



Broome, Chenango & Otsego County Decentralization (DEC) Grant Program Guidelines 2017

Deadline: Tuesday, January 10, 2017, 5pm

History of the Program:

The New York State Council on the Arts established the Decentralization Program (DEC) in 1977 to foster the continued development of local cultural resources responsive to community need. DEC serves all of New York State's 62 counties, including areas that are geographically isolated, economically disadvantaged and ethnically diverse. The basic principle of DEC re-grant funding is local decision-making using a peer panel grant evaluation process. The Chenango Arts Council has administered the DEC Program since 1986, promoting arts and cultural events that creatively reflect the unique qualities, resources and needs of the communities we serve.

The Decentralization Program offers support in the following categories:

Community Arts (CA) Grants: Known as "traditional" or "classic" DEC grants, CA grants provide support for arts and cultural projects to community-based organizations, groups, collectives or artists. Individual artists may apply for a community-based project in partnership with a local non-profit organization. CA support enables emerging artists and organizations to grow professionally and to enhance the cultural vibrancy in communities and neighborhoods where they live and operate. CA grants provide support to develop, foster, promote, enhance and increase community arts that address current cultural needs in Broome, Chenango and Otsego counties.

Arts Education (AE) Grants: AE grants offer two funding categories: **K-12 In-School Projects** and **After-School & Community-Based Learning**. Funds can support arts education projects that take place in-school during the school day and/or in after-school and community-based settings for youth and/or senior learners. Emphasis is placed on 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. Inter-curricular collaboration for in-school projects is encouraged but not required. Projects must provide: Sequential, skills-based study that incorporates one or more art forms and includes a minimum of five (5) sequential hands-on learning sessions; In-depth, age and skills appropriate learning opportunities; Hands-on, participatory creation and/or learning opportunities in one or more art forms that may culminate in exhibitions, productions or demonstrations; Stated learning goals, methodologies and outcomes and a means for evaluation.

ELIGIBILITY:

- ◆ Not-for-profit organizations based in Broome, Chenango or Otsego counties 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 of incorporation under Section 402 of Not-For-Profit 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).
- ◆ Not-for-profit organizations must have an active Board of Directors or other volunteer group meeting regularly.
- ◆ Individual artists residing in Broome, Chenango or Otsego counties applying for a CA grant for a community-based project in a documented partnership with a qualified not-for-profit organization.
- ◆ Individual artists residing in Broome, Chenango or Otsego County applying for an AE grant for an in-school or after-school and community-based project in a documented partnership with a local public school.
- ◆ All funded activities must take place within the same county as the applicant's legal address.

WE CANNOT FUND:

- Past sub-grantees that have failed to submit final reports.
- Artists and unincorporated applicants not applying in partnership with an eligible non-profit organization (CA) or public school (AE).
- Organizations and artists applying for, or receiving funds directly from the New York State Council on the Arts in the same contract timeline cycle.
- Non-incorporated chapters of organizations whose "parent" is incorporated outside of Broome, Chenango or Otsego counties.
- Start-up or "seed" funding for the establishment of a new organization.
- Public, private, parochial secondary and elementary or home schools, or the creation of textbooks or non-project related classroom material.
- Arts activities not open to the general public (CA).
- New York State agencies and departments, including SUNY schools and projects involving partners that apply directly to NYSCA.
- Non-arts related activities (including magic, balloons, clowns...).
- Equipment or capital expenditures (including acquisitions of works of art).
- Projects that are recreational, rehabilitative, therapeutic or religious in nature, or at-risk/social service programs with a focus in these areas.
- General operating expenses, contingency funds or operating expenses of privately owned facilities (homes, studios).
- Entertainment/non arts costs (i.e. galas, receptions/food, awards/prizes, scholarships, contests, fundraising benefits, balloons, clowns...).
- Re-grants by applicants to fund other activities.
- Requests that are greater than an applicant's project budget expenses minus total project income.
- Activities in venues that do not comply with all safety and accessibility standards, or fees to children or their use as professional artists.
- Lobbying expenses.
- DEC site Staff or Board members.

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FUNDING PRIORITIES

- ◆ Artists and teaching artist fees.
- ◆ Activities of local arts and cultural organizations.
- ◆ Marketing and publicity costs.
- ◆ Direct project-related administrative costs and related supplies and materials.
- ◆ K-12 AE in-school and after-school AE community-based learning programs.

REVIEW CRITERIA

Review panels consist of 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/student benefit generated by project.
- ◆ Clearly defined, planned objectives and the demonstrated ability to achieve those objectives through an assessment component.
- ◆ Organization/artist 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 local artists and non-profit *arts/cultural* organizations.
- ◆ Indicate community collaborations and use of community resources.
- ◆ Provide interactive projects/events that involve public engagement/participation.
- ◆ Have a strong outreach and marketing plan, with efforts to reach and serve diverse audiences.
- ◆ Target affordable (low/no cost) and accessible family, youth and senior-oriented live cultural experiences.
- ◆ Promote historically significant projects that increase public awareness of local history (CA).
- ◆ Promotion of cultural activities by smaller groups with new ideas presently under-developed or under-represented in Broome, Chenango or Otsego County, especially in under-served areas of each county (CA).
- ◆ Encourage creativity and original thinking with hands-on learning, preferably focused on local culture (AE).
- ◆ Promote skill-building and teach students how to make a practical living in the commercial arts field through exposure to teaching/professional artists so they can engage more freely with these individuals about their work, their livelihoods, training and other aspects that support a career in the arts (AE).
- ◆ Projects that clearly demonstrate collaboration and planning efforts between the school/teacher(s) and artist(s) or nps (AE).
- ◆ Projects that involve faculty/family and connect students to their own communities (AE).
- ◆ Projects that reinforce mandated curriculum and trigger interest in both the arts and subject matter (AE).
- ◆ Indicate cash or in-kind support greater than 25% of the total project expenses.
- ◆ Celebrate diversity in the community.
- ◆ Have a potential of reaching large audiences and support a sense of community belonging.

FUNDING LIMITATIONS

- ◆ All projects must take place between January 1 and December 31, 2017.
- ◆ The minimum grant amount eligible for support is \$500, and the maximum is \$5000.
- ◆ Requested funding is not meant to replace other local funds, or replace school funding for the arts.
- ◆ Applicants may submit up to three applications between the two funding categories (CA, AE), with the combined total request not to exceed \$5,000.
- ◆ **Decentralization funds (CA and AE grants) should fund no more than 50% of a project's total cash expenses, and never more than 75% of the total cash expense. The remaining costs can be met with cash or in-kind contributions. Applications indicating cash income support over 25% will receive greater consideration. In-kind support should be kept separate from the cash portion of the budget as noted on the form.**
- ◆ 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. Available audits from the previously funded round will be used in the evaluation process if requested by panelists. No audits will be released, no names of auditors will be shared and applicants without available audits will not be affected.

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THE PROCESS- READ CAREFULLY!

- **All applicants intending to apply for 2017 funding must notify the Council with intent to apply.**
Applicants must send an e-mail to info@chenangoarts.org, noting "Intent to Apply" in the subject line, indicating which category of funding is being applied for (CA or AE, or both). **To ensure e-mails to and from the CAC are not marked as SPAM, please add us to your contacts and/or safe sender list!**
- Applicant seminars will be available in Broome, Chenango and Otsego counties in September and October. Please call the office at (607)336-2787/ARTS to register for the one nearest you (*minimum of 5 registrants required for a seminar to take place. Individual assistance available by request*).
- **A voluntary technical review of applications is strongly recommended and will be available by e-mail up to up to Tuesday, December 13, 2017- this is a FIRM date! Send drafts to: info@chenangoarts.org. If you do not receive a response within 24 hours, please call the Council at (607)336-2787/ARTS to ensure receipt of your e-mail.**
- **Applications must be received in the office of the Chenango Arts Council, 27 West Main Street, Norwich, NY 13815, or postmarked, no later than the deadline of Tuesday, January 10, 2017, 5pm.**
- Faxed, handwritten, incomplete or late applications will not be accepted. There are no exceptions.
- Organizations applying for artist fees through a CA grant must provide a letter of commitment/contract, including specified fee amount and performance date, signed by the sponsoring organization and artist. A copy of artist resumes/biographies is required.
- An individual artist or collective may apply directly for CA or AE funds if working in partnership with a community based non-profit organization or public school that meets the listed eligibility criteria. A letter of commitment/contract from the community based non-profit or public school partner, confirming the partnership with the applicant artist is required. The commitment letter/contract must outline the scope of the partnership and each partner's investment or contribution (in-kind and/or cash) towards the proposed project, and must be signed by the artist, an officer of the partnering organization, and/or school principal. A copy of organization history/promotional information and/or artist resumes/biographies must be included.
- Organizations applying to work in partnership with a school through an AE grant must submit a letter of commitment/contract from the school, confirming the partnership with the applicant organization. The commitment letter/contract must outline the scope of the partnership and each partner's investment or contribution (in-kind and/or cash) towards the proposed project, and must be signed by an officer of the partnering organization and school principal. A copy of organization history/promotional information and/or artist resumes/biographies must be included.

REQUIREMENTS - All re-grantees will be required to:

- ♦ Sign a contract at an Awards Ceremony on Thursday, April 13, 2017, 5pm. *Grant notifications sent mid-March.*
- ♦ Credit the Chenango Arts Council and the Stewart W. & Willma C. Hoyt Foundation (if applicable to Broome recipients) and use logos on all promotional materials (Proper credit line information and logos are available on our website at www.chenangoarts.org, or by request.)
- ♦ 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.

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

- ☐ Proof of organizational not-for-profit status.
- ☐ Organization list of Board of Directors/Trustees, their professions and business phone numbers.
- ☐ A signed letter of commitment/contract between artists, collectives, organizations and schools confirming their partnership for CA and/or AE projects outlining the scope of the partnership and each partner's investment or contribution (in-kind and/or cash).
- ☐ A copy of organization history/promotional information and/or artist resumes/biographies.
- ☐ Venue arrangement agreement(s).

- ☐ **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, web links etc...)

Note: Artist samples should represent work from the last three years.

Video/audio clips should not exceed three minutes.

Literary projects should not exceed 20 pages.

For AE projects: Recommended support materials include lesson plans, evaluation plan, video/photos of past Arts Education work, participant evaluation forms and letters of recommendations.

*DEC forms are available on-line at 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 Review Panel, 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 ensure 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.