



BROOME, CHENANGO & OTSEGO DECENTRALIZATION GRANTS PROGRAM APPLICATION 2019

DEADLINE: Wednesday, January 9, 2019, 5pm

(Applications may be hand-delivered, sent by US mail or by email, but MUST be received by deadline.)

Check the category that applies to your application:

- Arts Education (AE): K- 12 In-School
- Arts Education (AE) After-School or Community-Based Learning
- Community Arts (CA) Grant

Please make sure all information requested below is provided:

1. Applicant Organization/Artist Legal Name:
2. Organization Contact Person:
3. Organization Incorporation Year:
4. Partnering Organization and Contact Person/Title (if applicable):
5. School and Contact Person/Title (if applicable):
6. Applicant's mailing address:
7. Applicant's email address:
8. Applicant's home phone number:
9. Applicant's cell phone number:
10. Applicant's website address:
11. Email address for partnering organization:
12. Website address for partnering organization:
13. Phone number for partnering organization:

County: _____

NYS Assembly District: _____ NYS Senate District: _____ US Congress District: _____

Is the applicant applying to or receiving funds directly from the NY State Council on the Arts? YES _____ NO _____

Is the applicant partner with an organization that has applied for or received funds directly from NYSCA in the current grant cycle? YES _____ NO _____

Broome County Applicants ONLY:

Are you applying to/receiving funds directly from the Hoyt Foundation? YES _____ What year? _____ NO _____
If yes, for what purpose?

Are you an organization of color, or do you serve a community of color? YES _____ NO _____

Total number of artists participating:
Total number of youth served:
Total number of individuals served:

Enter the total project cost and requested amount next to the discipline that best describes your project.

DISCIPLINE	TOTAL PROJECT COST	REQUEST AMOUNT
01 Dance	\$	\$
02 Music	\$	\$
03 Opera/Music	\$	\$
04 Theatre	\$	\$
05 Visual Arts	\$	\$
06 Design Arts	\$	\$
07 Crafts	\$	\$
08 Photography	\$	\$
09 Media	\$	\$
10 Literature	\$	\$
11 Folk Art	\$	\$
12 Humanities	\$	\$
13 Multidiscipline	\$	\$
TOTAL:	\$ _____	\$ _____

BEFORE YOU BEGIN: Read the entire application, gather your data and documents. Incomplete applications will be removed from consideration by the review panel. You may use additional sheets of paper if your answers do not fit in the space between questions.

1. Project title:

2. Project date(s):

3. Project location(s): Attach proof of arrangements to use this space. **Your application will be incomplete without this.** For AE grants, the letter of commitment/contract from the school will serve this purpose.

4. Is your project location accessible to the physically challenged?

5. For applicant **Organizations**, list the mission/purpose and activities of your organization.

For applicant **Artists**, list your medium/media and briefly describe any community arts experience and/or in-school arts education and/or community arts-based teaching experience. Attach organizational promotional material/ artist resume/biography. **Your application will be incomplete without it.**

6. How will the proposed project benefit the community and/or students targeted?

7. How will the proposed project support your organization's mission, and/or how will it support your work as an artist?

8. Who is your target audience? Describe your plan to reach and serve diverse audiences and/or student populations.

9. What is your plan to market this project to the general public/school community?

10. Describe the project for which funds are requested. Be as specific as possible.

Include the project's goals and objectives, the community/school cultural needs you are meeting and how the public/students will benefit, an evaluative or assessment plan for gauging the success of your project, and your plan to carry through with this project if your application does not receive the full requested amount. If applying to partner with a school, indicate the planning and time frame of the required five (5) hands-on student learning sessions. *It is necessary to address all of the above listed criteria. Use as much space as needed. **Your application will be incomplete without this information.***

11. Specify what the requested funding will be used for in the project. NOTE: This program **will not fund general operating support.** You must correlate the dollar amount you are requesting to a tangible item, i.e., artist's fees, sheet music, space rental, etc. Only include the items you are asking the DEC grant to support. ***You must attach documented proof of these expenses.*** *EXAMPLE: We are requesting a total of \$1500: \$500 for sheet music from ABC Royalties (see estimate attached), and \$1000 for artist fees (see artist contract and resume attached). Your application will not be considered for funding without proper documentation supporting your request.*

12. Have you received a previous DEC grant through the CAC? YES _____ NO _____

If yes, please list the most current grant amount received and title of the funded project.

13. Indicate your organization's bottom line number, surplus OR (deficit), for the most recently completed fiscal year. Include contact information for the person to reach for financial information.

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
 - ___ 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.

PROJECT BUDGET

EXPENSES

Project Salaries and Fees:

- 1.) Administrative _____
 - 2.) Artistic _____
 - 3.) Technical _____
- TOTAL (lines 1-3) A. _____**

Remaining Expenses:

- 4.) Space rental _____
 - 5.) Travel and Transportation _____
 - 6.) Advertising and Promotion _____
 - 7.) Project Supplies and Materials _____
 - 8.) Other (attach itemized list) _____
- TOTAL (lines 4-8) B. _____**

TOTAL EXPENSES (A+B) C. _____

INCOME – Decentralization funds (CA and AE grants) **should fund no more than 75% of a project’s total cash expenses, but applicants are strongly encouraged to keep DEC funding to no more than 50% of the total project budget.** The remaining costs can be met with cash donations or in-kind contributions. In-kind support should be kept separate from the cash portion of the budget as shown below.

Earned/Contributed Income: (Please identify separately: Admissions, concessions, sales, tuition, class or workshop fees, interest income, government, school, PTA, business, foundation, fundraising events, etc.)

- 9.) _____
 - 10.) _____
 - 11.) _____
 - 12.) _____
- TOTAL (lines 9-12) D. _____**

In-Kind Contributions: (Please identify sources separately)

- 13.) _____
 - 14.) _____
 - 15.) _____
 - 16.) _____
- TOTAL (lines 13-16) E. _____**
- TOTAL PROJECT INCOME (D+E) F. _____**

GRANT REQUEST

Request from DEC Program **G. _____**
(cannot exceed \$5,000 or 75% of total project budget)
Total Income plus Grant Request (lines F+G must equal C) _____

FUNDING PRIORITY

Partial funding is a possibility. Please list the expenses which are critical to the success of the project:

Certification and Release

The undersigned certifies that s/he is the applicant Artist or principal officer of the applicant Organization with authority to obligate it; has knowledge of the information presented herein; has read the application guidelines; and on behalf of herself/himself or the Applicant Organization releases the Chenango County Council of the Arts, its employees and agents with respect to any liability (monetary or other), claims for damages, demands, and any actions resulting from connection with this project if funded. The undersigned further certifies that the Applicant Organization's Board of Directors has been made aware of and approves of this application, and if it is funded, agrees to implement the project as described. The undersigned agrees to save, hold harmless and indemnify the Chenango County Council of the Arts in regards to any and all aspects of this project and/or its participants.

Name _____ **Title** _____

Signature _____ **Date** _____