



CREATE Council on the Arts

398 Main Street, P.O. Box 463, Catskill, NY 12414

518-943-3400 | info@createcouncil.org | www.createcouncil.org

COMMUNITY ARTS GRANTS

2023 Guidelines for Greene, Columbia & Schoharie Counties

DEADLINE: Thursday December 15, 2022, 11:59pm

The Community Arts Grants Fund is administered by **CREATE** Council on the Arts. Through a competitive process, this fund will regrant public monies from the New York State Council on the Arts (NYSCA) Statewide Community Regrant Program (SCR) to eligible individual artists and organizations legally residing in Columbia, Greene, and Schoharie Counties. Grants up to \$5,000 are awarded annually in three areas: **Community Projects**, **Individual Artists**, and **Arts Education** projects. Nonprofit organizations and individual artists are eligible to submit proposals in multiple areas, totaling no more than \$5,000.

Funding Areas:

Community Projects (\$450-\$5,000)

Individual Artist (\$2,500)

Arts Education (\$450-\$3,000)

CREATE SCR Grants - Overview

The New York State Council on the Arts (NYSCA) has invited **CREATE** Council on the Arts to administer Grants in Columbia, Greene and Schoharie Counties as part of its Statewide Community Regrant Program (SCR). NYSCA's SCR grant program is a statewide effort providing local support for widespread participation in community arts and arts programming.

ELIGIBILITY CRITERIA

*Applicants **MUST** meet ALL the following criteria— **Please also refer to additional criteria and eligibility requirements found in each category.***

- Applicant must be a legally established Columbia, Greene or Schoharie County based not-for-profit organization or individual/collective with a nonprofit 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 the applicant's respective county.
- Projects **MUST** be open to the public.
- The applicant's programs or projects **MUST** take place in their respective county during 2023.
- Project **MUST NOT** duplicate existing programs in the same area.

- The applicant’s programming, administrative practice and Board membership (where applicable) does not discriminate based on race, ethnicity, class, color, sexuality, gender, gender expression, religion, age, nationality, disability, marital status, or military status, in any of their activities or operations.
- Applicant may not receive more than \$5,000 in SCR grants per fiscal year.
- New AND returning applicants MUST watch CREATE’s Grant Info Videos available on the website. In-person and virtual Q&A sessions will be held for each county. 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 and NOT currently enrolled in a full-time undergraduate degree program.

INELIGIBLE TO APPLY

- Projects with Direct applicants, or partner organizations who have applied directly to New York State Council on the Arts (NYSCA) in 2022 for 2023 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 community partners that apply directly to NYSCA are ineligible to apply. NYSCA grantees may not serve as fiscal sponsor or community partner for an SCR applicant.

A NYSCA grantee may offer their venue gratis to a SCR funded project, and the SCR 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 SCR program (i.e. ticket sales, donations, etc.)

The program must not be advertised as part of the NYSCA grantees season/programming

Notes for NYSCA Applicants:

- Organizations that have applied directly to the New York State Council on the Arts (NYSCA) for funding for the fiscal year 2022 are **NOT** eligible to apply to the SCR Community Arts Grants.
- NYSCA applicants may not apply for SCR Community Arts Grants whether they were awarded by NYSCA or not.
- NYSCA applicants also may not benefit from ticket sales or revenue from a SCR project.
- NYSCA applicants may not serve as a fiscal sponsor or community partner for SCR applicant(s).

COMMUNITY PROJECT GUIDELINES

Awards range from \$450- \$5,000. Community Project Grants are available to not-for-profit organizations legally registered in Columbia, Greene or Schoharie County, and collectives or individuals in partnership with a nonprofit through a fiscal sponsorship or community partnership. Community Project 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. Projects must be promoted and remain available to the general public for participation.

Note: If you are not a nonprofit, you **MUST** apply with a Fiscal Sponsor or a Community Partner. If you have a Fiscal Sponsor, they must issue you a 1099, and if you have a Community Partner you will be issued a 1099 from **CREATE** Council on the Arts.

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.

- **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; 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
- Consumable materials and expendable equipment cannot exceed \$1000 of the budget. (materials, expendable equipment, technology expenses, preparation/planning and training.)

FUNDING CANNOT SUPPORT:

- 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, 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

APPLICATION MATERIALS

- Signed Application on Smarter Select.
- Budget sheet (you are required to use the Budget Form provided at createcouncil.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 NONPROFIT 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 or a Fiscal Sponsor:

- Partner must be a nonprofit.
- 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) signed by the Partner School or Community Partner and Applicant. Letter must outline the Partner’s support of the project (monetarily and otherwise) and include anticipated roles and responsibilities for each party involved. The partnership letter should be on the partner(s) letterhead and signed by the principal or director.
- 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.)

Individual Artist Guidelines

Individual Artists Grants may be offered in the amount of \$2,500. The *primary goal* of this support is to significantly advance the work of the artist and their engagements with their community. 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.

Recipients in the past three years are ineligible to apply.

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 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:

- **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.

ELIGIBILITY CRITERIA: Specifics for Individual Artists

- The artistic project **MUST** take place within the calendar year of 2023 and the county of the applicant's residence.
- Applicant must not have been awarded an 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.

INELIGIBLE

- Capital expenditures
- Scholarships or fellowships
- Projects that are mainly recreational, rehabilitative or therapeutic
- Operating expenses of privately 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

APPLICATION MATERIALS

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

ARTS EDUCATION GUIDELINES

In-School, After School, and Community Based Learning for Youth and Elders, Awards range from \$450- \$3,000. The applicant of record for this program must be an individual teaching artist, collective, or a nonprofit organization. All projects must be carried out in partnership with a public school or in partnership with a community-based organization. Funding decisions are based on the criteria and funding priorities as they are outlined in these application materials. ***Schools may NOT apply directly for Arts Education funding.***

REVIEW CRITERIA

- **General Criteria** – Quality of expertise and appropriateness of artists; desired participant outcomes; thoroughness of proposed budget.
- **In School Additional Criteria** – Degree to which the project will support New York State Learning Standards and enhance learning in the arts; Project takes place during regular school hours; Clarity, appropriateness, and feasibility of evaluation plans; clarity and appropriateness of educational and artistic goals; degree to which teachers will participate in project planning and implementation; project does not appear to replace the role of a certified K-12 School Teacher.

ELIGIBILITY CRITERIA: Specifics for Art Education

- **Schools may not directly apply for funding.**
- Minimum of THREE sequential, skill-based learning sessions incorporating one or more art forms, with the same core group of students/participants (this applies to ALL categories of Arts Education funding) that occur within the county.
- Hands-on, participatory creation and/or learning.
- Stated learning goals, methodologies and outcomes.
- A means of programmatic evaluation.
- In-depth, age and skills appropriate learning opportunities.
- Funds should primarily be directed toward artist fees, but may include administrative support, cost of materials, and support for participant scholarships.
- Consumable materials and expendable equipment cannot exceed \$1000 of the budget. (materials, expendable equipment, technology expenses, preparation/planning and training.)

This program does not fund:

- Projects involving home schools, private or parochial schools.
- Stand-alone assembly programs, single performances, or one-time visits to cultural institutions.
- Out of county field trips.
- Programs for which selected K-12 students are taken out of regular classes or are self-selected for participation.

- College-level courses, contests, or student performing groups.
- Direct NYSCA applicants are ineligible for an Arts Education Partnership grant in the same year.*
- Past grantees who have failed to submit required final reports to the Grant Coordinator.

APPLICATION MATERIALS

- Signed Application.
- Budget sheet (you are required to use the Budget Form provided at createcouncil.org/upcoming-grants).
- Resumes of relevant artists and professionals that show evidence of artistic and teaching qualifications.
- Support Materials: (Required, max of 5MB per file)
 - **Video, Sound, Readings:** Max of 3 minutes. May be submitted as an MP3 file or up to three links.
 - **Writing:** Max of 2 pages, 12 point font. Sample must be scanned as part of your SINGLE PDF attachment.
 - **Visual Arts:** Max of 10 images. Images must be scanned as part of your SINGLE PDF attachment.
- Proof of not-for-profit status (one of the following):
 - U.S Internal Revenue Service 501(c)3
 - NYS Not for Profit Corporation (Charter from Board of Regents S.206).
 - NYS Charities Registration (Article 7A)
 - Certificate of Incorporation under S.402 of the NYS Not-for-Profit Law.
 - Unit of Local Government
- List of Board of Directors (include names, phone numbers and officer designations).
- For applicants with a Community Partner:**
 Letter of Commitment (provided on the website) signed by the Partner School or Community Partner and Applicant. Letter must outline the Partner's support of the project (monetarily and otherwise) and include anticipated roles and responsibilities for each party involved. The partnership letter should be on the partner(s) letterhead and signed by the principal or director.

HOW TO APPLY

All materials must be submitted by Thursday, **December 15, 11:59pm, 2022** online at <https://app.smarterselect.com/login>. If you need access to a computer or assistance in completing the online application, contact grantsmanager@createcouncil.org in advance of the application deadline.

APPLICATION STEPS:

- Read this entire document and the online application. Resources, links and how-to's can be found on the **CREATE** website, createcouncil.org.
- Attend a Required Grant Seminar, scheduled below.
- Prepare budget form, supplemental materials, and work samples. These documents must have digital versions to be submitted online. If you have difficulties, contact grantsmanager@createcouncil.org for assistance.
- Complete and submit the online application form. Save unfinished applications before exiting out of Smarter Select. **REMEMBER TO PRESS SUBMIT: Applications are not complete until submitted.**

SCR Grants Coordinator
Adriana Tampasis grantsmanager@createcouncil.org
(518) 943-3400

GRANT SEMINAR VIDEO (VIEWING REQUIRED) and Q&A SESSIONS:

ALL applicants must view the Grant Seminar Video to increase chances of a competitive proposal and keep current with new guidelines. The seminar overviews each grant program, application process, and tips on how to create a competitive application. 2023 Q&A Sessions will be held in-person and online.

Visit <https://www.createcouncil.org/community-arts-grants/> for updates and Zoom links to attend. If you are unable to attend a grant seminar, one-on-one phone meetings can be made on a case-by-case, limited basis.

October : TBA, COLUMBIA COUNTY
October: TBA, GREENE COUNTY
October: TBA, SCHOHARIE COUNTY
October: TBA, ONLINE
October: TBA, ONLINE
November: TBA, COLUMBIA COUNTY
November: TBA, GREENE COUNTY
November: TBA, SCHOHARIE COUNTY
November: ONLINE
November: ONLINE

TECHNICAL ASSISTANCE

Applicants may arrange to meet with a Grant Coordinator in person or on the phone in order to review applications or to answer specific questions about the SCR Grants up to two weeks prior to the application deadline. These meetings are not meant to review the guidelines. Please review the guidelines and attend a Grant Q&A Session.

BUDGET GUIDE

Use the provided Budget Sheet to outline and organize your project's expenses and projected income (see attached sample). Enter all expenses and income directly related to your proposed project. Consolidate your budget items into the 10 line items available on the Budget Sheet. There are formulas set up in this template which will calculate totals in your budget, as well as the percentage that the SCR grant is proposed to cover. **Do not submit your organization's entire operational budget. You are required to use the budget sheet provided to you.**

***Note: There is no longer a funding match requirement. SCR funds may cover the entirety of the project budget.

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 SCR funds.
- ✓ **GRANT** - Provide a breakdown of how your SCR 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.

FISCAL SPONSORSHIP VS. COMMUNITY PARTNERSHIP

Fiscal Sponsorship: Out-of-county organizations as well as individual artists or collectives may apply for funds through a Fiscal Sponsor (who will accept award funds for the applicant). 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 legally 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 SCR 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.
- The sponsored applicant is limited to three requests in any combination of categories totaling no more than \$5000 per SCR site.
- NYSCA applicants may not serve as a fiscal sponsor for a SCR applicant
- A school may not serve as a fiscal sponsor for a SCR applicant

Community Partnership: Out-of-county organizations as well as individual artists or collectives may apply directly for SCR funds if working in partnership with a community-based nonprofit organization that meets the above listed criteria for the Community Arts Category or a public school for the Arts Education Category. 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

Timeline/Dates to know

August – CREATE applies to NYSCA for SCR funds.

September – Applications and related materials are available online for review immediately after NYSCA approval. Grant Coordinators are available for individual meetings. **CREATE** Grant Info Videos available to watch online (mandatory for applicants).

October-November – Optional but suggested Q&A sessions held in-person in each county (MUST watch mandatory Grant Info Videos prior to attending).

December 15, 2021 – Submission Deadline

January- December – 2023 SCR Project Period.

January – Peer Review Panels held.

January – CREATE Board approves funding recommendations.

February – Award notifications sent and announced publicly (unawarded applicants may appeal decisions within 10 days of notice). Contracts are sent and must be returned within 30 days of the issue date. Checks are sent once **CREATE** receives ALL signed contracts and W9s, and grant monies from NYSCA (funds will not be released until all three of these things have happened). SCR project period begins January 1st.

Spring – Award Ceremony held TBD.

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 **SCR** program (listed on your contract).
- Scheduling** – Applicants must notify **CREATE** 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 createcouncil.org) or by January 15th, 2023, if the project has not been completed by December 15th, 2022.