

# CHENANGO COUNTY COUNCIL OF THE ARTS

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## 2012 Chenango & Otsego Local Capacity Building (LCB) Program Guidelines Application Deadline: February 21, 2012, 5pm

The purpose of the LCB Program is to build capacity at the local level between schools and their arts partners (artists and arts organizations) in order to conduct successful arts-in-education programs that contribute to the learning and development of students in and through the arts.

### Eligibility

- \*All Chenango and Otsego County public, private, parochial and charter schools, Pre-K-12, as well as not-for-profit arts organizations.
- \*Funds are available for multi-day in-school residencies/educational partnerships that focus on collaboratively planned and taught interdisciplinary curriculum with experienced artists or arts organizations.
- \*Projects must clearly address at least one of the four arts disciplines as described in the NYS Learning Standards for the Arts (visit <http://www.emsc.nysed.gov/nysatl/standards.html> ), and be integrated with non-arts curricular studies.
- \*A minimum of 3 artist-student contact sessions per core group is required. *A core group is defined as the same group/class of specific students participating in the project.*
- \* The application request amount cannot be 100% of the total project cost, with a cash contribution provided by the school reflected.

### Evaluative Criteria and Priorities

Preference will be given to projects that:

- \*Utilize New York State artists, show strong in-school and other support, involve faculty, staff and parents, and make use of community resources.
- \*Have contact sessions that are separated by enough time for reflection and refining.
- \*The school's certified art, music, dance, and/or theater teachers participate in the project in addition to the non-arts teacher(s).
- \*Have collaboratively designed professional development activities which support the project.

### Funding Limitations

- \*All projects must be completed by June 29, 2012.
- \*Minimum grant request is \$2500. There is no maximum.
- \* This program does not fund:
  - Home Schools
  - Stand-alone assembly programs, single performances, or one-time visits to cultural institutions.
  - Projects that appear to replace the role of certified art, music, dance, or theater teachers.
  - Projects that focus on non-integrated, sequential arts education.
  - Extracurricular activities that take place after the school day, in the summer, or during non-school hours.
  - Programs for which selected students are taken out of regular classes or are self-selected for participation.
  - College-level courses, scholarships, contests, or student performing groups.
  - Applicants with overdue final reports on previously funded projects.
- \*No other support from the New York State Council on the Arts (NYSCA) or the New York Foundation for the Arts can be used to support the proposed project, even if an application is pending by these sources.

*This program is made possible with public funds from the New York State Council on the Arts, administered by the Chenango County Council of the Arts.*

## **THE PROCESS**

\*The review panel is made up of five to seven community representatives reflecting the artistic, geographic and demographic range of Chenango and Otsego Counties. Nominations for review panelists are accepted on an on-going basis by calling 336-2787.

\*Applicants must submit ten copies of the proposal, including artist resumes, to:

The Arts Council  
27 West Main Street  
Norwich, NY, 13815

\*Applications are due no later than 5pm on February 21, 2012, and/or postmarked on this date.

\*A voluntary technical review of completed applications is available by scheduled appointment. *February 14<sup>th</sup> is the last day for technical assistance- this is a FIRM date.*

\*Faxed, handwritten, incomplete or late applications will not be accepted.

## **REQUIREMENTS**

All grantees will be required to:

\*Sign a contract.

\*Recipients are required to document and publicize funded projects in and out of school (ie: PTO/district newsletter, local papers, legislators), and credit the program with the following byline: *"This project is made possible with a grant from the Chenango County Council of the Arts provided by the New York State Council on the Arts with the support of Governor Andrew Cuomo and the New York State Legislature."*

\*Provide a final report due June 29, 2012.

## **APPEALS PROCESS**

While the Council of the Arts takes great care in its evaluation of proposed projects and allocation of funds, we recognize that grounds may exist for a proper appeal of the Review Panel's decision. Please see the last page of these guidelines for more information.

## **LOCAL CAPACITY BUILDING APPEALS PROCESS**

### **There are three grounds for an appeal:**

- 1.) Non-presentation of *material* information by staff or panelist.
- 2.) Misrepresentation of *material* information by staff or panelist.
- 3.) Improper procedure: This is a contention by the applicant that a.) the review of the project request by the Review Panel was biased or b.) the decision by the Review Panel, given the Review Panel's discretionary authority and the information available to it, was arbitrary and capricious.

To challenge a decision by the Council, applicants may appeal a decision within ten (10) days of the postmarked date of the denial letter by calling the LCB Coordinator. If after discussing the rationale of the Review Panel with the LCB Coordinator, an applicant feels the process was carried out incorrectly based on one or more of the three grounds, the applicant must write a formal letter to the Executive Director requesting the decision be appealed, citing the specific grounds for the appeal. The letter must be dated within ten (10) days of the phone call with the LCB Coordinator.

This written appeal will be reviewed by a special independent Appeals Panel fully knowledgeable with the grants process. The independent Appeals Panel should not be construed as a "second opportunity" for funding. The Appeals Panel is not empowered to override the judgment of the Review Panel and/or the Council of the Arts Board of Directors concerning the quality of a particular application or project.

The sole function of the independent Appeals Panel is to insure that the applicant organization has been given full and fair consideration in the review process. Should the Appeals Panel determine that there are sufficient grounds for an appeal, the request will be sent to the original Review Panel for re-evaluation. In the case of improper procedure or bias as the grounds for an appeal, the request will be taken to the full Board of Directors of the Chenango County Council of the Arts for final determination. The applicant's dissatisfaction with a denial of an award or with the grant amount are not sufficient reasons for an appeal.

*Funding of an application which has been appealed and subsequently approved is contingent upon availability of funds.*