



## **Arts Community Grants**

# **2010- 2011 Guidelines and Application Instructions**

*Arts in Orange* is pleased to announce the availability of grants to support arts and cultural activities taking place in **Orange County** through the *Arts Community Grants* program.

**What is *Arts in Orange*?** **Arts in Orange (AiO)** is an arts service organization funded by the New York State Council on the Arts (NYSCA) to stimulate and assist in the presentation and preservation of the arts in Orange County. As the administrating agency of the Decentralization Grants, Arts in Orange provides services and support for individual artists and arts organizations throughout Orange County, while striving to be the cultural and inspirational support for creative expression.

AiO fosters locally based arts activities to assist emerging artists and arts organizations, supports cultural expression of the county's vast ethnic groups, and makes cultural and artistic programs accessible to the public. Arts in Orange fulfills our mission by supporting local artists, creating an audience for the arts, cultivating diverse opportunities for arts education and appreciation, and providing a forum for cultural diversity to enrich character.

### **What is *Arts Community Grants*?**

*Arts Community Grants (ACG)* is a local regrant program of *Arts in Orange*. ACG project grants are made possible with funds from the Decentralization Program (DEC) of the New York State Council on the Arts (NYSCA). The basic principle of Decentralization is local decision-making, using a peer panel evaluation process. DEC support enables emerging artists and organizations to grow professionally and to develop and enhance the cultural climate in communities and neighborhoods where they live and operate. ACG project grants are awarded for artist fees. Grant amounts range from \$500 to \$5,000. All projects **MUST** be open and accessible to the public, and **MUST** take place during the calendar year from Jan. 1 through Dec. 31, 2011.

### **All applicants are required to:**

1. Register and attend one of the free, 90-minute grant application information workshops being offered throughout Orange County in July and Aug. These seminars, which are free and open to the public, review the requirements and answer questions about the application process, and highlight ACG's funding priorities for 2011.
2. Submit a completed grant application before the Tuesday, Sept. 21, 2010 deadline.
3. Provide all required supporting documentation.

There are two dates set aside for private review sessions. These 45-minute consultations are optional, but highly recommended, especially for first-time writers. An appointment is necessary if you decide to take advantage of this opportunity.

Completed applications and **ALL** supporting documentation must be received (not postmarked) in the *Arts in Orange* office no later than **4pm Tuesday, Sept. 21, 2010.** **Late or incomplete applications will NOT be accepted.** **Early submissions are encouraged to ensure a timely review of your proposal.**

**Information and applications available at AiO web site: [www.artsinorange.org](http://www.artsinorange.org) or contact us on facebook**

## **Grant Application Workshops and Review Sessions**

Reservations are required for all application workshops and review sessions prior to the scheduled date. Please call the *Arts in Orange* office at 845.956.0005 or email Suzanne Schubert, at [info@artsinorange.org](mailto:info@artsinorange.org) to reserve a space. You are encouraged to attend a workshop early in the season, leaving ample time to prepare the necessary materials and review your application with AiO. If you are unable to attend any of the group workshops, you are encouraged to make arrangements for an individual session.

### **Arts Community Grants Application Information Workshops**

1. **Thursday, July 8, 2010** **6pm**  
Chester Town Hall Senior Center, Kings Highway, Chester
2. **Thursday, July 15, 2010** **6pm**  
Port Jervis Free Library, 138 Pike Street, Port Jervis
3. **Wednesday, July 21, 2010** **6pm**  
Crawford Free Library, 227 Maple Avenue, Pine Bush
4. **Thursday, August 5, 2010** **1:30pm**  
Newburgh Free Library, 124 Grand Street, Newburgh
5. **Monday, August 16, 2010** **6:30pm**  
Cornwall Public Library, 395 Hudson Street, Cornwall
6. **Wednesday, August 18, 2010** **6pm**  
Greenwood Lake Public Library, 79 Waterstone Road, Greenwood Lake
7. **Tuesday, August 24, 2010** **5pm**  
Middletown Thrall Library, 11-19 Depot St, Middletown
8. **Saturday, September 4, 2010** **11:30pm**  
AiO Office Quimby & Smith, 91 Main Street, Pine Bush

### **AiO Individual Review Sessions**

**Appointments are required** for an individual 45-minute review session.

- |                                      |                   |
|--------------------------------------|-------------------|
| <b>Thursday, September 9, 2010</b>   | <b>1pm-3:30pm</b> |
| Arts in Orange Office                |                   |
| <b>Wednesday, September 15, 2010</b> | <b>3:30pm-7pm</b> |
| Arts in Orange Office                |                   |

**The application deadline is 4pm, Tuesday, Sept 21, 2010.**

Information and applications available at AiO web site: [www.artsinorange.org](http://www.artsinorange.org) or contact us on facebook



## Applicant Eligibility

There are **two** types of **applicants** eligible for this program: Not-for-Profit Cultural Organizations and Individual Artists.

### **1. A Cultural Organization MUST:**

- Be registered with the Bureau of Charities as an Orange County not-for-profit **OR**
- Have proof of not-for-profit status indicated by one of the following:
  - a. Registration as a 501(c)(3) organization of the Internal Revenue Service code
  - b. Registration under the New York State Board of Regents Charter, Sect. 216 of the Education Law
  - c. Section 402 of the Not-for-Profit Law
- A cultural organization that is not a not-for profit may seek partnership with an organization that IS registered (does not have to be arts-based, but must be based in Orange County). However, conduits and sponsoring organizations must fulfill all eligibility requirements and complete the *Supplemental Information Form*.

The following types of **Not-for-Profit organizations** are **NOT** eligible for funding:

- Those that have registered or applied directly to the New York State Council on the Arts (NYSCA) in March 2010, regardless of the application's status.
- Past grantees that have failed to submit a *Final Report*.
- Past grantees that have failed to meet the minimum requirements for matching funds.
- Public school districts, their affiliates or components, or activities that exclusively serve a student audience with no public participation.
- Private or religious-affiliated schools.
- SUNY schools and public universities.
- New York State or Orange County agencies and departments.
- Municipalities, villages or towns or their supporting foundations.
- Non-incorporated chapters of organizations whose "parent" is not located in Orange County

### **2. An Individual Artist MUST:**

- Be 21 or older in order to apply for a grant.
- Apply through an eligible not-for-profit sponsor or conduit (which does NOT have to be arts-based, but must be based in Orange County). *Arts in Orange* can help to match you with an eligible not-for-profit sponsor if you do not have one. **\*\*Please note- do not delay securing a not-for-profit conduit, dependent upon the organization, it may require time.**

A listing of not-for-profit organizations can be located at:

[www.taxexemptworld.com/organizations/orange-county-ny-new-york.asp](http://www.taxexemptworld.com/organizations/orange-county-ny-new-york.asp)

**Each application must include one artist, conduit or sponsor that has a current not-for-profit status with an Orange County address.**

## Project Eligibility



### **Projects MUST:**

1. Be an arts or cultural-related activity.
2. Take place completely within Orange County.
3. Be open to the general public, and serve the residents of Orange County.
4. Take place between Jan. 1 and Dec. 31, 2011.

### **Requests for the following will NOT be considered for funding:**

- Projects or activities outside Orange County.
- Home-school projects.
- Juried shows, contests, shows involving prize money, awards to students, or stipends.
- Projects consisting of the entire yearly activities of an organization or individual.
- Projects involving clowns, parades, magic acts, comedy shows, jugglers, etc.
- Projects related to any type of school program or PTA-sponsored event.
- Projects with a primary focus on education.
- Projects involving textbooks or classroom materials.
- Projects or programs occurring in public, private or religious-affiliated schools, and/or activities that exclusively serve a student audience (curriculum-based, in-school programs) with no public component.
- Arts activities not open to the general public (i.e. camps, membership organizations such as boys' and girls' clubs, college associations, etc.).
- Underwriting the costs of a school or church production without a public component.
- Projects that are social service in nature, even those containing an artistic component (i.e. mental health programs where counselors are engaged for the purpose of discussions about personal/emotional, family issues, etc.).
- Art programs that are essentially recreational, rehabilitative or therapeutic, or projects that are directed exclusively toward at-risk populations.
- Start-up expenditures for the establishment of new organizations or payment of past debt.
- Supplies, materials, equipment and other non-artist fees.
- Operating expenses of privately owned facilities (i.e. home studios) and contingency funds.
- Acquisitions of art, permanent equipment, or capital expenditures.
- Scholarships, fellowships, awards, or re-grants of any kind.
- Fees to children or their use as professional artists.
- Entertainment costs (i.e. theater parties, museum openings, receptions, food, non-arts related expenses, etc.).
- Programs in which the primary benefit is the financial gain by an individual or organization, such as fund-raisers, benefits, etc.
- Lobbying expenses or events that are political in nature.
- Applications not demonstrating financial need.
- Project budget requests that are greater than an applicant's project expenses minus total project income.

### **Artist Fees**

Artist's fees are part of the projected expenses of your project budget. Arts Community Grants' funding for artists' fees provides individual artists (i.e. singers, musicians, dancers, performers) or artistic groups compensation for professional talents, expertise and participation in a specific project/program. The amount of the fees should be reflective of the number of event(s) and artist(s), as well as the training and experience of the artist(s).

## Grant Awards

**Grant award amount available is up to \$2,500 for an individual artist and \$5,000 for more than one artist.**

- There must be evidence of committed financial support for the project from additional sources.
- New applicants may apply for an Arts Community Grant up to \*80% of their total project budget. New applicants are required to raise at least \*20% of their total project expenses from additional sources.
- Returning applicants, who have received two or more ACG awards in the past, are required to raise a minimum of \*50% of their total project budget from additional services.
- Organizations that are applying on their own behalf **and** serving as a conduit for an artist or arts organization may submit two requests. The **total** of **both** requests may not exceed \$5,000.

\*Funded applicants who fail to meet these requirements will not be eligible for funding the following year.

## Funding Priorities for Arts Community Grants

Funds are available for **artist fees** of cultural arts projects. Programs must have a public component available to the entire Orange County community and occur within Orange County.

### The following projects will be given High Priority:

1. Requests from organizations or artists demonstrating ongoing arts or cultural activities in Orange County as their primary mission throughout the year.
2. Projects serving broad demographics, culturally diverse or underserved audiences in Orange County, with a strong plan to reach these communities.
3. Collaborative projects that encourage a wider outreach to the community through partnership initiatives.
4. Projects by new, emerging grassroots artists and arts organizations, particularly those that serve diverse and underserved constituencies.
5. Organizations bringing their project to audiences that are otherwise unable to access artistic or cultural programming, due to geographic or economic circumstances.
6. Organizations that stimulate growth and self-sustainability.

### The following projects will be given Low Priority:

1. Festivals.
2. Organizations demonstrating limited community participation.
3. Organizations presenting similar projects to those that have previously received funding.
4. Single performances or one-time-only events.

Information and applications available at AiO web site: [www.artsinorange.org](http://www.artsinorange.org) or contact us on facebook

## Review Process

A deliberation panel, composed of artists, educators, businesspeople, community leaders, and arts professionals evaluates all applications and makes recommendations for funding. Final approval comes from NYSCA and the *Arts in Orange* board of directors. All panel decisions are based on the written information provided by the applicants during the current grant cycle.

Applications will be reviewed to determine completed paperwork and eligibility by the *Arts in Orange* staff.

### Review Criteria

Grant applications are competitive and will be evaluated based on the following criteria:

- Artistic merit/program quality of the proposed project.
- Credentials of artists and other personnel that have made a commitment to the project.
- Demonstrated community interest, participation and support of the project.
- Audience and participant benefit to be derived from the project.
- Clearly defined objectives and the ability to achieve them, with a clearly defined plan for the implementation and management of the project.
- Geographic and demographic diversity.
- Involvement of the elderly, handicapped and/or ethnic groups as audience or participants, where possible.
- Reasonable and realistic project budget with evidence of fiscal competence.
- Demonstrated need for funding.
- Non-duplication of existing programs or services.
- Adherence to grant guidelines and demonstration of ACG funding priorities.
- Level of commitment to the project as shown by the above criteria.

### Appeals Process

The ACG appeals process exists to ensure that applicants have been provided with full and fair consideration during the competitive funding review procedure. Information and grounds for an appeal will be sent to applicants who have not been awarded funding. Applicants may appeal by first calling the *Arts in Orange* office within five (5) business days of the date on their funding decision letter to discuss the reasons for denial of funding. A formal appeal must be received in writing within seven (7) days of the date on the funding decision letter. An appeals panel will be assembled ONLY if the applicant demonstrates the following grounds for appeal:

- **Misrepresentation of Information:**  
Information distorted in its presentation, which if presented differently, may have altered the decision of the panel.
- **Non-presentation of Information:**  
Information known prior, but not presented to the panel, which if presented, may have altered the decision of the panel.
- **Improper Procedure:**  
Conflict of interest on the part of a panelist or contention that, given the information available and the panel's discretionary authority, the decision of the panel was arbitrary.

Appeals based on funding amounts are invalid and not grounds for an appeal. All decisions made by an appeals panel are final and binding.



## Grant Recipient Responsibilities

Failure to comply with any of the following may result in a revocation of the grant and/or ineligibility to apply for future *Arts Community Grants*:

1. Sign and return the AiO contract for the funded project within 10 business days of the date on the funding decision letter.
2. Use **AiO and NYSCA logos**, available on our website, and the following credit line in all printed materials and advertising describing the funded project: ***This project is made possible, in part, with public funds from the New York State Council on the Arts' Decentralization program administered by Arts in Orange.***
3. Provide copies of promotional and advertising materials for the funded project within five (5) weeks before the project.
4. For an audit, provide four (4) complimentary tickets or invitations to the funded event(s) at least two weeks in advance.
5. Submit a **Final Report** and budget no later than 30 days after completion of the funded project or by Jan. 31, 2012, whichever comes first. If a report is not submitted by the deadline, the applicant will not be eligible for funding in the future.
6. Submit all project changes, in writing, to *Arts in Orange* for approval. This includes any changes to dates, times, and venues.

Additional applications, logos and other pertinent documentation may be downloaded from our web site: [www.artsinorange.org](http://www.artsinorange.org) or blog <http://aio.artsny.org>

We are available to aid in the grant process, so do not hesitate to call with questions or concerns.

Call 845.956.0005 e-mail [info@artsinorange.org](mailto:info@artsinorange.org) or facebook

**Completed applications must be received no later than 4pm Tuesday, Sept. 21, 2010.  
Late or incomplete applications will NOT be considered.**

## Application Outline

Follow directions when completing the application. Be sure to read and reread the application, as well as your answers. Incomplete or late applications will be deemed ineligible; no exceptions. Early submissions are encouraged to ensure a timely review of your proposal. Unless otherwise noted, all information on each page submitted is to be typewritten in no smaller than an 11-point font.

### Page 1: Cover Page

Complete the *Application Cover Page*, which may be handwritten neatly and legibly. Be sure to include contact name, email address, phone number and physical address.

### Page 2: Project Narrative

Using **ONE** 8 ½ x 11 typewritten page, answer the following questions and/or provide requested information.

1. Re-type and complete the following sentence: **“Funds are being requested to specifically pay artist fees for \_\_\_\_\_.”**
2. Write out the **Project Narrative**; give a complete description of your project, addressing the criteria listed in the *ACG Guidelines*.
3. Write out the **Budget Narrative**; explain the funding needs and how scope of the project would change if you receive a smaller grant than requested.

4. Describe the goals of this project, including how it will raise community awareness of the arts. How is it consistent with your organization's mission and philosophy (not applicable for individual artists)? Why is it important to bring this project to the community?
5. How will you evaluate the project's success? Be specific.

### **Page 3: Marketing / Constituent Info / Financial Info**

Using **ONE** 8 ½ x 11 type-written page, answer the following questions and/or provide requested information.

1. Describe the **marketing and promotion plan** for this project.
2. **Who will be served** by the project (constituent information)?
  - a. How many individuals (total number of participants and anticipated audience members) will be served by this project?
  - b. Describe the target audience (demographics and number) that you expect to serve with this project. Include your outreach efforts to minority and/or underserved communities.
  - c. If applicable, how will you locate, decide on, and provide participants for your project (i.e. candidates for a series of workshop programs, presenters for workshops, and performers for concerts). Include your plan to reach the minority, underserved community, elderly and handicapped populations.
  - d. If you offer scholarship assistance, describe how recipients are chosen.
3. How will you pay for the total project expenses (financial information)?

NOTE: New applicants may request up to 80% of the total cost of their project. Applicants who have previously received two (2) or more ACG grants may only request a maximum of 50% of their total project expenses.

  - a. List other funding sources and amounts committed toward the expenses of this project.
  - b. List in-kind contributions, volunteers or donations, if any, toward this project.
4. Describe how you plan to raise or obtain additional funds.

### **Page 4: About Yourself / Your Organization**

Using **ONE** 8 ½ x 11 type-written page, answer the following questions and / or provide requested information.

1. **Mission Statement.** Individual artists should describe their artistic goals, artist bio or intent; cultural organizations should describe their purpose.
2. **Activities / Events.** List the activities / events you or your organization presented or performed during the last completed fiscal year, as well as those planned for 2011.
3. **Artistic / Administrative Personnel.** List key artistic and administrative personnel (and their positions) that have made a commitment to this project. Attach a separate resume for each artist and administrator.

### **Page 5: Project Budget Page**

Complete the *Application Project Budget Page*, which may be CLEARLY handwritten. Do NOT include donated or "in-kind contributions" as income or expenses on this page. Be certain to sign the certification and release.

## Grant Application Checklist

Use the following checklist to make sure you have enclosed all necessary materials. All items listed below must be submitted with the application no later than **4 pm, Sept. 21, 2010**. Submit items in the following order:

- One copy of **this 2011 ACG Application Checklist** along with the following:
- One completed **Original** Application:
  - **Cover Page**, pages 2 - 4, **Project Budget** (a total of five pages)
  - **Signed Certification and Release** (bottom, Project Budget page).
- Ten (10) copies EACH** of: The *Cover Page*, pages 2- 4, and the *Project Budget*, in addition to the original application.

**REQUIRED DOCUMENTATION** – Documents **must** include an Orange County street address. Please supply the following:

- ONE** of the following documents:
  1. Registration with the Bureau of Charities as an Orange County not-for-profit **OR**
  2. Registration as a 501(c)(3) organization of the Internal Revenue Service Code **(Tax-exempt certificate is not acceptable.) OR**
  3. Registration under the New York State Board of Regents Charter, Section 216 of the Education Law **OR**
  4. Incorporation documents under Section 402 of the Not-for-Profit Law
- ONE** copy of:
  1. The most recent **SIGNED** *Treasurer's Report* **or** the organization's *Financial Statement* from the last completed fiscal year, showing income and expenses (**N/A for conduits**). (NOTE: IRS 1120 tax return forms, checkbook registers or balance sheets are NOT acceptable).
  2. Current list of the Board of Directors with names, positions, addresses, phone numbers and e-mail addresses.
- TWO** copies / sets of:
  1. Resumes for: 1) administrative personnel, 2) all artists who are involved in the project.
  2. Other information, such as a: brochure, flier or program from last year's project, press releases and / or photographs. DVDs or CDs will not be accepted this year.

**Items to be supplied by Conduit or Sponsor (conduit financial, personnel and board of directors' information is not required.):**

- Documentation that Conduit or Sponsoring Organization has not-for-profit status (see above) **AND**
- One copy, *Letter of Agreement Between Conduit & Applicant* **AND**
- Original and one copy, *Supplemental Information Form*

**The application deadline is 4 pm, Tuesday, September 21, 2010.**

Please mail or hand deliver to:  
Suzanne Schubert  
**Arts in Orange (AiO)**  
P.O. Box 1145  
Quimby & Smith Building  
91 Main Street  
Pine Bush, New York 12566

