

# Broome, Chenango & Otsego County Decentralization (DEC) Grant Program Guidelines 2012

**Deadline: Wednesday, February 8, 2012, 5pm**

**PURPOSE-** To develop, foster, promote, enhance and increase community arts and cultural programs in Broome, Chenango and Otsego County through a “re-granting” of funds allocated to the Chenango County Council of the Arts from the New York State Council on the Arts; to support a wide range of professional and avocational arts and cultural events that creatively reflect the unique qualities and resources of these communities; to support the work of Broome, Chenango and Otsego County individual artists through sponsoring organizations; to reach as many communities throughout Broome, Chenango and Otsego County as possible.

## **WE CAN FUND:**

- ◆ Not-for-profit organizations that are based in and have Broome, Chenango or Otsego County as their primary service area and that can demonstrate not-for-profit status through documentation of one of the following:
  - Section 501(c)3 of the U.S. Internal Revenue Code
  - Acceptance by the Board of Regents of the State of New York filing under the not-for-profit section (Section 216) of the Education Law
  - Acceptance by the Secretary of State of filing under the Registration of Charitable Organizations (Section 172) of the Executive Law (i.e., the receipt from the Charities Registration)
  - Official authorization as an arm of a local government (i.e., a formal letter on official stationery signed by the appropriate county, city, town or village executive)
  - Acceptance of incorporation under Section 402 of Not-For-Profit Law.
- \***Please note:**
  - Not-for-profit organizations must have an active Board of Directors or Trustees or other volunteer group meeting regularly.*
  - Not-for-profit organizations must demonstrate a need for funding and plans for utilization of funds under re-grant guidelines (an eligible organization is limited to one re-grant application in a calendar year, for up to three separate projects).*
- ◆ Projects by individual Broome, Chenango or Otsego County artists who are sponsored by a qualified not-for-profit organization, provided the project benefits the general public (please note: applicant organization must provide a signed letter of agreement/intent with the artist(s), and a copy of the artist(s) resume).
- ◆ School-affiliated organizations and parent associations, if they have their own not-for-profit status and provide professional cultural services to the community unrelated to school operations, and which are open and promoted to the public.
- ◆ Marketing and advertising costs associated with the project.

## **WE CANNOT FUND:**

- Past sub-grantees that have failed to submit final reports.
- Individuals not applying through a qualified sponsoring organization.
- Organizations applying directly to the New York State Council on the Arts, regardless of the application’s status.
- Public school districts or activities that exclusively serve a student audience (curriculum based, in-school programs) with no public component.
- Public universities and colleges.
- New York State agencies and departments.
- Any equipment or capital expenditures.
- Major expenditures for the establishment of new organizations.
- Fellowships at private professional training schools.
- Cultural activities restricted to an organization’s membership.
- Art programs of any organization that are essentially recreational, rehabilitative or therapeutic.
- General operating expenses or privately owned facilities (i.e. homes and studios).
- Entertainment costs (i.e.: theater parties, openings, receptions, awards, scholarships, contests, fundraising benefits etc...).



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## **FUNDING PRIORITIES**

**Applications will be considered on the basis of the following (not in any order):**

- ◆ Service to the public.
- ◆ Development, promotion, support and enhancement of dance, theatre, music, visual arts, folk arts, fine crafts, TV, media, radio, literature, environmental arts and cultural/historical initiatives.
- ◆ Development of new and/or creative programming from an established, eligible organization.
- ◆ Support of new organizations for the development of a cultural form not presently represented in Broome, Chenango or Otsego County.
- ◆ Promotion of cultural activities presently under-developed or under-represented in Broome, Chenango or Otsego County, especially in under-served areas of each county.

## **REVIEW CRITERIA**

**The review panel is made up of seven to nine community representatives reflecting the artistic, geographic and demographic ranges of Broome, Chenango and Otsego counties. The panel will evaluate applications according to the following criteria (not in any order):**

- ◆ Artistic merit and quality of the proposed project.
- ◆ General community benefit generated by project.
- ◆ Clearly defined objectives and the demonstrated ability to achieve those objectives.
- ◆ Organization history, including stability, record of achievement and fiscal accountability.
- ◆ Other available support, whether monetary, in-kind or other.

**Please note: Greater consideration will be given to proposed projects that:**

- ◆ Support non-profit *arts/cultural* organizations.
- ◆ Demonstrate a need for funding.
- ◆ Have a strong outreach and marketing plan.
- ◆ Indicate collaborations between organizations.
- ◆ Target year-round, affordable and accessible family, youth and senior-oriented cultural experiences.
- ◆ Provide interactive, historically significant projects, and projects that bring the arts to “hard to reach” places.
- ◆ Support reciprocal programming between Broome, Chenango and Otsego counties –meaning organizations may apply for funding to do programming in either Broome, Chenango or Otsego counties (*with preference going to programs/events which do not take place in the greater Binghamton, greater Norwich or greater Oneonta areas... This is in an effort to bring cultural programming into the more rural areas.*)

## **FUNDING LIMITATIONS**

- ◆ All projects must take place between January 1 and December 31, 2012.
- ◆ The minimum grant amount eligible for support is **\$500**. **Requested funding must not cover 100% of the proposed project. The applicant must generate at least 10% of the income for the proposed project budget. In-kind goods/services DO NOT count toward the 10%.**
- ◆ The maximum grant to any organization during a calendar year is **\$5,000**. Due to the number of applicants and the limited funds available, it is unlikely that any organization will be funded at the \$5,000 limit. Every effort is made to fund as many quality programs as possible. Please keep this in mind when preparing your application.
- ◆ Previous Decentralization funding does not ensure support in any succeeding year. Each application is reviewed anew in the context of current program priorities, review criteria and resources available.  
*Please note: Available audits from previously funded organizations will be used in the evaluation process if requested by panelists. No audits will be released, no names of auditors will be shared and organizations without available audits will not be affected.*

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## **THE PROCESS- READ CAREFULLY!**

- **All applicants intending to apply for 2012 funding must notify the Council with intent to apply.** Please send an e-mail to [info@chenangoarts.org](mailto:info@chenangoarts.org), noting “Intent to Apply” in the subject line.
- **Due to budget cuts, there will be no in-field applicant seminars. For information on eligibility and technical assistance, please call the Arts Council office at (607)336-2787/ARTS.**
- Applications must be received in the office of the Chenango County Council of the Arts, 27 West Main Street, Norwich, NY 13815, or postmarked, no later than the **deadline of 5pm on Wednesday, February 8<sup>th</sup>, 2012.**
- **A voluntary technical review of applications is strongly recommended and will be available by e-mail up to Wednesday, February 1<sup>st</sup> - this is a FIRM date. No technical support will be provided after this date. Send drafts to: [info@chenangoarts.org](mailto:info@chenangoarts.org).**
- **Faxed, handwritten, incomplete or late applications will not be accepted. There are no exceptions.**

## **REQUIREMENTS - All re-grantees will be required to:**

- ◆ Sign a contract at an Awards Ceremony scheduled for Wednesday, April 18<sup>th</sup>, 2012, 5pm. Grant notifications will be sent in late March.
- ◆ Credit NYSCA /Chenango County Council of the Arts and The Hoyt Foundation (Broome County only, if applicable) and use logos (provided in contract packet or on-line) on all promotional materials.
- ◆ Provide a Final Report due 30 days after the completion of the funded project, including copies of promotional and advertising materials regarding the project.
- ◆ Provide two complimentary tickets to the funded event so that an auditor may attend.
- ◆ Audit one event from another grant recipient. Please note: *Applicant organizations are responsible for alerting collaborating artists of grant decisions.*

## **ENCLOSURE CHECK LIST - Applications will be considered incomplete without the following:**

- Proof of not-for-profit status.
- List of Board of Directors/Trustees, their professions and business phone numbers.
- Projects requesting support for artist fees require a contract, including specified fee amount and performance date, signed by the sponsoring organization and artist(s). You must include a copy of all artist resumes/biographies.
- 10 copies of the application, plus one original with attachments.** Do not make 10 copies of not-for-profit status, list of board and/or other attachments or supplemental materials. 10 copies of the cover page, narrative and budget (in this order) are required only. No binding, hole punching, ribbons, separators or cover letters. Please staple the 10 copies into grant packets (in the order of cover page, narrative and budget form only.)
- A maximum of four pieces of supplemental material relevant to the application *may be* included. *(If submitting supplemental information, please make sure that it is of high quality and strengthens/enhances the application... Examples: Photos, press clippings, slides, music on CD etc...)*

*All DEC forms are available on-line at [www.chenangoarts.org](http://www.chenangoarts.org).  
DEC guidelines and application are available in large print upon request.*

## **BROOME, CHENANGO & OTSEGO COUNTY DEC APPEALS PROCESS**

While the Council of the Arts has taken 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.

### **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 group 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, organizations may appeal a decision within ten (10) days of the postmarked date of the denial letter by calling the Decentralization Coordinator. If after discussing the rationale of the Review Panel with the Decentralization 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 Decentralization 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.