



DECENTRALIZATION GRANTS PROGRAM for BROOME, CHENANGO, and OTSEGO COUNTIES

Application Guidelines 2019

Submission deadline is Wednesday, January 9, 2019

Deadline for pre-submission technical review is Friday, December 14, 2018

History of the Program:

The NYS 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's 62 counties, including areas that are geographically isolated, economically disadvantaged, and ethnically diverse. The basic principle of DEC funding is to utilize local decision-making and use a peer panel 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 Grants Program (DEC) offers support for the Arts and Arts Education 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 individual artists. Individual artists must apply for a CA grant for a community-based project in partnership with a local nonprofit 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 work. CA grants provide support to develop, foster, promote, enhance, and increase community arts that address current cultural needs in Broome, Chenango and Otsego counties.

Eligibility

- Applicants may not partner with an organization that has applied for or received funding directly from NYSCA in the current grant cycle. However, a DEC applicant may use a NYSCA-funded organization as a venue for the applicant's project, as long as the NYSCA-funded organization does not charge a rental/use fee and does not profit in any way from the DEC applicant's project.
- Applicant organizations must be able to document proof of nonprofit status.
- Applicant organizations must have an active board of directors or similar body charged with oversight of the organization that meets regularly.
- Applicant artists must reside in Broome, Chenango, or Otsego counties **and** must partner with a qualified nonprofit organization if applying for a *Community Arts grant*.
- Applicant artists must reside in Broome, Chenango, or Otsego Counties **and** must partner with a local public school if applying for an *Arts Education grant* for an in-school or after-school or community-based project.
- All funded activities must take place within the same county as the applicant's legal address.

Applying through a fiscal sponsor A fiscal sponsor is an eligible nonprofit organization that agrees to extend its nonprofit status to an individual artist or group.

The fiscal sponsor is the legal applicant. If awarded a grant, the contract will be executed by the fiscal sponsor, who will receive funds for the project and pass them on to the sponsored individual or group. The project must take place in the county where the fiscal sponsor is located, but the sponsored artist/group does not have to be located in that county.

An eligible nonprofit organization may apply on its own behalf **and** serve as a fiscal sponsor for one or more individuals or non-incorporated groups.

The application must include a letter of agreement between the artist/group and nonprofit organization.

NOTE: It is the responsibility of the fiscal sponsor to provide the sponsored artist with the necessary tax documents regarding “earned income” should the artist be awarded a grant (1099s).

Applying with a partner organization A partner organization is an eligible nonprofit that agrees to partner with an individual artist or group.

If applying in partnership, the legal applicant will be the individual artist, group or unincorporated entity. If awarded a grant, the artist or group must be able to sign a contract with the Chenango Arts Council, and funds will be made payable to that individual artist or group.

The applicant and partner organization must both be based in the county in which the proposed activity occurs.

An organization that applies for a grant on its own behalf in any category **may not** also serve as a partner organization on another application.

The partner is not required to make a financial contribution to the project, but may make some contribution to the project, which can be in-kind.

The application must include a letter of commitment between the artist/group and nonprofit organization.

Arts Education (AE) Grants: AE grants offer two funding categories: (1) **K-12 In-School Projects** and (2) **After-School & Community-Based Learning**.

Please Note: *Schools and teachers may not apply directly for a DEC grant. Rather, schools may only partner with an artist or group of artists who must be the DEC applicant.*

AE Grants support nonprofit organizations, cultural groups and/or individual artists in providing in-depth, arts education projects to participants of all ages. This funding is designed to support effective and innovative approaches to artist-led instruction both in and outside a school setting. These grants are meant to build the capacity of local artists and nonprofit arts organizations while providing K-12 public school students and/or community members high-quality artistic learning experiences.

Projects should draw on arts education practices to engage participants in the creation and interpretation of artistic works. Instruction must be sequential, age appropriate and skill-based, and focused on the exploration of art and the artistic process. Arts Learning projects are intended to serve a dedicated group of learners, be it in-school students, or youth and/or adult learners, and do not need to be open for participation by the general public. Emphasis is placed on the depth and quality of the creative process through which participants learn through or about the arts.

All Proposed Projects must provide:

- Sequential, skills-based study that incorporates one or more art forms and includes a minimum of three hands-on learning sessions between the same artist/cultural group and group of students. Please note: Stand-alone assembly programs, single performances, student performing groups or one-time visits to cultural institutions are ineligible.
- AE funds can support K-12 in-school, after-school programs, and community-based projects
- Hands-on, participatory creation and/or learning opportunities in one or more art forms that may culminate in exhibitions, productions, or demonstrations
- In-depth, age and skills appropriate learning opportunities
- Stated learning goals, methodologies and outcomes, and a means for evaluation

Eligibility:

- NYS nonprofit organizations working with an eligible partner school (for in-school programs) or applying directly (for out-of-school programs).
- Individual artists, groups or collectives, and unincorporated entities who are working with an eligible partner school (for in-school programs) or eligible partner nonprofit organization (for out-of-school programs).
- Lead artists must be 18 years of age at the time of submission and may not be enrolled in a full-time degree program.
- The legal address of the applicant must be in Broome, Chenango, or Otsego county, and the project must take place in the applicant's county.
- If an individual artist or unincorporated group is working with a public school that is out of their county of residence, the applicant must have a nonprofit fiscal sponsor in the county of the public school.
- Only public schools or BOCES-related schools serving K-12 students are eligible to serve as partner schools. Schools involved in any Arts Education projects currently receiving direct NYSCA funding are not eligible to serve as partner schools.

K-12 In-School Projects These projects must take place during the school day and in a public school setting. Private, parochial and home schools are ineligible to serve as partner schools. Inter-curricular collaboration is encouraged but not required. AE funds must not replace, or appear to replace, the role of certified arts teachers in schools. Activities must occur in school, during the regular school day (no extracurricular activities that take place outside the normal school day). Students may not be taken out of regular classes to participate, or be self-selected for participation in the program.

A letter of commitment from the partner school to the arts organization or artist must be included with the application. The letter of commitment must outline in detail the school's support of the project (monetarily and/or otherwise) and anticipated roles and responsibilities for each partner involved. The letter must be written on school letterhead and signed by the principal.

After-School and Community-Based Learning These projects take place in a community-based setting and can be for a specific age group or participants of any age. Participation may be limited to a specific group and does not need to be open to the general public.

If the applicant is an individual artist or unincorporated entity, there must be a partnership or fiscal sponsorship with an eligible nonprofit partner, which must be identified in the application. A written letter of commitment/agreement from the nonprofit partner / fiscal sponsor to the artist or unincorporated entity must be included with the application. The letter of commitment must outline in detail the partner's support of the project (monetary and otherwise) and anticipated roles and responsibilities for each partner involved.

DEC DOES NOT FUND

- Past grant recipients 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 or receive funds directly from NYSCA
- Activities or projects that are not related to the Arts (including magic, balloons, clowns, etc.)
- 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 expenses or costs not directly related to the Arts (i.e. galas, receptions/food/catering, awards/prizes, scholarships, contests, fundraising benefits, balloons, clowns, etc.)
- Re-grants by applicants to fund other activities
- Activities in venues that do not comply with all safety and accessibility standards
- Fees to children or their use as professional artists
- Lobbying expenses

FUNDING PRIORITIES

- Artist’s and teaching artist’s fees
- Activities of local arts and cultural organizations
- Marketing and publicity costs
- Direct project-related supplies, materials, and administrative costs
- Arts education projects for K-12 students in-school and after-school arts education programs for community-based groups such as youth or seniors

REVIEW CRITERIA

Review panels consist of community representatives reflecting the artistic, geographic, and demographic ranges of Broome, Chenango, and Otsego counties. The panels will evaluate applications according to the following criteria:

- 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

Greater consideration will be given to projects that:

- Have never previously applied for DEC funding
- Involve immigrant communities and/or non-traditional cultures
- Support local artists and nonprofit arts and cultural organizations

- Indicate community collaborations and the use of community resources
- Provide interactive projects and events that involve public engagement and participation
- Have a strong outreach and marketing plan, with efforts to reach and serve diverse audiences
- Target affordable (low cost or free) and accessible family, youth, and senior-oriented live cultural experiences
- Promote historically significant projects that increase public awareness of local history
- Promote cultural activities by smaller groups with new ideas presently under-represented in Broome, Chenango, or Otsego Counties, 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)
- Clearly demonstrate collaboration and planning efforts between the school/teacher(s) and artist(s) (AE)
- Projects that involve faculty/family and connect students to their own communities (AE)
- Projects that reinforce mandated curricula 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 the potential to reach large audiences and support a sense of community belonging

FUNDING LIMITATIONS

- All projects must take place between January 1 and December 31, 2019.
- The minimum grant amount eligible for support is \$500, and the maximum is \$5,000.
- 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 for both CA and AE projects should fund no more than 75% of a project's total expenses. However, applicants are strongly encouraged to keep their requests to 50% of the total project cost and utilize other sources of funding to cover the other project costs. These costs may be met through in-kind contributions, cash income from donors or sponsors, or a combination of both.
- Previous DEC funding does not ensure support in any succeeding year. Each application is reviewed anew in the context of current priorities, review criteria, and resources available.

THE PROCESS – READ CAREFULLY!

- **All applicants intending to apply for 2018 funding must notify the Council with intent to apply** by sending an e-mail to chris.hoffman@chenangoarts.org, noting "Intent to Apply" in the subject line, and indicating which category of funding is being applied for (CA or AE, or both).
- Information seminars will be held in August and September at locations in Broome, Chenango, and Otsego counties. Dates and locations will be available on the CAC website at www.chenangoarts.org by August 1. Please call the Council at 607-336-2787 to register for a seminar near you. Each seminar must have a minimum of 5 registrants to take place. Individual assistance is also available by request.
- A pre-submission technical review of applications is available by e-mail through **FRIDAY, DECEMBER 14, 2018. After this date, applicants may no longer request technical help.** Applicants who wish to have a technical review should send their draft application as an email attachment to chris.hoffman@chenangoarts.org.
- All applications must be typed and signed. The application can be found as a Word doc and as a pdf file on the CAC website at <http://www.chenangoarts.org/grants/grants.html>.
- DO NOT STAPLE applications or attachments. Use paper clips, as necessary.
- DO NOT use any kind of bindery, folders, or sheet holders.
- Submit ONLY ONE ORIGINAL COPY with all attachments. DO NOT SUBMIT ADDITIONAL COPIES.
- Applications must be received or postmarked by Wednesday, January 9, 2019, at 5 pm.

- Applications can be sent via email as a Word or pdf attachment, or they can be mailed or delivered to the Chenango Arts Council, 27 West Main Street, Norwich, NY 13815.
- Faxed, handwritten, **incomplete**, or late applications will be removed from consideration. **There are no exceptions, so review your application before submitting it.**
- 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 nonprofit organization or public school that meets the listed eligibility criteria. A letter of commitment/contract from the community-based nonprofit 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 grant recipients will be required to:

- Sign a contract at an Awards Ceremony on Thursday, April 12, 2018, 5pm. *Grant notifications will be sent mid-March.*
- Credit the Chenango Arts Council and the Stewart W. & Willma C. Hoyt Foundation (Broome County recipients only, if applicable), 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.
- Submit 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 (unless the event is free).
- Attend another grant recipient's event and submit an audit report describing that event to the Chenango Arts Council. Final and audit report forms are available at www.chenangoarts.org.

ATTACHMENTS

Organizations asking for support for artist's fees through a CA grant must provide a copy of a contract or letter of agreement, including specified fee amount(s) and intended performance date(s), **signed by** the sponsoring organization and artist(s). Applicants must attach a resume/biography for each artist.

Artists applying for CA or AE funds working in partnership with a community-based nonprofit organization or public school must submit a letter of commitment or contract from the community-based nonprofit or public school partner. 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 the school principal.

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** the school principal.

ATTACHMENTS CHECKLIST – *Your application will be considered incomplete and therefore ineligible for consideration without the following attachments:*

- Proof of your organization’s nonprofit status, or if you are an artist applicant, your partnering organization’s nonprofit status (one of the following):
 - ____ US Internal Revenue Service 501c3 letter (NOT your sales tax exemption form)
 - ____ NYS Board of Regents Charter, Section 216 of the Education Law
 - ____ Bureau of Charities filing receipt
 - ____ Unit of Local Government
 - ____ Certificate of Incorporation, Section 402 NFP Law

- A list of the Board of Directors of your organization or your partnering organization

- A signed letter of commitment or 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 signed agreement/contract confirming permission to use a specific venue for your project

- A history of your organization, artists’ resumes/biographies, and promotional materials

- No more than four (4) pieces of supplemental material relevant to the application **may** be included (photos, press clippings, web pages, flyers, etc.) For AE projects, recommended support materials include lesson plans, evaluation plan, participant evaluation forms, and letters of recommendation.

DEC forms are available on–line at www.chenangoarts.org.

DEC guidelines and application are available in large print upon request.

APPEALS PROCESS

While the Council of the Arts takes great care in its evaluation of proposed projects and allocation of funds, we recognize that occasionally there may be grounds to appeal 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; and **(3)** Improper procedure: This is a contention by the applicant group that the review by the Review Panel was biased or 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 DEC Program Manager. If after discussing the rationale of the Review Panel with the DEC Program Manager, 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 of the

Chenango Arts Council 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 DEC Program Manager.

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.
