



# DECENTRALIZATION PROGRAM | GUIDELINES 2017

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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](#) (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 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. Within each funding cycle, review panels make every effort to see that grants are awarded to a variety of projects that reach a wide range of audiences—particularly those that are underserved by the arts—and reflect a diversity of artistic interests and disciplines. 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 in June through September to serve in the fall of 2016. 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 quality and artistic merit of proposed projects and the depth and authenticity of audience participation and engagement.

**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.

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### 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 Sponsorship vs. Community Based](#) Partner in the same county the project will take place (see specific program guidelines)

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## INELIGIBLE APPLICANTS

- Public, private, or parochial secondary and elementary schools and districts
- Public universities or colleges
- Departments or agencies of New York State (this includes BOCES)
- Applicants with outstanding final reports from prior year 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 2017 grant cycle, regardless of funding status. This includes NYSCA [REDC](#). This includes fiscal sponsorships and community partners

## 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
- Direct administrative expenses related to the proposed project
- 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
- Operating expenses of privately owned facilities (such as studios or homes)
- Events that take place in private homes or studios
- Permanent equipment or capital improvements
- Acquisition of works of art
- Cash prizes, juried shows, scholarships, fellowships, awards to students
- Regrants by applicants to fund other activities
- Activities restricted to the general public such as camps or clubs
- 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
- Creation of textbooks or classroom materials
- Programs in which children are used as professional artists (paid a fee)
- Projects that are recreational, therapeutic, or rehabilitative in nature including at-risk/social service programs when the purpose is primarily for rehabilitative, therapeutic or worship
- Contingency funds
- Lobbying expenses

## FUNDING LEVELS

Funding amounts differ from program to program, but the maximum allowable project request from each applicant is \$5,000. The minimum is \$500. Applicants may submit up to THREE separate project proposals in any grant cycle, with the total of all requests not to exceed \$5,000.

## APPLICATION INSTRUCTIONS

Applications must be completed and submitted online through **GO Grants Online** via [cnyarts.culturegrants.org](http://cnyarts.culturegrants.org). For assistance, please reference the **GO Grants Online User's Guide**.

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.

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

## REQUIRED APPLICATION SEMINARS

Anyone interested in the Decentralization program is encouraged to attend an informational seminar or take advantage of our webinars and meetings to understand the CNY Arts guidelines and how to prepare an application.

First-time applicants are **REQUIRED** to attend an [informational seminar](#).

Returning applicants are **REQUIRED** to *either* attend an [informational seminar](#) **OR** complete at least one of listed alternatives before the application deadline:

- Participate in a CNY Arts Decentralization Webinar ([schedule available here](#))
- Attend a consultation with the CNY Arts Grants Manager ([schedule here](#)) by October
- Submit a completed **Intent to Apply Form** through GO Grants Online **by September 15, 2016**.

## CNY ARTS TIMELINE

CNY Arts accepts 2017 applications (July 15 - October 30, 2016)

CNY Arts Grant Informational Seminars / Webinars (July 15 - October 2016)

Funding Panels Meet to Review Applications (October - December, 2016)

CNY Arts Board Approves Panel Recommendations (December 2016)

Grant Awards Announced (End of December 2016)

Contracts Distributed (Early January 2017)

2017 Funded Projects Begin (January 1 - December 31, 2017)

NYSCA Funding Arrives & Disbursed (*typically* January - July 2017)

CNY Arts Awards Ceremony (July / August 2017) dependent on receipt of NYSCA funds

Final Reports Due (30 days after last event)

(January 31, 2017 - January 30, 2018)

## 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, October 26, 2016 by 4:00 PM
Community Arts Grant (CA)	Wednesday, October 26, 2016 by 4:00 PM
Arts Education Grant (AE)	Wednesday, November 9, 2016 by 4:00 PM

## 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)

## CNY Arts

421 MONTGOMERY STREET  
SYRACUSE, NY 13202  
(315) 435-2155  
[WWW.CNYARTS.ORG](http://WWW.CNYARTS.ORG)



Council on  
the Arts

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# COMMUNITY ARTS | PROGRAM GUIDELINES 2017

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

**APPLICATION DEADLINE:** Wednesday, October 26, 2016 by 4:00 PM

**WHO MAY APPLY:** Nonprofit organizations, individual artists with an eligible [Fiscal Sponsorship vs. Community Based Partner](#) (p. 15). Also see [Applicant Eligibility](#) (p. 2/3)

**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, 2017

## 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. Each year the program awards over \$124,000 to support over 70 arts projects, including concerts, performances, public art, exhibitions, screenings, festivals, workshops, readings, and more.

## 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 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. Please make sure your application adequately addresses each of these criteria: **Artistic Merit, Community Impact, and Feasibility** for a maximum score of 15 points.

**ARTISTIC MERIT (5 points):** sophistication of project concept; originality of proposed project; ability to expand people's understanding of some aspect of the arts and/or the creative process.

**COMMUNITY IMPACT (5 points):** engagement of target audience(s); unique ability to enhance larger community; ability to alter people's perceptions, values, and/or behavior as it pertains to artistic and/or social issues/practices; ability to reach communities who are underserved by the arts; number of people project will reach; accessibility (financially & physically) of project to target audience(s).

**FEASIBILITY (5 points):** overall clarity of project proposal; reasonable plan for implementation; 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); artist experience as demonstrated through work samples.

## PROGRAM PRORITIES

- Projects that engage communities that are underserved by the arts
- Projects that significantly enhance the larger community
- Projects that demonstrate strong artistic merit
- Projects from first time applicants
- Projects from applicants that have not received consecutive funding in the past two years
- Collaborative projects
- Projects that include payment to individual artists for work

## TO COMPLETE AN APPLICATION

All applications must all be completed through the CNY Arts Online Grants Management system – [GO Grants Online](#). You may access this directly through: [cnyarts.culturegrants.org](http://cnyarts.culturegrants.org).

## INFORMATIONAL SEMINAR REQUIREMENTS

Anyone interested in the Decentralization program is encouraged to attend an informational seminar or take advantage of our webinars and meetings to understand the CNY Arts guidelines and how to prepare an application.

First-time applicants are **REQUIRED** to attend an [informational seminar](#).

Returning applicants are **REQUIRED** to *either* attend an [informational seminar](#) **OR** complete at least one of listed alternatives before the application deadline:

- Participate in a CNY Arts Decentralization Webinar ([schedule available here](#))
- Attend a consultation with the CNY Arts Grants Manager ([schedule here](#))
- Submit a completed **Intent to Apply Form** through GO Grants Online **by September 15, 2016**.

## COMMUNITY ARTS QUESTIONS

1. **Applicant Profile:** Submit general information including: contact information, electoral district numbers, funding history, organizational mission. Applicants with **fiscal sponsors** or **community partners** should also provide the information. Verify your knowledge of and compliance with the guidelines and attendance at an informational seminar.
2. **Project Overview:** Submit important details about your proposed project including: project venue/location, project summary, artistic discipline, audience information

3. **Project Narrative:** describe in detail the essentials of your project and how you plan to promote it and carry it out successfully. Include activities, goals, mission, public component, relevant experience, audiences, and biographies of key artistic personnel.
4. **Project Timeline:** Submit a timeline for planning and carrying out your project. Be sure to include the anticipated date(s) of your public event(s).
5. **Project Budget:** List your project income sources, expenses, and in-kind contributions.
6. **Work Samples:** Upload or provide web links to samples of past or current work. Applicants who only have CD or DVD recordings can submit by mail or deliver them to the CNY Arts office. Include written details for each sample.
7. **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**





## INDIVIDUAL ARTIST | PROGRAM GUIDELINES 2017

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

**APPLICATION DEADLINE:** Wednesday, October 26, 2016 by 4:00 PM

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

**AWARD AMOUNT:** \$2500

**PROJECT PERIOD:** January 1 – December 31, 2017

### ABOUT THE PROGRAM

The CNY Arts Individual Artist Commissions support local, artist-initiated projects that demonstrate strong artistic merit and will have a significant community impact. Up to **two** Commissions will 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 artists—such as composers, choreographers, writers, and visual artists—who are creating new and original work within a community setting. Artists at all career stages are welcome to apply. Commissions are not intended for interpretive work—e.g. an actor performing an existing play.

An element of this commission is the inclusion of community involvement in the development and creative process of the artist's project. The project must encompass a segment of the community through some sort of feedback, response, interaction, and/or social practice.

### ELIGIBLE APPLICANTS

Must be at least 18 years and permanently reside in the same county the proposed activity will take place

### 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. Please make sure your application adequately addresses each of these criteria: **Artistic Merit**, **Community Impact**, and **Feasibility** for a maximum score of 15 points.

**ARTISTIC MERIT (5 points):** sophistication of project concept; originality of proposed project; artistic skill and talent of applicant; ability to expand people's understanding of some aspect of the arts and/or the creative process.

**COMMUNITY IMPACT (5 points):** involvement of target audience(s); ability to alter people's perceptions, values, and/or behavior as it pertains to artistic and/or social issues/practices; ability to reach communities who are

underserved by the arts; number of people project will reach; accessibility (financial & physical) of project to target audience(s).

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

## PROGRAM PRIORITIES

- Projects that engage communities that are underserved by or have limited access to the arts
- Projects that significantly engage members of the local community
- Projects that demonstrate strong artistic merit
- Projects from first time applicants

## TO COMPLETE AN APPLICATION

All applications must all be completed through the CNY Arts Online Grants Management system – [GO Grants Online](#). You may access this directly through: [cnyarts.culturegrants.org](http://cnyarts.culturegrants.org).

## INFORMATIONAL SEMINAR REQUIREMENTS

Anyone interested in the Decentralization program is encouraged to attend an informational seminar or take advantage of our webinars and meetings to understand the CNY Arts guidelines and how to prepare an application.

First-time applicants are **REQUIRED** to attend an [informational seminar](#).

Returning applicants are **REQUIRED** to *either* attend an [informational seminar](#) **OR** complete at least one of listed alternatives before the application deadline:

- Participate in a CNY Arts Decentralization Webinar ([schedule available here](#))
- Attend a consultation with the CNY Arts Grants Manager ([schedule here](#))
- Submit a completed **Intent to Apply Form** through GO Grants Online **by September 15, 2016**.

## INDIVIDUAL ARTIST QUESTIONS

1. **Applicant Profile:** Submit general information including: contact information, electoral district numbers, funding history, artist statement, confirming your compliance with the program requirements such as attending an [informational seminar](#), or submitting your letter of intent.
2. **Project Overview:** Submit important details about your proposed project including: project venue/location, project summary, artistic discipline, audience information
3. **Project Narrative:** describe in detail the essentials of your project and how you plan to promote it and carry it out successfully. Include activities, goals, mission, public component, relevant experience, audiences, and biographies of key artistic personnel.
4. **Project Timeline:** Submit a timeline for planning and carrying out your project. Be sure to include the anticipated date(s) of your public event(s).
5. **Project Budget:** List your project income sources, expenses, and in-kind contributions.
6. **Work Samples:** Upload or provide web links to samples of past or current work. Applicants who only have CD or DVD recordings can submit by mail or deliver them to the CNY Arts office. Include written details for each sample.
7. **Certification of Application:** Verify the information in the application form and confirm you have completed the application requirements.

## 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.
- ✓ Artistic Work Samples



## ARTS EDUCATION | PROGRAM GUIDELINES 2017

Supporting teaching artists and arts educations in engaging K-12 public school students and senior adults in rich and meaningful artistic experiences in dedicated learning environments

**APPLICATION DEADLINE:** Wednesday, November 9, 2016 by 4:00 PM

**WHO MAY APPLY:** Nonprofit organizations and individual artists partnering with eligible public schools/nonprofit organizations. Also see [Applicant Eligibility](#) (p. 2/3).

**AWARD AMOUNT:** \$500 - \$5000

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

**PROJECT PERIOD:** January 1 – December 31, 2017

### 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. Two 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.

**After-School and Community-Based Learning** – designed to support arts education projects in after-school and community-based settings for youth and/or senior learners.

### PROGRAM GOALS & REQUIREMENTS

Arts Education grants strive to build the capacity of local teaching artists and nonprofit arts organizations while providing students with high-quality artistic learning experiences. Projects must provide sequential, skill-based study that incorporates one or more art forms.

- Projects that address the [Common Core Learning Standards](#) will be reviewed favorably for K-12 In-School.
- Teaching Artists that attended the CNY Arts [STAR Training Program](#) in 2016 for both K-12 In-School as well as After-School/Community-Based Learning

## PROJECT REQUIREMENTS

- A minimum of **five** hands-on sequential, age- and skill-based learning sessions with a core group of students
- Stated learning goals, methodologies and outcomes and a means for evaluation
- In-depth, age and skill appropriate learning opportunities

### For K-12 In-School

- A letter of commitment or support from the partnering public school's principal. This letter must outline the partner(s) support of the project and anticipated roles and responsibilities.

### For After-School and Community-Based Learning

- A letter of commitment or support is required from the partnering organization and/or school. This letter must outline the partner(s) support of the project and anticipated roles and responsibilities.

## ELIGIBLE APPLICANTS

There are three types of applicants who may apply for the Arts Education 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 when working with K-12 students in or out of school.

### Individual Partnering with the Public School or an Eligible Nonprofit Organization

Individual artists or unincorporated entities may apply directly to this program by partnering with the school or eligible nonprofit organization for in or out of school programs. The applicant artist must reside in the same county as the partnering school/organization. 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 or community-based learning location an eligible nonprofit organization with a permanent address in the same county of the project activity(ies) 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.

## EVALUATION

All arts education applications are reviewed for completeness and then sent to the respective panels. All applications are evaluated and scored on how well the application addresses the panel 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

- First time applicants
- Applicants that have applied and not received funding consecutively in the past two years
- Geographically isolated areas
- Low-income areas
- Collaborative projects
- Projects that include payment to artists for work

## TO COMPLETE AN APPLICATION

All applications must all be completed through the CNY Arts Online Grants Management system – [GO Grants Online](#). You may access this directly through: [cnyarts.culturegrants.org](http://cnyarts.culturegrants.org).

## INFORMATIONAL SEMINAR REQUIREMENTS

Anyone interested in the Decentralization program is encouraged to attend an informational seminar or take advantage of our webinars and meetings to understand the CNY Arts guidelines and how to prepare an application.

First-time applicants are **REQUIRED** to attend an [informational seminar](#).

Returning applicants are **REQUIRED** to *either* attend an [informational seminar](#) **OR** complete at least one of listed alternatives before the application deadline:

- Participate in a CNY Arts Decentralization Webinar ([schedule available here](#))
- Attend a consultation with the CNY Arts Grants Manager ([schedule here](#))
- Submit a completed **Intent to Apply Form** through GO Grants Online **by September 15, 2016**.

## ARTS EDUCATION QUESTIONS

1. **Applicant Profile:** Submit general information including: contact information, electoral district numbers, funding history, organizational mission/artist statement. Applicants with **fiscal sponsors** or **community partners** should also provide the information.
2. **Project Overview:** Submit important details about your proposed project including: project summary, artistic discipline, contact session information, venue/location, student, teacher, and audience information

3. **Project Narrative:** describe in detail the essentials of your project and how you plan to promote it and carry it out successfully. Include activities, goals, mission, artist statement, artistic vision, relevant experience, learning goals, evaluation methods, audiences, and biographies of key artistic and administrative personnel.
4. **Project Timeline:** Submit a timeline for planning and carrying out your project. Be sure to include the anticipated date(s) of your event(s) and contact sessions.
5. **Project Budget:** List your project income sources, expenses, and in-kind contributions.
6. **Work Samples:** Upload or provide web links to samples of past or current work. Applicants who only have CD or DVD recordings can submit by mail or deliver them to the CNY Arts office. Include written details for each sample.
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 recent fiscal year
- ✓ Bio/Resume of Key Artist(s)
- ✓ Lesson Plan(s)

FOR INDIVIDUALS THAT ARE FISCALLY SPONSORED BY A NONPROFIT ORGANIZATION in the same county as the project activity(ies):

Please provide the materials required of the nonprofit organization (including the **Letter of Commitment**), AND

- ✓ Fiscal Sponsorship Agreement from the Nonprofit Organization

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(s)
- ✓ Artist Proof of Residency
- ✓ Bio/Resume of Key Artist(s)
- ✓ Proof of County/NYS Residency
  - This can be demonstrated through a driver's license, utility bill, tax return, etc.

## 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.



## 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 Manager within five business days following the receipt of the denial letter, by telephone 315-435-2158, or by email at [elane@cnyarts.org](mailto:elane@cnyarts.org).

The Grants Manager 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 Manager will then instruct the applicant to mail a letter addressed to the Executive Director of CNY Arts with a copy going to the Grants Manager, 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 (e.g. past DEC panelists, former board members, past DEC recipients are all appropriate panelists.) 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 15, of the funding year.