



TIER THREE PROJECT SUPPORT | GUIDELINES 2019

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PURPOSE: To provide funding for projects executed by agencies labeled as [Tier Three](#) in Onondaga County for arts and cultural projects serving the public.

APPLICATION DEADLINE: Wednesday, February 20, 2019 by 11:59 PM

*Applications must be completed and submitted online through [Submittable](#) via cnyarts.submittable.com.

WHO MAY APPLY: Eligible [tier-two or tier-three](#) nonprofit organizations in Onondaga County

AWARD AMOUNT: \$1,000 - \$10,000

The Project Support Grant award will not fund more than **75%** of the applicant's cash expenses.

PROJECT PERIOD: January 1 – December 31, 2019

Priority will be given to nonprofit organizations where more than 50% of their operations are arts and culture related.

PROCESS

Applications are reviewed and evaluated by an independent panel composed of Onondaga County business leaders, academics, and arts professionals. Panelists will review applications based on the primary panel criteria (below) and competitively against the applicant pool.

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.

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.

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 EXCELLENCE (5 points): quality of artistic samples and credentials of artists or personnel; project design; audience experience; innovation and diversity of arts experiences.

SERVICE TO THE PUBLIC (5 points): service to underserved area/population; collaboration/partnership 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 involvement and support.

FEASIBILITY & MANAGERIAL COMPETENCE (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).

APPLICANT ELIGIBILITY

ELIGIBLE APPLICANTS

- Agencies NOT currently eligible for General Operating Support
- Agencies that have not applied to Tourism & Economic Development for 2019
- Meet the requirements for Tier Two or Tier Three agencies
- Must have a permanent address located Onondaga county
- Nonprofit organizations, NYS incorporated nonprofits, agencies of local government (not New York State agencies)
- Organizations that demonstrate the capacity to execute intended projects, as well as provide status updated and report on results in a timely fashion

INELIGIBLE APPLICANTS

- Agencies of Onondaga County (including libraries)
- Educational institutions, schools, educational foundations
- Radio or television broadcasting networks or stations, cable communications systems
- Newspapers and magazines
- Organizations engaged solely in the acquisition or restoration of physical property
- Agencies that receive Onondaga County funds from any source
- Applicants with outstanding final reports from prior year CNY Arts grants
- Applicants outside of Onondaga County

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 application from funding consideration.

- 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
- Permanent equipment or capital improvements
- Acquisition of works of art
- Cash prizes, educational scholarships, fellowships, awards to students
- Re-grants by applicants to fund other activities
- Juried shows and competitions
- Camps, clubs or activities restricted to the general public
- 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, 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
- Debt servicing
- Contingency funds

FUNDING LEVELS

The maximum allowable project request from each applicant is \$10,000. The minimum is \$1,000 (exceptions may be made on a case-by-case basis for the minimum). **Applicants may submit up to TWO (2) separate project proposals in any grant cycle, with the total of all requests NOT to exceed \$10,000.**

Tier Three Project Support may fund up to 75% of the proposed cash budget for a project up to a maximum of \$10,000, but no more than 25% of the annual operating budget of the agency. Administrative costs may be funded up to 20% of the grant award.

COMMUNITY ARTS QUESTIONS

1. **Application Snapshot:** Submit important details about your proposed project including: project summary, artistic discipline, audience information.
2. **Applicant Profile:** Submit general information including: contact information, electoral district numbers, funding history, budget size, organizational mission.

3. **Project Narrative:** Describe in detail the essentials of your project and how you plan to promote it and carry it out successfully. Include project description/activities, project timeline, audience & engagement, community involvement & support, marketing & outreach, evaluation, key artists/personnel.
4. **Project Locations:** Submit information on project location venues, dates, venue.
5. **Project Budget:** List your project income sources, expenses, and in-kind contributions (upload as attachment).
6. **Support Materials (Required Documents):** Upload or provide web links to samples of past or current work and required documentation. Include written details for each sample.
7. **Certification of Application:** verify the information in the application form.

REQUIRED DOCUMENTS

- ✓ Proof of Nonprofit Status
- ✓ Board of Directors and Organizational Chart and/or Staff List
- ✓ Organizational Financial Statement for your most recently completed fiscal year
- ✓ Annual Organizational Projected Budget for current fiscal year
- ✓ Bio/Resume of Key Artist(s)
- ✓ Project Budget Template
- ✓ Project Locations Template

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
Tier Three Project Support	Wednesday, February 20, 2019 by 11:59 PM

CNY ARTS TIMELINE

CNY Arts accepts 2019 applications (December 2018-February 2019)

Funding Panels Meet to Review Applications (March 2019)

CNY Arts Board Approves Panel Recommendations (April 2019)

Grant Awards Announced (April 2019)

Contracts Distributed (April 2019)

Funding Disbursed (April - June 2019 upon receipt of contract and receipt of funds from the County)

Final Reports Due (*30 days after last event*)

(May 2019-January 30, 2020)

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 County of Onondaga through the Tier Three Project Support Program administered by CNY Arts"*
 - Credit language should be accompanied by the CNY Arts and County of Onondaga logos (found [here](#)).
- 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.