Individual Artist
Guidelines and Application 2020
For Greene, Columbia, and Schoharie Counties

The Community Arts Grants Fund is administered by 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 Greene, Columbia, and Schoharie Counties.

The Individual Artist Grant will award an artist in each county a grant in the amount of $2,500. 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 during the artist’s creative process. These grants are not artist fellowships but are intended to support original works by creative artists interested in working within a community setting, therefore the project must engage a segment of the community through a public program. “Community” can be defined as geographic, racial, ethnic, or philosophical. Finished projects may contain an (optional) presentation component.

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

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 are encouraged for Individual Artist applicants.

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

Applicants MUST meet ALL of the following criteria

☐ Resident of Greene, Columbia, or Schoharie 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 2020 and the county of the applicant’s residence.
☐ Applicants should be at a mature stage of their expression and technically proficient.
☐ Applicant must not have been awarded a DEC Individual Artist grant in the past 3 years.
☐ 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. Some examples of this type of interaction are interviews with a segment of the community, creation of parallel work by a community group, stories and anecdotes collected from a community group that relate to the concept or content of the project, or public program such as a performance or exhibition.
☐ There MUST be some type of tangible finished work at the end of the grant period such as finished poems, photographs, video, CD, etc. The finished work may also be presented in the form of an exhibition, performance, etc. but this is optional.
☐ 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.
☐ Any past grantees MUST have completed prior years final reports.
☐ Note: Applicants, or an applicant’s partner organizations who have applied directly to New York State Council on the Arts in 2019 for 2020 funds are ineligible to apply.**

INELIGIBLE:

- Capital expenditures
- Scholarships or fellowships
- Projects that are mainly recreational, rehabilitative or therapeutic
- Operating expenses of privately owned owned facilities (e.g. homes and studios)
- Entertainment costs (e.g. theater parties, receptions, etc.)
- Any debt whatsoever
- Any activity paying children (under 18 years of age)
- Student projects

** - 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

**REVIEW CRITERIA**

A diverse panel of visual, performing, and/or literary artists will review applications. Panel is drawn from Columbia, Greene, and Schoharie Counties and 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. The Panel will examine each application and accompanying materials, and will recommend funding based upon the following criteria:

<table>
<thead>
<tr>
<th><strong>Artistic Merit</strong></th>
<th><strong>Innovation</strong></th>
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<tr>
<td>• Quality of artistic samples and credentials of artists/producers involved</td>
<td>• Cultural diversity in programming</td>
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<tr>
<td><strong>Community</strong></td>
<td>• Diversity of arts experience</td>
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<tr>
<td>• Service to underserved geographic areas and persons</td>
<td>• Community outreach</td>
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<tr>
<td>• Cooperation with local artists and organizations</td>
<td>• Non-duplication of comparable existing services or programs</td>
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<tr>
<td>• Consideration of community needs and interests (see coordinator for specific local funding priorities)</td>
<td><strong>Administration</strong></td>
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<tr>
<td>• Free or low cost programming</td>
<td>• Record of programmatic success</td>
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**Administration**

• Reasonable estimate of expenses.
• In-kind support and cash contributed
• Capacity to conduct the project
• Clearly defined objectives.
BUDGET GUIDE
Use the provided Budget Sheet to outline and organize your project’s expenses and projected income (see sample attached). Round off all numbers to the nearest dollar. Enter all expenses and income directly related to your proposed project. Please note, you MUST use the budget sheet provided.

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.

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, gaming, or circuses (excluding circus arts; ask your coordinator for more information).
□ 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
TO APPLY:
Go to the Individual Artist Application online at: greenearts.org/upcoming-grants

DEADLINE: September 30th 2019 @ 5:00PM
Extended to October 7th, 2019, 5:00pm
Review deadline: September 13th @ 11AM
Meeting deadline: September 6th**

**All Individual Artist applicants are encouraged to meet with their Grant Coordinator well before submitting their grant. 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
The quality, clarity, and completeness of your application and support materials are criteria in the review panel’s determination of awards.

☐ Signed Application.
☐ Project Budget.
☐ Proof of County residency (Greene, Columbia, or Schoharie) (i.e. tax document, utility bill, driver’s or non-driver’s license, etc. No PO Boxes.)
☐ Artistic Resume and/or Bio.
☐ Letter of commitment (provided on the website) from venue if project involves or is dependent upon a particular space/setting.
☐ Work Samples (required, max of 5MB per file)
  □ Video, Sound, Readings: Max of 3 minutes, submitted as an MP3 file or up to three links
  □ Writing: Max of 2 pages, 12 point font
  □ Visual Arts: Max of 10 images

APPEALS PROCESS
In the event your program is not funded, or funded partially, 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 within ten (10) calendar days from the issue date of the denial. 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 the 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.

Your Grant Coordinators:

Greene & Columbia Counties  
Margaret Uhalde  
margaret@greenearts.org  
(518) 943-3400

Schoharie County  
Dennis Shaw  
schohariegrants@gmail.com

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.

May – GCCA begins holding grant seminars, attendance for which is required for ALL applicants (new and returning).

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.

August – Seminars end

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. Panel feedback is available upon request for applicants to review.

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<th>Source/Explanation</th>
<th>Income</th>
<th>TOTAL</th>
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**Grants Funded May Not Exceed 75% of Total Cost.**

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<tr>
<th>Source/Explanation</th>
<th>Grant Percentage: 35.82%</th>
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<tr>
<td></td>
<td>3300 700 1450 1200</td>
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**PROJECT TITLE:** Sample Budget

**PROJECT BUDGET SHEET**