



DECENTRALIZATION PROGRAM | GUIDELINES 2019

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PURPOSE

THE CNY ARTS DECENTRALIZATION PROGRAM ONLY FUNDS PROJECTS TAKING PLACE IN CORTLAND, HERKIMER, MADISON, ONEIDA, ONONDAGA, OR OSWEGO COUNTY.

The [New York State Council on the Arts](http://www.nyca.org) (NYSCA) founded the Decentralization Program (DEC) in 1977, to ensure New York State’s cultural funding reached every part of the State. The program is funded statewide – in all 62 counties, and funds are regranted by local arts agencies such as CNY Arts, through a transparent and competitive peer panel funding process. The goal is to make state arts support available to geographically, economically, and ethnically diverse segments of the state’s population.

PROCESS

Awards are based on a **competitive** peer panel review process. A panel comprised of artists, arts administrators, and community leaders review each project on the basis of its own merits and against others in the application pool. Limited funds are available and priority will be given to applications that meet the specific program criteria published within these guidelines. The panel’s funding recommendations are submitted to the CNY Arts Board of Directors for approval.

Panelists evaluate and rate all applications submitted to CNY Arts, and must be residents or work in Cortland, Herkimer, Madison, Oneida, Onondaga, or Oswego counties. Panelists are appointed by the CNY Arts Board of

Directors. Panelists are selected June through September to serve in the fall of 2018. Panelists are paid a \$50 stipend to participate. Panelists cannot serve more than three consecutive years. To nominate an individual or yourself to serve on a review panel, complete this [nomination form](#).

PROGRAM GOALS AND PRIORITIES

DEC grants are designed to support the capacity of individual artists, collectives, and small nonprofit organizations to develop high quality local arts projects and programming and to contribute to Central New York and Mohawk Valley communities by providing opportunities for the public to experience and engage with the arts. Emphasis is placed on the demonstrated quality and artistic merit of proposed projects, thoughtful project planning, and the depth and authenticity of audience participation with clear plans to reach the public.

Program Priorities are specific for each program. Please consult the program guidelines to find priorities.

APPLICANT ELIGIBILITY

Please note that applicant eligibility can vary slightly from program to program.

ELIGIBLE APPLICANTS

- Must be located in Cortland, Herkimer, Madison, Oneida, Onondaga, or Oswego county
- Must have a permanent address in the same county the project is taking place
- Nonprofit organizations, NYS incorporated nonprofits, agencies of local government (not New York State agencies)
- Individual artists, groups or collectives, unincorporated entities with an eligible [Fiscal Sponsor or Community Based Partner](#) in the same county the project will take place (see specific program guidelines)

INELIGIBLE APPLICANTS

- Public, private, or parochial secondary and elementary schools and districts
- Departments or agencies of New York State (this includes BOCES and SUNY Schools)
- Applicants with outstanding final reports or open contracts from CNY Arts grants
- Applicants outside of the county in which the grant project is taking place without a fiscal sponsor
- Organizations or Individuals that have applied directly to the [New York State Council on the Arts](#) for the 2019 grant cycle, regardless of funding status. This includes NYSCA [REDC](#) and the [A.R.T./New York Creative Opportunity Fund](#). These organizations may not serve as fiscal sponsors or community partners. Here is a complete [list](#).

ELIGIBLE EXPENSES

Remember this is a *project support* grant program, all expenses should be related to supporting a specific project:

- Artist fees for performing, teaching, or providing services
- Marketing/publicity costs
- Project-related administrative expenses
- Expendable, project-related supplies and materials
- Project-related travel expenses (no out-of-state travel)
- Project-related rental of space and equipment
- Project-related technical fees

INELIGIBLE EXPENSES

Funding will not be provided for the items listed below. By including ineligible expenses in your budget or narrative, you may disqualify your entire application from being considered. If you have questions about expenses, just ask!

- General operating expenses
- Any activity that takes place outside of the county where the applicant is registered
- Operating expenses of privately owned facilities
- Events that take place in private homes or studios
- Purchase of permanent equipment
- Capital improvements or building construction/development
- Acquisition of works of art
- Cash prizes, scholarships, fellowships, awards to students
- Regrants by applicants to fund other activities
- Juried shows and competitions
- Camps, clubs or activities restricted to the general public (exception Arts Education)
- Food/drink or hospitality related costs
- Galas, benefits, receptions, parties or fundraising events
- Activities that raise funds for another organization, individual or cause
- Entertainment such as balloons, clowns, magicians, "sip and paint"
- Creation of textbooks or classroom materials
- Programs in which children are used as professional artists (paid a fee)
- Projects that are recreational, therapeutic, rehabilitative, or religious in nature including at-risk/social service programs when the purpose is primarily for rehabilitation, therapy or worship
- Lobbying and advocacy-related expenses
- Projects that involve payment(s) to direct NYSCA applicants (please see [list](#)). Direct NYSCA applicants must NOT:
 - handle box office or ticketing
 - profit from the DEC program (ticket sales, donations, etc.),
 - include DEC funded programs as part of their season/programming.

FUNDING LEVELS

An applicant may request up to \$5000 through no more than three separate proposals in any Decentralization grant cycle. Specific request amounts may vary from program to program.

APPLICATION INSTRUCTIONS

Applications must be completed and submitted online through **Submittable** via cnyarts.submittable.com. For assistance, please reference the Submittable Users Guide or register for a Submittable Webinar or Seminar.

APPLICATION INSTRUCTIONS CONTINUED

You will receive an email confirmation shortly after submittal. If you do not receive one, your application has NOT been successfully received and will not be considered for funding.

We strongly recommend that you view the Online Application Form and instructions in advance and maintain a backup copy of your responses in a separate document off line. Once you have submitted the form you will not be able to make changes or resubmit.

REQUIRED APPLICATION SEMINARS & WEBINARS

All prospective applicants are strongly encouraged to attend CNY Arts informational sessions. Application seminars and webinars are free and open to the public from August through October 2018. Seminars provide a deeper understanding of the CNY Arts guidelines, how to prepare an application, and a Q&A with former panelists.

First time applicants, and applicants that did not attend a seminar or webinar in 2017 for the 2018 cycle are **REQUIRED** to attend an application seminar or participate in an application webinar. Grants consultations may be scheduled in place of the seminar/webinar.

CNY ARTS TIMELINE

CNY Arts accepts 2019 applications (August 15 - November 3, 2018)

CNY Arts Grant Informational Seminars / Webinars (August 15 - October 2018)

Funding Panels Meet to Review Applications (November - December, 2018)

CNY Arts Board Approves Panel Recommendations (December 2018)

Grant Awards Announced (End of December 2018)

Contracts Distributed (Early January 2019)

2019 Funded Projects Begin (January 1 - December 31, 2019)

NYSCA Funding Arrives & Disbursed (*typically* January - July 2019)

CNY Arts Awards Ceremony (April/May 2019) dependent on receipt of NYSCA funds

Final Reports Due (30 days after last event)

(January 31, 2019 - January 30, 2020)

DEADLINES

All applications must be completed and submitted in their entirety by the deadlines listed below. Applications that do not have a **Received** status by the deadline will not go to panel. **No exceptions can be made whatsoever.**

Program	Application Deadline
Individual Artist Commission (IA)*	Wednesday, November 7, 2018 by 11:59 PM
Community Arts Grant (CA)*	Wednesday, November 7, 2018 by 11:59 PM
Arts Education Grant (AE)*	Wednesday, November 7, 2018 by 11:59 PM

*Please note that the deadline for questions about programs will be answered up until **4:00 PM** on Wednesday, November 7, 2018. Questions, emails or calls received after 4:00 PM will not be addressed.



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COMMUNITY ARTS | PROGRAM GUIDELINES 2019

Supporting accessible arts projects that enhance the cultural climate in our neighborhoods and communities

APPLICATION DEADLINE: Wednesday, November 7, 2018 by 11:59 PM

WHO MAY APPLY: Nonprofit organizations, individual artists with an eligible [fiscal sponsor or community based partner](#). Also see [Applicant Eligibility](#).

AWARD AMOUNT: \$500 - \$5000

The Community Arts Grant award will not fund more than 50% of an applicants' total expenses.

PROJECT PERIOD: January 1 – December 31, 2019

ABOUT THE PROGRAM

The CNY Arts Community Arts Program provides seed grants to individual artists, collectives and community nonprofit organizations for projects and activities that enable Central New York and Mohawk Valley communities to experience and engage with the performing, literary, media, and visual arts.

PROGRAM GOALS & REQUIREMENTS

The Community Arts Grant Program supports activities of individual artists, collectives, and community nonprofit organizations in their service to local residents and visitors.

EVALUATION

All grant applications are reviewed for completeness and eligibility and then sent to the respective panels. All applications are evaluated and scored according to the criteria listed below and must demonstrate a sufficient level of competency within each criteria: **Artistic Merit, Community Impact, and Feasibility** for a maximum score of 15 points.

ARTISTIC MERIT (5 points): quality of artistic samples and credentials of proposed artists or personnel; project design; audience experience

COMMUNITY IMPACT (5 points): service to under-resourced area/population; collaboration with other organizations, artists, businesses; cultural diversity in programming; consideration of community needs/interests; accessibility (financial or physical); non-duplication of comparable existing services/programs; community support/partners.

FEASIBILITY (5 points): overall clarity and thoughtfulness of project proposal; reasonable plan and capacity for implementation; realistic proposal based on personnel, budget, timeline, and stated goals; effective plan for promotion and outreach to core audience(s).

PROGRAM PRORITIES

- New or pilot projects from returning grantees
- Growth or expansion in existing projects from returning applicants or grantees
- Projects from first time applicants
- Projects from applicants that have not received consecutive funding in the past two years
- Fees or compensation paid to artists or artistic groups

COMMUNITY ARTS QUESTIONS

1. **Applicant Profile:** Submit general information including: contact information, Employer Identification Number or Social Security Number, electoral district numbers, funding history, organization overview, mission/artist statement, social media. **Fiscal sponsors** or **community partners** information, if applicable.
2. **Project Overview:** Details about your proposed project including: project venue/location, project dates, project summary, artistic discipline, audience information, participation cost, grant request/budget amount
3. **Project Narrative:** The essentials of your project such as a detailed description, timeline, audience description, community involvement and support, marketing and outreach, project evaluation, and key artistic personnel.
4. **Project Budget:** Use the budget template to list your project income sources, expenses, and in-kind contributions, specify how grant will be spent.
5. **Support Materials & Required Uploads:** Upload or provide weblinks to samples of past or current work that's representative of the project. Upload required documents as described below.
6. **Certification of Application:** verify the information in the application form

REQUIRED DOCUMENTS

- ✓ **Proof of Nonprofit Status:** you must provide **one** of the following forms*:
 - Determination Letter from the Internal Revenue Service 501(c)(3)
 - Charter by the NYS Board of Regents Under Section 216 of the NYS Education Law
 - Current NYS Bureau of Charities (office of the Attorney General) filing receipt
 - Official authorization as an arm of the local government
 - Documentation of Incorporation Under Section 402 of the NYS Not-for-Profit Corporation Law
- ✓ **Board Member Affiliation List**
- ✓ **Financial Statement** for your most recent fiscal year
- ✓ **Bio/Resume of Key Artist(s)**

FOR INDIVIDUALS PARTNERING WITH A NONPROFIT ORGANIZATION located in the County of the project activity:
Please provide the materials for that nonprofit organization **AND**

- ✓ **Letter of Support:**

FOR INDIVIDUALS FISCALLY SPONSORED BY A NONPROFIT ORGANIZATION located in the County of the project activity:

Please provide the materials for that nonprofit organization **AND**

- ✓ **Fiscal Sponsorship Agreement**

**CNY Arts will not accept a proof of nonprofit status document except those listed above. A Tax Exemption Certificate is not permissible. Without one of the acceptable forms, the application will be deemed ineligible and not go forward to panel.*



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INDIVIDUAL ARTIST | PROGRAM GUIDELINES 2019

Supporting the creation of new work with exceptional community engagement in the creative process

APPLICATION DEADLINE: Wednesday, November 7, 2018 by 11:59 PM

WHO MAY APPLY: Individuals ONLY. See [Applicant Eligibility](#) (p. 2/3)

AWARD AMOUNT: \$2500

PROJECT PERIOD: January 1 – December 31, 2019

ABOUT THE PROGRAM

The CNY Arts Individual Artist Commissions represents a “live and work” investment in local artists. These commissions support local, artist-initiated projects to create new work that demonstrates strong artistic merit in a community setting. Up to **four** Commissions may be awarded per county. The project must take place in the same county the applicant permanently resides.

PROGRAM GOALS & REQUIREMENTS

Individual Artist Commissions are intended for creative, professional artists—such as composers, choreographers, writers, and visual artists—who are originators of the work. Artists at all career stages and of are welcome to apply. Commissions are not intended for interpretive work—e.g. an dancer or actor performing an existing play or ballet.

The project must engage a segment of the community through a public program, such as an exhibition or performance that is open to the public, and/or the inclusion of community involvement in the development and creative process of the artists’ project. This can be in the form of feedback, response, interaction and/or social practice by or with community members.

All individual artist commission applicants **MUST** attend an information seminar or webinar, or meet with the CNY Arts Grants Staff.

ELIGIBLE APPLICANTS

Must be at least 18 years and permanently reside in the same county the proposed activity will take place. Applicants may not be enrolled in a full-time degree seeking program of any kind.

EVALUATION

All grant applications are reviewed for completeness and then sent to the respective panels. All applications are evaluated and scored according to the criteria listed below and must demonstrate a sufficient level of competency within each criteria: **Artistic Merit**, **Community Impact**, and **Feasibility** for a maximum score of 15 points.

ARTISTIC MERIT (5 points): sophistication of project concept and design; originality of proposed project; artistic skill, talent, and relevant experience of applicant and other involved artists; audience experience

COMMUNITY IMPACT (5 points): consideration of community needs/interests; depth of audience engagement, accessibility (financial or physical); non-duplication of comparable existing services/programs; number of people project will serve; engagement of underresourced communities, neighborhoods or groups

FEASIBILITY (5 points): overall clarity of project proposal; reasonable plan for implementation and engagement; applicant's demonstrated ability to implement project; realistic proposal based on personnel, budget and timeline; effectiveness of plan for promotion and outreach to core audience(s).

PROGRAM PRIORITIES

- Projects that engage communities that are underresourced or have limited access to the arts
- New projects that have not previously received funding
- Projects that demonstrate artistic excellence

INDIVIDUAL ARTIST QUESTIONS

1. **Applicant Profile:** Submit general information including: artist information, contact information, Social Security Number, electoral district numbers, funding history, artist statement, social media, seminar attendance.
2. **Project Overview:** Details about your proposed project including: project venue/location, project dates, project summary, artistic discipline, audience information, participation costs, total budget
3. **Project Narrative:** The essentials of your project such as a detailed description, timeline, audience description, community involvement and support, marketing and outreach, project evaluation, and key artistic personnel.
4. **Project Budget:** Use the budget template to list your project income sources, expenses, and in-kind contributions, specify how grant will be spent.
5. **Support Materials & Required Uploads:** Upload or provide weblinks to samples of past or current work that's representative of the proposed project. Upload required documents as described below. Applicants who only have CD or DVD recordings can submit by mail or deliver them to the CNY Arts office.
6. **Certification of Application:** verify the information in the application form

REQUIRED DOCUMENTS

- ✓ Resume or Curriculum Vitae for Applicant Artist(s) (maximum two pages)
- ✓ Proof of County/NYS Residency
 - This can be demonstrated through a driver's license, utility bill, tax return, etc. Proof of residency must contain the individual's name and address and be dated no earlier than 2018.
- ✓ Artistic Work Samples

Audio Work Samples -- recommended for Composers: Please upload directly into the application MP3 files that do not exceed a total of 10 minutes of original composition. The file may include as many songs as you want, but the total length must not exceed 10 minutes.

Video Work Samples -- recommended for Choreographers or Solo Performing Artists: Please upload one 10-minute video excerpt or two 5-minute video excerpts from previously completed work. Two 5-minute clips may be from two different works.

Image Work Samples -- recommended for Visual Artists: Upload up to 10 digital images

Written work samples -- recommended for Writers, Playwrights and Librettists: Upload a full script or libretto completed in the last five years. Evaluators will read the first 10-pages of the script AND an additional 10-page section that you indicate. Use the work sample description field to indicate the second section. File format: PDF (Preferred)



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ARTS EDUCATION | PROGRAM GUIDELINES 2019

Supporting teaching artists and arts educators in engaging students in rich and meaningful artistic experiences in dedicated learning environments

APPLICATION DEADLINE: Wednesday, November 7, 2018 by 11:59 PM

WHO MAY APPLY: Nonprofit organizations or individual artists partnering with eligible public schools. Also see [Applicant Eligibility](#) (p. 2).

AWARD AMOUNT: \$500 - \$5000

The Arts Education Grant award will not fund more than 75% of an applicant's total cash expenses.

PROJECT PERIOD: January 1 – December 31, 2019

ABOUT THE PROGRAM

The Arts Education Program (formerly known as ArtStart) values the depth and quality of the creative process through which participants learn through or about the arts. Projects must focus on the exploration of art and the artistic process. Arts Education grants strive to build the capacity of local teaching artists and nonprofit organizations while providing students with high-quality artistic learning experiences. Two distinct funding strands are offered:

K-12 IN-SCHOOL PROJECTS

Designed to support arts education projects in K-12 school settings and partnerships between arts providers and public schools. Inter-curricular collaboration for in-school projects is encouraged but not required.

REQUIREMENTS

- Sequential, skill-based study, and participatory arts projects that incorporate one or more art forms
- A minimum of **three (3)** contact sessions with the same teaching artist(s) and core group of students on separate days
- Projects must include a draft lesson plan with stated learning goals, methodologies, outcomes, and means for evaluation
- Learning opportunities must be in-depth, age and skill appropriate
- A letter of commitment or support from the partnering public school's superintendent. This letter must outline the partner(s) support of the project and anticipated roles and responsibilities
- Applicants and/or teaching artists cannot be current employees or on the payroll of the school district

ELIGIBLE APPLICANTS

There are three types of applicants who may apply for the Arts Education K-12 In-School Grant:

Nonprofit Organization

An eligible nonprofit organization with a permanent address in the same county as the public school may apply for funds. A letter of support from the public school is required.

Individual Partnering with the Public School

Individual artists or unincorporated entities may apply directly to this program by partnering with the school. The applicant artist must reside in the same county as the partnering school. If awarded, funds will be disbursed to the individual directly.

Fiscal Sponsor

For individuals or groups that do not reside in the same county as the partnering school, an eligible nonprofit organization with a permanent address in the same county of the project activity, may agree to receive funds for the project and pass them on to the individual. A fiscal sponsorship letter from the sponsoring organization is required in the application. If awarded, funds will be disbursed to the fiscal sponsor to be passed on to the Individual Artist.

COMMUNITY-BASED LEARNING PROJECTS

Designed to support arts education projects in community-based settings for a discrete group of learners that are open and accessible for public registration and participation.

REQUIREMENTS

- Sequential, skill-based study, and participatory arts projects that incorporate one or more art forms
- A minimum of **three (3)** contact sessions with the same teaching artist(s) and core group of students on separate days
- Projects must include a draft lesson plan with stated learning goals, methodologies, outcomes, and means for evaluation
- Learning opportunities must be in-depth, age and skill appropriate
- Activities must be open and accessible for public participation
- A letter of commitment or support from the nonprofit or teaching artist. This letter must outline the teaching artist(s) and organization's roles and responsibilities for the project.

ELIGIBLE APPLICANTS

There are two types of applicants who may apply for the Arts Education Community Based Learning Grant:

Nonprofit Organization

An eligible nonprofit organization with a permanent address in the same county the project will take place may apply directly for funds. A letter of support from the teaching artist is required.

Individual Partnering an Eligible Nonprofit Organization

Individual artists or unincorporated entities may apply directly to this program by partnering with an eligible nonprofit organization. The applicant artist must reside in the same county as the partnering organization. If awarded, funds will be disbursed to the individual directly.

A fiscal sponsorship option may be negotiated on a case by case basis. Please have this approved by the Grants Director.

EVALUATION

All grant applications are reviewed for completeness and then sent to the respective panels. All applications are evaluated and scored according to the criteria listed below and must demonstrate a sufficient level of competency within each criteria: **Artistic Merit**, **Project Impact**, and **Feasibility** for a maximum score of 15 points.

ARTISTIC MERIT (5 points) The artistic quality of the artist's work and the proposed project, based on samples of past work submitted. Degree to which the project provides rich artistic learning experiences; clarity and appropriateness of the artistic goals and expected outcomes in relation to the proposed project activities and ages served; relevant expertise or background of the proposed artist(s) and teacher(s) involved

PROJECT IMPACT (5 points) If this is the creation of a new program, fosters emerging arts disciplines or increases opportunities for local artists; fulfills a cultural need or otherwise unmet need in terms of artistic discipline, geography or community engaged; increases access to the arts or reaches a broad and diverse audience; demonstration of school or community interest and level of support (financial and/or other resources) in the project; depth of interaction/contact time between core group and students, teacher(s), and artist(s); strong and comprehensive evaluation mechanisms or plans to assess student learning

FEASIBILITY (5 points) The project demonstrates clearly defined objectives and ability to meet them; a realistic and achievable timeline and budget; capable artistic and administrative staff, competent financial management; overall clarity of project proposal; reasonable plan for implementation; applicant's demonstrated ability to implement project; effectiveness of plan for promotion and outreach to core audience(s)

PROGRAM PRIORITIES

- New programs or projects that have not previously received funding
- Applicants that have applied and not received funding consecutively in the past two years
- K-12 In-School Arts Education projects

ARTS EDUCATION QUESTIONS

1. **Applicant Profile:** Submit general information including: contact information, Employer Identification Number or Social Security Number, electoral district numbers, funding history, organization overview, mission/artist statement, social media. **Fiscal sponsors** or **community partners** information, if applicable.
2. **School District / Educational Partner Information:** school contact information, address, electoral districts, funding history, social media
3. **Project Overview:** Details about your proposed project including: project summary, project dates, audience information such as: grades involved, contact sessions, and beneficiaries, artistic discipline, request/budget
4. **Project Narrative:** The essentials of your project such as a detailed description, timeline, learning goals and evaluation, and key artistic/administrative personnel
5. **Project Budget:** Use the budget template to list your project income sources, expenses, and in-kind contributions, specify how grant will be spent.
6. **Support Materials & Required Uploads:** Upload or provide weblinks to samples of past or current work that's representative of the project. Upload required documents as described below.
7. **Certification of Application:** verify the information in the application form

REQUIRED DOCUMENTS

There are multiple ways applicants can apply to the Arts Education Program and different required documents per each applicant type:

NONPROFIT ORGANIZATIONS:

- ✓ Letter of Commitment from the Public School/Nonprofit Organization
- ✓ Proof of Nonprofit Status: you must provide **one** of the following forms:
 - Determination Letter from the Internal Revenue Service 501(c)(3)
 - Charter by the NYS Board of Regents Under Section 216 of the NYS Education Law
 - Current NYS Bureau of Charities (office of the Attorney General) filing receipt
 - Official authorization as an arm of the local government
 - Documentation of Incorporation Under Section 402 of the NYS Not-for-Profit Corporation Law
- ✓ Board Member Affiliation List
- ✓ Financial Statement for your most recently completed fiscal year
- ✓ Bio/Resume of Key Artist(s)
- ✓ Lesson Plan

FOR INDIVIDUALS PARTNERING WITH A PUBLIC SCHOOL/NONPROFIT ORGANIZATION in the same county as the project activity(ies):

- ✓ Letter of Commitment from the Public School or Partnering Nonprofit
- ✓ Lesson Plan
- ✓ Artist Proof of Address in eligible county
 - This can be demonstrated through a driver's license, utility bill, tax return, etc. Proof of residency must contain the individual's name and address and be dated no earlier than 2018.
- ✓ Bio/Resume of Key Artist(s)

GLOSSARY OF TERMS

Underserved Communities – are defined as a composition of individuals who have limited access to art programs, services or resources and may be marginalized due to geography, race, economic status, gender, gender identity, sexual orientation, age, religion, or disability.

Geographic Isolation – separation of populations by a physical barrier such as a mountain, body of water, lack of access to public transportation, roads, etc.

The term **“Community”** can often refer to a group of people with a common heritage or characteristics, whether or not living in the same place. Age alone (i.e. youth, seniors) does not qualify a group as being underserved.

Fiscal Sponsor – is a New York State nonprofit organization that applies to CNY Arts on behalf of individual artists or unincorporated arts organizations or groups. The fiscal sponsor accepts responsibility to serve as a fiscal conduit for a CNY Arts-funded project, receiving and disbursing funds related to the grant, and administering the requirements throughout the CNY Arts grant process, including final reporting of grant activity. The unincorporated artist or group completes the project activity.

FISCAL SPONSORSHIP VS. COMMUNITY BASED PARTNER

An individual or unincorporated entity may apply to the Decentralization Program through one of the two methods below:

FISCAL SPONSOR

The fiscal sponsor must be based in the county of the proposed activity. The sponsored applicant is not required to reside in that county.

A DEC applicant may serve as a fiscal sponsor and may sponsor more than one applicant if the sponsored requests are unrelated to any programs or projects of the sponsoring organization. Sponsored requests do not count towards the THREE request limit or \$5,000 maximum. Direct NYSCA applicants however, may not serve as a fiscal sponsor.

The entity serving as a fiscal sponsor must meet the same eligibility requirements as an applicant organization.

A sponsored applicant must provide a Fiscal Sponsorship Agreement (sample template here) from the sponsor to include with their application. Typically, this will outline who is responsible for the elements of the project and if the sponsoring organization is taking an administrative fee of up to 15% of the award.

COMMUNITY BASED PARTNER

The individual, or one of the members of a collective, will apply through their name and social security number upon registration. The funding would be addressed and awarded to that individual.

The Community Based Partner organization must meet the same eligibility requirements as an applicant organization and provide all the required documentation. Direct NYSCA applicants may not serve as Community Based Partners.

A letter of commitment from the partner organization is required confirming the partnership with the applicant artist. The commitment letter must outline the scope of partnership and both the partner and applicant’s investment or contribution (in-kind and/or cash) towards the proposed project. The applicant and the partner organization must **both** be based in the county the proposed activity is taking place.

RESPONSIBILITIES OF RECIPIENTS

- Sign and adhere to the terms of the project contract (funding agreement)
- Conduct all funded activities as described in your Project Narrative and application

- Immediately notify CNY Arts in writing regarding any changes to your project including: times, dates, locations, admission fees, artists hired, or activities conducted. All changes to funded projects are subject to approval by CNY Arts.
- Prominently and **correctly** credit the grant funding: “[This project was made possible with funds from the Decentralization Program, a regrant program of the New York State Council on the Arts with the support of Governor Andrew Cuomo and the New York State Legislature and administered by CNY Arts](#)”
 - Credit language should be accompanied by the CNY Arts logo (found [here](#)). Please **DO NOT** use the NYSCA logo.
- Provide CNY Arts with an advance schedule of all funded events and copies of promotional materials
- Provide CNY Arts with complimentary tickets for all funded events that require tickets
- Submit a final report within 30 days of the completion of the last funded event of the project.
- Attend a CNY Arts Awards Ceremony (date tbd)

APPEALS PROCESS

Where grounds exist, an appeal must be filed within ten days after funding notification. PLEASE READ CAREFULLY.

Grounds for Appeal:

- (1) Non-presentation of *significant and pertinent* information by staff or panelist
- (2) Misrepresentation of *significant and pertinent* information by staff or panelist
- (3) Improper procedure

Denial of an award or dissatisfaction with the grant amount is not grounds for appeal.

Process: The applicant organization must contact Elizabeth Lane, Grants Director within five business days following the receipt of the denial letter, by telephone 315-435-2158, or by email at elane@cnyarts.org. The Grants Director will have a conversation regarding the decision by the panel. If the applicant decides to pursue the appeal, following the conversation, the applicant will move to the next step.

The Grants Director will then instruct the applicant to mail a letter addressed to the Executive Director of CNY Arts with a copy going to the Grants Director, citing specific reasons for their request to appeal the panel’s decision. This must happen within five days following the phone or in-person conversation. A special panel of at least three people will be formed. These panelists should have knowledge of the arts and the re-grant process. Current panelists are prohibited from serving.

The Executive Director will then schedule a meeting to examine the appeal. If the appeal has merit based on the stated grounds, not the quality of project, the appeal is then sent to the CNY Arts Board of Directors for re-evaluation. If the appeal is successful, and the Board of Directors determines the original request deserves support under the evaluative criteria in place, it is funded with DEC regrant funds withheld at the beginning of the cycle. This entire process must be completed no later than January 20, of the funding year.