/or cultural merit of the proposed project.
- Credentials of artists or scholars involved in the project.
- History and stability of the applicant.
- Demonstrated alternate sources of support (in-kind or cash) from other areas.
- Demonstrated need for funding and budget appropriateness.

- Clarity and conciseness of program narrative, project description and project budget.
- Clearly defined objectives and the ability to achieve stated objectives.
- Demonstrated community interest and/or constituent support, i.e. increased community access and participation in arts and cultural activities and accessibility to the general public.
- Non-duplication of comparable existing programs or activities in the same artistic discipline and/or geographic area.
- Applicants who employ artists from your county.
- Applicants who present “under exposed” art forms, thereby exposing their community to a more global sense of art.
- Applicants who provide cultural services and opportunities to segments of Schoharie County’s residential population which have had relatively little exposure to them in the past.
- The quality and completeness of your support materials.
- Information contained on final reports, audits, level to which contractual obligations on previous DEC awarded projects were met in terms of written notification of events early enough to allow for a panel member or Director audit.
- Information as to what extent the applicant gave appropriate credit to the DEC program on printed material associated with previous year’s DEC projects.
- Ability to complete previously funded projects.
- **ALL OF THE ELIGIBILITY CRITERIA** (referenced on page 2).

APPEALS

Applicants should first consult with the Grant Director 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: | December 5, 2011 (postmark) |
| Grant Director reviews submitted applications & support materials for completeness | December 2011 |
| Panel begins initial review of applicants | December 2011/January 2012 |
| Grant Director will contact any applicant if the panel requires additional information | January 2012 |
| Panel meets to make funding recommendations | January 2012 |
| Panel submits recommendations to each county's Board of Directors | January 2012 |
| Notification to all applicants in writing of the decision to your application | January 2012 |
| Any appeals will be considered (See Appeals section) | January 2012 |
| Revised Budgets submitted for projects that were awarded substantially less funding than requested | January/February 2012 |
| Contracts will be mailed to grant recipients | February 2012 |
| Awards Ceremony for grant recipients | May 2012 |

PROJECT BUDGET INSTRUCTIONS

SAMPLE BUDGETS ARE PROVIDED AS A REFERENCE ON PAGES 6 & 7

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 on page 7. 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 such as: admissions – ticket sales, tuition/workshop fees, fundraising income and advertising, sales and concessions.

Unearned: Separately explain each source of expected income from corporations and businesses, foundations, individual and private contributions (cash donations, etc.), state (**this cannot be NYSCA money**), local government. Include any other contributions from county or municipal governments. **Do not include the amount you are requesting from the DEC regrant program.**

EXPENSES – Include all expenses directly related to this project

Personnel (salaried): This is an organization's salaried and hourly employees. Enter payments for salaries, wages and benefits of administrative and artistic staff, program directors and other staff such as technical or production in proportion to their role in this project.

Outside Professional Services: Enter payments here to persons who are NOT employees of the organization, but whose services are specifically related to the project.

Artistic line should include payments and fees to artists working on the project. **Technical** line should include non-artist consultant fees and honorarium.

Space & Equipment Rental: Office, rehearsal, theater, gallery, sound system, lights, etc.

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

Advertising/Promotion: 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 Professionals Fees & Services". Include costs of newspaper, radio and television ads, printing and mailing of brochures, flyers, and posters.

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.

❖ NOTE: Total Project Expense line should EQUAL Total Project Revenue line + DEC Request. If they do not, your budget is incorrect.

Organizations must submit a financial statement for the most recently completed fiscal year. Please be sure to include this document with your application.

ORGANIZATION'S TOTAL BUDGET Enter figures for your organization's total projected budget for the fiscal year in which the project will take place.

| | | |
|--------------------|-----------------|-----------------|
| <u>1/30 / 2012</u> | <u>\$22,000</u> | <u>\$21,000</u> |
| Fiscal Year Ending | Income | Expenses |

(SAMPLE) PROJECT BUDGET INFORMATION

IN-KIND CONTRIBUTIONS TO PROJECT

| TYPE OF IN-KIND CONTRIBUTION | EXPLANATION | ESTIMATED VALUE |
|------------------------------------|---|-----------------|
| Personnel | | \$ |
| Administrative | Board member/project manager 10 hr X \$12 | \$ 120 |
| Artistic | Musician 2 hr X \$30 | \$ 60 |
| Technical | Set construction 8 hr X \$12 | \$ 96 |
| Equipment Rental/Purchase | microphones | \$ 100 |
| Space Rental | | \$ |
| Travel/Transportation | | \$ |
| Advertising/Promotion | | \$ |
| Other In-Kind | Ticket takers 2 people X 10 hrs @ \$8 hr | \$ 160 |
| | Poster distribution | \$ 100 |
| | Refreshments for reception | \$ 75 |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| TOTAL IN-KIND CONTRIBUTIONS | | \$ 711 |

Complete the BUDGET format below following the instructions in the application guidelines. Note: Do NOT fill out A2 & B2 columns. These will be used for your final reporting. Do not list In-Kind contributions in your budget. List In-Kind above.

| PROJECT REVENUE | EXPLANATION ((how this amount will be generated) | A1: Anticipated Budget Revenue (\$) | A2: Actual Revenue (\$) | DEC Request \$ |
|---------------------------------------|---|--|--------------------------------|-----------------------|
| <i>Earned Income</i> | | | | |
| Admissions | 100 tickets @ \$5 | \$ 500 | \$ | |
| Membership | | \$ | \$ | |
| Tuition, workshop fees | | \$ | \$ | |
| Sales, concessions | 50 refreshments | \$ 50 | \$ | |
| Other | | \$ | \$ | |
| | | \$ | \$ | |
| <i>Unearned Income</i> | | \$ | \$ | |
| Individual | | \$ | \$ | |
| Corporate Contributions | Starving Artist Community Fund | \$ 150 | \$ | |
| Government Grants | Town of Anxietyville | \$ 200 | \$ | |
| Fundraising events | Annual Fundraiser | \$ 500 | \$ | |
| Other | | \$ | \$ | |
| TOTAL REVENUE | | \$ 1400 | \$ | |
| DEC REQUEST | | \$ 800 | | |
| TOTAL REVENUE + DEC | Request may not exceed \$5000 | \$ 2200 | | |
| PROJECT EXPENSES | EXPLANATION (how this amount will be generated) | B1: Budget Expenses \$ | B2: Actual Expenses \$ | |
| <i>Personnel (salaried)</i> | | | | |
| Administrative | | \$ | | |
| Artistic | | \$ | \$ | |
| Technical | | \$ | \$ | |
| Other | | \$ | \$ | |
| | | \$ | \$ | |
| <i>Outside Professional Services</i> | | | | |
| Administrative | Director 1 @ 300 | \$ 300 | \$ | |
| Artistic | Actors 4 @ 300 | \$ 1200 | \$ | |
| Technical | Lighting designer 1 @450 | \$ 450 | \$ | |
| Space Rental | | \$ | \$ | |
| Equipment Rental | | \$ | \$ | |
| Travel/Transportation | | \$ | \$ | |
| Advertising/Promotion | Newspaper ad | \$ 150 | \$ | |
| Remaining Operating | | \$ | \$ | |
| **TOTAL EXPENSE** | | \$ 2200 | \$ | |
| Actual Expenses (B2) | \$ | ↑ | | |
| Actual Revenue (A2) | \$ | **SHOULD MATCH** | | |
| **TOTAL REVENUE + DEC Award ** | \$ 2200 | ← | | |
| % of project funded by DEC | (DEC is not intended to be the sole source of funding for any proposed project) | \$800 request = 36% of total budget | | |

APPLICATION CHECK LIST & ASSEMBLY INSTRUCTIONS

Please submit the following in the manner requested below. Applications submitted in a manner other than this may be ineligible for consideration.

_____ 4 signed copies of pages 1-7 of your application (**ORIGINAL AND 3 COPIES**)

_____ **4 copies** Brief resumes/bios of principal administrator(s) and artistic personnel involved in project

Assemble the 4 packets as follows: Each packet should contain Pages 1 - 7, followed by artistic resumes. Staple each packet in the upper left hand corner. Do NOT include other information, fancy covers, board list, etc. in these packets. A single set (unstapled) of the required additional materials listed below should accompany the packets.

_____ Evidence of the not-for-profit status in ONE of the following forms marked "Attachment 1" (waived for applicants that received 2011 DEC funding) (**ONE COPY**)

An IRS letter of tax-exempt status, 501 (c) (3) **OR**

A copy of the organization's latest receipt from the Department of State Office of Charities Registration, section 172 of the Executive Law. To receive the form, contact the Office of Charities Registration, Department of State, 162 Washington Avenue, Albany, NY **OR**

A copy of the Charter issued by the Board of Regents of the State of New York under Section 216 of the Education Law **OR**

Official authorization as an arm of local government such as submission of a letter on formal stationery signed by the appropriate county, city, town or village executive **OR**

Acceptance of incorporation section 402 of the Not-for-Profit Law.

_____ List of Board of Directors and current staff (paid and/or volunteer). (ONE COPY)

_____ Financial statement for the organization's most recently completed fiscal year. (ONE COPY)

_____ Supplemental materials: (1 SET)

One (1) audio/videotape/DVD cued for 3-5 minutes for viewing **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 work.

_____ Videotape, CD, audio tape, photos, and color computer scans must be accompanied by a one page script that lists the organization's name, project name, artist's name (if applicable), very brief project description, and year of project.

_____ A publicity package containing no more than a combined TOTAL of four (4) of the following items: brochures, programs, press clippings, catalogs, postcards or any other related printed material. (**1 SET**)

_____ Mandatory attendance to the Application Seminar for new and returning applicants who were NOT funded. (Attendance may be waived by the Grant Coordinator in lieu of individual appointment based on quality and completeness of previous applications.)

_____ A self-addressed envelope with sufficient postage **ONLY IF** you desire the return of your support materials. Otherwise not necessary.