COMMUNITY ART GRANTS
PROJECT SUPPORT GUIDELINES 2020

Community Art Grants are public moneys made available to Columbia, Greene, and Schoharie counties through a competitive process administered by Greene County Council on the Arts, made possible by the New York State Council on the Arts (NYSCA) Decentralization Program with the support of Governor Andrew M. Cuomo and the New York State Legislature.

Community Art Grants are available to not-for-profit organizations legally registered in Columbia, Greene or Schoharie County, Collectives or Individuals in partnership with a non-profit. Community Art Grants provide funding for cultural and art programs for emerging professional artists and organizations whose projects promote the arts and enhance the cultural climate in the communities and neighborhoods where they live and operate.

Awards range from $450- $5,000

Typical Applicants are (but not limited to): Museums, historical societies, libraries, fire departments, Community centers, senior centers, veteran’s organizations, villages or municipalities, churches, clubs, professional associations, collectives.

DEADLINE: September 30th 2019 @ 5:00PM
Drafts may be reviewed until September 13th at 11AM
Extended to October 7th, 2019, 5pm

APPLICATION SEMINARS
ALL applicants must attend a seminar to increase chances of a competitive proposal and keep current with new guidelines. See schedule below:

Please note that you must attend a workshop in the county in which your project takes place. One-on-one meetings with your coordinator will be available on a case-by-case basis.

<table>
<thead>
<tr>
<th>Month</th>
<th>DATE</th>
<th>COUNTY</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>7/9/19</td>
<td>Schoharie</td>
<td>6-7</td>
<td>Middleburgh Library, Middleburgh</td>
</tr>
<tr>
<td>July</td>
<td>7/10/19</td>
<td>Columbia</td>
<td>6:30-7:30</td>
<td>Valatie Community Theatre, Valatie</td>
</tr>
<tr>
<td>July</td>
<td>7/11/19</td>
<td>Columbia</td>
<td>6-7</td>
<td>Germantown Library, Germantown</td>
</tr>
<tr>
<td>July</td>
<td>7/22/19</td>
<td>Greene</td>
<td>7-8</td>
<td>Cairo Library, Cairo</td>
</tr>
<tr>
<td>August</td>
<td>8/5/19</td>
<td>Columbia</td>
<td>3-4</td>
<td>Philmont Library, Philmont</td>
</tr>
<tr>
<td>August</td>
<td>8/6/19</td>
<td>Schoharie</td>
<td>6:30-7:30</td>
<td>Sharon Springs Library, Sharon Springs</td>
</tr>
<tr>
<td>August</td>
<td>8/20/19</td>
<td>Greene</td>
<td>6-7</td>
<td>Mountain Top Library, Tannersville</td>
</tr>
<tr>
<td>August</td>
<td>8/22/19</td>
<td>Schoharie</td>
<td>6-7</td>
<td>Cobleskill Library, Cobleskill</td>
</tr>
<tr>
<td>August</td>
<td>8/28/19</td>
<td>Greene</td>
<td>6:30-7:30</td>
<td>Heermance Library, Coxsackie</td>
</tr>
</tbody>
</table>
ELIGIBILITY CRITERIA

Applicants MUST meet ALL of the following criteria

□ Applicant must be a legally established Columbia, Greene or Schoharie County based not-for-profit organization or individual/collective with a non-profit community partner or fiscal sponsor*.
□ Project MUST take place in the county of the applicant’s residence.
□ Applicant MUST provide arts and/or cultural programs in the county in which funds are requested.
□ Programs and services MUST benefit the residents of your respective county.
□ Projects MUST be open to the public and MUST have a strong artistic component.
□ The applicant’s programs or projects MUST take place in their respective county during 2020.
□ Project MUST NOT duplicate existing programs in the same area.
□ The applicant’s programming, administrative practice and Board membership (where applicable) does not discriminate on the basis of race, color, national origin, sex or handicap. (See also: 1991 Americans with Disabilities Act.)
□ Applicant may not receive more than $5,000 in DEC grants per fiscal year.
□ New AND returning applicants MUST attend a grant workshop. One-on-one meetings with your coordinator will be available on a case-by-case basis.
□ Applicant must be at least 18 years of age.

INELIGIBLE TO APPLY

- Projects with Direct applicants, or partner organizations who have applied directly to New York State Council on the Arts in 2019 for 2020 funds.**
- Any past grantees who have failed to submit a final report to the Grant Coordinator.
- Public school districts, as well as Universities and colleges.
- New York State agencies and departments.

** - Projects involving partners that apply directly to NYSCA are ineligible to apply. NYSCA grantees may not serve as fiscal sponsor or community partner for a DEC applicant, no can a NYSCA grantee benefit from ticket sales or revenue from a DEC project. A NYSCA grantee may offer their venue gratis to a DEC funded project, and the DEC grantee may pay for any direct costs related to the use of the venue such as custodial, electricity, etc. however:
  - The NYSCA grantee must not handle box office or ticketing
  - The NYSCA grantee must not profit from the DEC program (i.e. ticket sales, donations, etc.)
  - The program must not be advertised as part of the NYSCA grantees season/programming
FISCAL SPONSORSHIP VS. COMMUNITY PARTNERSHIP

Out-of-county organizations as well as individual artists or collectives may apply for decentralization funds 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 the county that the proposed activity is taking place; however, the sponsored applicant is not required to reside in that county.
- A direct DEC applicant may serve as a fiscal sponsor and may sponsor more than one applicant as the sponsored requests do not count towards the three-request limit or $5000 maximum.
- Direct NYSCA applicants however, may not serve as a fiscal sponsor for DEC.
- The sponsored applicant is limited to three requests in any combination of categories totaling no more than $5000 per DEC site.
- NYSCA applicants may not serve as a fiscal sponsor for a DEC applicant

OR

Out-of-county organizations as well as individual artists or collectives may apply directly for DEC funds if working in partnership with a community-based non-profit organization that meets the above listed criteria. Note:

- A Letter of Commitment signed by both the applicant and the Community Partner confirming the partnership must be submitted
- The applicant and the Community Partner must both be based in the county in which the proposed activity is taking place.
- The applicant must sign and submit the Community Partnership Agreement

An example: Awesome Arts LLC wants to apply for a Project Support grant. Because Awesome Arts LLC does not have nonprofit status, Awesome Arts LLC must find a Fiscal Sponsor or Community Partner.

If Awesome Arts LLC chooses the Local Library as a Fiscal Sponsor:

- The Local Library must meet the application requirements
- The Local Library is the Applicant of Record
- Awesome Arts LLC is the Organizer/Provider, and her name is used in all publicity
- The Local Library is the custodian
- Both Awesome Arts LLC and the Local Library are responsible for the signing and submission of a Partnership Letter confirming the Fiscal Sponsorship
- The grant check will be made out to the Local Library, who is responsible for receiving and disbursing those funds and ensuring that all relevant tax filings and reporting are executed as appropriate
- The Local Library is responsible for submission of the contract, Final Report, and any other necessary paperwork
- Both Awesome Arts LLC and the Local Library must sign the contract, Final Report, and any Revised Program and Budget forms
If Awesome Arts LLC chooses the Community Center as a **Community Partner**:
- The Community Center must meet the application requirements
- Awesome Arts LLC is the Applicant of Record
- Awesome Arts LLC is the Organizer/Provider, and their name is used in all publicity
- GCCA is the custodian
- Both Awesome Arts LLC and the Community Center are responsible for the signing and submission of a Partnership Letter confirming the Community Partnership
- The grant check will be made out to Awesome Arts LLC, who is responsible for receiving and disbursing those funds and ensuring that all relevant tax filings and reporting are executed as appropriate
- Awesome Arts LLC is responsible for the submission of the contract, Final Report, and any other necessary paperwork
- Awesome Arts LLC must sign the contract, Final Report, and any Revised Program and Budget forms
- Awesome Arts LLC is responsible for keeping the Community Center and GCCA updated on the project

**REVIEW CRITERIA**

Funds are intended primarily to support artist fees, activities of local arts organizations, promotional, and administrative costs related to the proposed project. A diverse panel of artists, art professionals, educators, and local civic, and business and community leaders will review applications and accompanying material. Each county’s panel is approved by the Greene County Council on the Arts Board of Directors. During the review process, you may be contacted by the Grant Coordinator for additional information. Note: Priority will be given to Arts Education applications.

**Artistic Merit**
- Quality of artistic samples and credentials of artists/producers involved

**Community**
- Service to underserved geographic areas and persons
- Cooperation with local artists and organizations
- Consideration of community needs and interests (see coordinator for specific local funding priorities)
- Free or low cost programming

**Innovation**
- Cultural diversity in programming
- Diversity of arts experience
- Community outreach
- Non-duplication of comparable existing services or programs

**Administration**
- Record of programmatic success
- Reasonable estimate of expenses.
- In-kind support and cash contributed
- Capacity to conduct the project
- Clearly defined objectives.
FUNDING CAN SUPPORT:
- Artists’ fees for performing, teaching or providing services
- Marketing/publicity costs
- Administrative expenses
- Expendable project-related supplies and materials
- Project-related travel expenses
- Project-related rentals of space and equipment

FUNDING CANNOT SUPPORT:
- Permanent equipment, capital improvements (including land, buildings, renovations), acquisition of works of art, creation of textbooks or classroom materials.
- Anything that extends the life of, or improves the value of, privately-owned property.
- Non-arts related activities, including balloons, clowns, magic, at-risk/social programs, culinary arts, martial arts, or gaming.
- Activities held in private residence, or that are not open to the general public, in-school activities, lobbying expenses, projects that are recreational, rehabilitative or therapeutic in nature.
- Organizational or personal finances, general operating expenses, operating expenses of privately owned facilities (e.g. homes and studios), start-up funding for the establishment of a new organization, contingency funds.
- Scholarships or fellowships.
- Entertainment costs (including receptions and food, projects that are part of a liturgy or that intend to proselytize, theater parties, museum openings, receptions, fundraising, awards, etc.).
- Fundraising activities.
- Any activity paying children (under 18 years of age).
- “Sip and paint” classes

BUDGET GUIDE

Use the provided Budget Sheet to outline and organize your project’s expenses and projected income (see attached sample). DEC funds cannot account for any more than 75% of the total expenses. Enter all expenses and income directly related to your proposed project. Do not submit your organization’s entire operational budget. You are required to use the budget sheet provided to you.

Budget Sheet Categories:
- TOTAL - the budget sheet has built in formulas to help you calculate totals, so be careful not to delete/modify them. If there is an error in your budget, an error message will appear.
- IN-KIND - Indicate the estimated value of donations toward each requirement. In-kind donations can be volunteer hours, value of material donations, or professional advisement services.
- OTHER - Amount of any revenue (or projected revenue) that is not in-kind or Decentralization funds.
- GRANT - Provide a breakdown of how your DEC grant funds will be used. Funds from other grant programs should be listed in the “OTHER” category.
- SOURCE/EXPLANATION - Use this section to provide details and specifics on monetary breakdowns.
TO APPLY:
Go to the Community Project Support Application online at: greenearts.org/upcoming-grants

DEADLINE: September 30th 2019 @ 5:00PM
Extended to October 7th, 2019, 5pm
Review deadline: September 13th @ 11AM
Meeting deadline: September 6th
RETURNING APPLICANTS, PLEASE NOTE: use the same SmarterSelect account that you used last year!
This allows us to keep track of your grant history, while allowing you to view/download/print all materials you’ve submitted from 2019 forward.

APPLICATION CHECKLIST

☐ Signed Application.

☐ Budget sheet (you are required to use the Budget Form provided at greenearts.org/upcoming-grants).

☐ Brief resumes/bios of principal administrator(s) and artistic personnel.

☐ List of Board of Directors and Staff (of applicant, fiscal sponsor, or community partner)

☐ Artist Work Samples. (Required, Max of 5MB per file)

☐ PROOF OF NON-PROFIT STATUS: Must provide one of the following:
   1. An IRS letter of tax-exempt status via 501(c)(3).
   2. A copy of organization’s latest receipt from the Department of State Offices of Charities Registration, section 172 of the Executive Law.
   3. A copy of the Charter issued by the Board of Regents of the State of New York under Section 216 of the Education Law.
   4. 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.

If you are applying with a community partner:

☐ Minimum of 1 recommendation letter from a local individual or organization who has a professional relationship with the applicant.

☐ Letter of Commitment (provided on the website) must outline in detail the nature of the partnership including contributions and responsibilities of the partner organization.

☐ Proof of Applicant’s residency (i.e.: tax document, utility bill, Driver’s or non-drivers ID with physical address, etc. PO Boxes are only valid if the same address is listed on official proof of nonprofit status.)
APPEALS PROCESS

In the event your program is not funded, or partially funded, the below guidelines are set in place to ensure a fair and equal opportunity to all.

Applicants should first consult with the Grant Coordinator to review the considerations that went into the panel decision. If, after consultation, the applicant wishes to pursue an appeal, the applicant must do so in writing with all material supporting the appeal, to Marline A. Martin Executive Director of Greene County Council on the Arts. The Executive Director must receive the written appeal via email within ten (10) calendar days from the issue date of the denial notice. The applicant will receive a written response and the appeal will be assigned to a different panel who will meet to examine the grounds for appeal. The new panel will provide a recommendation to the Council’s Board of Directors for final approval.

THE ONLY GROUNDS FOR AN APPEAL ARE:
1. Non-presentation of application information by staff or panelist.
2. Misrepresentation of application information by staff or panelist.
3. Improper procedure by staff or panelist.

NOTE: DISSATISFACTION WITH THE AMOUNT OF SUPPORT OR A RECOMMENDATION OF “NO FUNDING” CANNOT BE USED AS THE BASIS FOR AN APPEAL. Failure to meet any deadlines in the appeals process results in the loss of the right to appeal.

Looking Ahead

The following is required of funded applicants:

- **Promotion & Credit** – Artist(s) or cultural organization must document and publicize the project activities in and out of school crediting the Decentralization program (listed on your contract).
- **Scheduling** – Applicants must notify GCCA of any scheduling changes to facilitate auditing by staff or panelists; this may require a Revised Program and Budget Form.
- **Final Report** – Applicant of record must submit all final report materials no later than 30 days after project completion (form available at greenearts.org) or by January 15th, 2020, if project has not been completed by December 17th, 2019.
DEC Timeline/Dates to know

March – GCCA applies to NYSCA for Decentralization funds.

June – Applications and related materials are available online for review immediately after NYSCA approval. Grant Coordinators are available for individual meetings. The DEC Award Ceremony for the current year is held.

July – Applications open online. Grant Coordinators are available for draft review. GCCA begins holding grant seminars, attendance for which is required for ALL applicants (new and returning).

August – Seminars completed

September – Deadline for draft review (September 14th) and final submission deadline (September 30th) for all applicants. Grant Coordinators begin assembling panels.

October – Grant Coordinators begin holding panels.

December – Once all panels are completed, the GCCA Board approves funding recommendations. DEC project period ends December 31st.

January – Once the GCCA board approves funding recommendations, notifications are sent and the awardees are announced publicly. After the appeals period ends, contracts are sent and must be returned within 30 days of the issue date. Checks are sent once GCCA receives ALL signed contracts and W9s, and grant monies from NYSCA (funds will not be released until all three of these things have happened). DEC project period begins January 1st.

February – Panel feedback is available upon request for applicants to review.
<table>
<thead>
<tr>
<th>Source/Explanation</th>
<th>Income</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL</strong></td>
<td>2650</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Support from local businesses</td>
<td>950</td>
<td>500</td>
</tr>
<tr>
<td>Ticket Sales</td>
<td>300</td>
<td>100</td>
</tr>
<tr>
<td>Stewart’s Shop Grant</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>GCCA Grant</td>
<td>1200</td>
<td>400</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>200</td>
</tr>
</tbody>
</table>

**Amount Funded May Not Exceed 75% of Total Cost.**

- **Grant Percentage:** 35.82%

<table>
<thead>
<tr>
<th>Source/Explanation</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL</strong></td>
<td>1450 1200</td>
</tr>
<tr>
<td></td>
<td>500 200</td>
</tr>
<tr>
<td></td>
<td>200 50</td>
</tr>
<tr>
<td></td>
<td>50 300</td>
</tr>
<tr>
<td></td>
<td>100 200</td>
</tr>
<tr>
<td></td>
<td>600 400</td>
</tr>
<tr>
<td></td>
<td>400 200</td>
</tr>
<tr>
<td></td>
<td>200 200</td>
</tr>
<tr>
<td></td>
<td>200 500</td>
</tr>
<tr>
<td></td>
<td>1200 300</td>
</tr>
</tbody>
</table>

**Funding Sources:**

- Sample Budget