

2010 DECentralization Grant Guidelines



Application Deadline for Groups: Postmarked by October 21th, 2009
Application Deadline for Individuals: Postmarked by October 28th, 2009

If there is anything that the Tri County Arts Council Arts can provide to facilitate your participation in the DEC Community Arts Grant Program, please call 518-254-0611.

* What is the TCAC DEC program?

TCAC DEC GRANT is a competitive arts grant program that provides financial and technical assistance for community-based arts activities offered by eligible nonprofit organizations and individual artists sponsored by nonprofit organizations in Fulton, Montgomery or Schoharie County. The grants are awarded for specific projects occurring between January 1, 2010 and December 31, 2010.

The-Tri County Arts Council (TCAC) administers the DEC program with public funds from the Decentralization Program of the New York State Council on the Arts (NYSCA) and the New York State Legislature. This grant program exists to support professional fees for artists and technical production services.

The goals of the TCAC DEC program include: providing quality arts programming to the entire three-county region, assisting emerging arts organizations, supporting cultural expression of our diverse ethnic groups, and making arts programming accessible to under-served and minority audiences. Emphasis in funding is placed on projects and activities geared towards reaching under-served communities.

Arts activities must be the primary driving force of project requests. *Requests must have a public component - one that is available to the entire community.* Programs must be open to the general public. Applicants are required to make their projects accessible to all individuals and hold their events at accessible sites.

This program is intended to expand, promote, and increase arts and cultural programming at the local

level including, but not limited to, projects in the following areas: Dance, Photography, Music, Media (film, video, and radio), Opera/Musical Theater, Theater, Literature and Poetry, Folk Arts, Visual Arts, Humanities, Design Arts, Textile Arts, Skilled Crafts, and Multi-Disciplinary programs.

The TCAC DEC Grant is not for every nonprofit and arts organization. It is best suited to small community arts groups and emerging arts groups that can demonstrate professional arts quality and a level of administrative standard. There are other funding resources that may be available for your project needs. TCAC has the staff and resources to assist you in the search for other funding opportunities beyond the DEC Program.

* Are there information meetings that I must attend that will explain the TCAC DEC program?

YES, you must either attend a DEC Application Seminar or meet with TCAC DEC staff to discuss the DEC program and your proposed application. Application Seminars are held at a minimum of seven locations across the three-county region Fulton, Montgomery and Schoharie Counties. These seminars provide an understanding of the TCAC DEC Guidelines and the mechanics of the application form. Attendance at a seminar is mandatory for all applicants. Dates, locations, and times for seminars are listed below.

All applicants must either:

- Attend an-TCAC DEC Application Seminar, and/or
- Meet with TCAC DEC staff to discuss their project

If your organization would like to host an Application Seminar in the future, please contact us to discuss arrangements.

**Remaining Tri County Arts Council DEC
Application Seminars**

Thursday, 10/08/09

Middleburgh Library

333 Main Street, Middleburgh

6:30pm

Saturday, 10/10/09

Centro Civico

143 East Main St., Amsterdam

1:30pm

Wednesday, 10/14/09

Johnstown Public Library

308 So. Market St., Johnstown

6:00pm

Thursday, 10/15/09

Schoharie Public Library

Bridge St., Schoharie

6:30pm

Applications must be received *postmarked by Wednesday October 21, 2009 for groups and October 28, 2008 for individuals*. Early submissions are encouraged. *Applications received after the deadline will not be considered*. Applications will not be accepted late, incomplete, faxed, emailed, or on disc.

Mail or hand deliver materials to:

**The Tri County Arts Council
108 Union Street
Cobleskill, NY 12043**

May I submit more than one funding request?

YES. A single organization is able to submit up to three (3) project requests within one application package, as long as the total request is no more than \$5,000. Submit a separate, completed application form for each project. Submit all projects in one complete package to the TCAC.

*** Is there a maximum funding support?**

YES. Maximum funding support to any one organization cannot exceed \$5,000. Grants are not intended to cover the complete cost of the proposed project. In recent years, grant amounts ranged from \$500 to \$5000.

Your project budget must demonstrate other funding sources are being matched to the project.

*** Is there a maximum funding support for artists?**

YES. Maximum combined funding support to any one artist cannot exceed \$5,000. It is not uncommon to have an artist listed as participating in several completely different project requests from separate organizations. Each project stands alone, is reviewed individually, and funding decisions are independent.

*** Is there a minimum funding support?**

YES. TCAC DEC grants are not made below \$500.

» If my organization received a DEC Grant in the past, may I still apply?

YES. If you have received funding in the past, you are eligible to apply again. However, prior TCAC DEC funding does not guarantee continued support in any succeeding year. Each application is reviewed in the context of the current program guidelines, funding priorities, and evaluative criteria.

The Tri County Arts Council encourages established organizations to use these funds to assist in developing new or expanding existing arts programming. Arts programming should enhance standard offerings while at the same time provide artistic programming to underserved constituencies.

Organizations requesting funding for a third year or more, for the same or similar project, cannot request more than 60% of the total cost of the proposed project. The project must demonstrate that a minimum of 40% of the proposed project income is raised from some other funding sources. New project requests and those that have been funded for two consecutive years or less may request up to 80% of the project budget; 20% of the project budget must come from other sources.

In funding repeat applicants, priority will be given to those organizations that submit project requests demonstrating growth, artistic expansion, and community support if requested projects are similar to those of previous years.

Who is eligible to apply?

Organizations whose projects have an arts-based core or cultural activity that takes place between January 1 and December 31, 2010.

Any nonprofit organization or local government unit based in Fulton, Montgomery or Schoharie County.

Additionally, your organization must fulfill all of the following conditions:

- Have a Board of Directors or governing body that meets to determine and review policy
- Conducts all activities using non-discriminating practices of any kind (race, color, national origin, sex, or disability) relating to programming, administration, and board participation
- Proposed project demonstrates need for funding

How does my organization demonstrate nonprofit status?

Your organization must have ONE of the following documents that applies to your organization:

- > IRS Tax Exempt Letter 501 (c)(3)
- > Letter from the NYS Board of Regents Charter, Section 216 of the Education Law
- > Bureau of Charities filing receipt
- > Letter of Acceptance of Incorporation under Section 402, Not-for-Profit Law

The address on the document must be located within Fulton, Montgomery or Schoharie Counties.

NOTE: A New York State Tax Exemption Certificate from the Department of Taxation and Finance is not considered proof of nonprofit status and should not be submitted. The ST-119 Form is also not acceptable as proof of nonprofit status. Also, religious institutions must provide eligible documentation listing a Fulton, Montgomery or Schoharie County address. We cannot accept a 501(c X3) letter of determination listing an address outside of Fulton, Montgomery or Schoharie County.

9- What is a conduit organization?

A conduit organization is a nonprofit organization that meets all eligibility requirements and is willing to sponsor an application to the TCAC DEC program. All arts programs must take place within Fulton, Montgomery or Schoharie county.

This may be done on behalf of:

- An emerging organization
- An organization whose "parent" is outside of Fulton, Montgomery or Schoharie County
- « A collaborative effort between organizations
- An artist initiated project

•> What types of organizations are ineligible to apply?

The following are not eligible to apply:

- An organization that does not attend a DEC Application Seminar or meet with Tri County Arts Council DEC Staff
- An individual artist who does not have a qualified sponsor

Organizations that applied directly to NYSCA for funding in the 2009-2010 grant cycle, regardless of funding status

Public school districts, their components (PTA's, etc.), or activities which primarily or exclusively serve a student audience

New York State agencies and departments, including SUNY colleges and universities

Previously funded organizations/artists who have failed to provide interim and/or final reports or have failed to comply with previous contracts

Non-incorporated chapters of organizations whose "parent" organization is not located in Fulton, Montgomery or Schoharie county.

The Tri County Arts Council organization and its employees or board members, and groups for whom the TCAC serves as fiscal sponsor.

*• Are individual artists eligible to apply?

YES, individual artists may apply through the sponsorship of any eligible nonprofit organization.

An individual artist:

- Must be a resident of Fulton, Montgomery or Schoharie County at the time of application
- Must be 21 years of age or older at the time of application
- Must apply through an eligible nonprofit organization meeting the criteria listed above
- May only be sponsored by one eligible organization (*Artists may participate in the projects of multiple organizations but can only request funding for an artist-initiated project through the sponsorship of a single organization*)
- Must submit a letter from the sponsoring organization on organization letter head stating its willingness to fulfill the obligations and duties of serving as fiscal and administrative agent for a grant award. The letter should specify both the role of the organization and the role of the artist in the project
- Must submit a letter of recommendation from someone outside of the proposed project

*The Tri County Arts Council
can introduce artists and organizations to facilitate
collaborations.*

» What types of activities are not eligible for support?

- Programs taking place outside of Fulton, Montgomery or Schoharie County

Operating expenses or contingency funds

Art programs that are recreational, rehabilitative, or therapeutic (e.g. magic shows, bubble blowing, balloon art, juggling, clowns, art therapy)

Projects taking place primarily or exclusively in school. TCAC DEC funds cannot be used for arts/artists-in-school programs. Core components of programming may not take place in schools, during school hours, or directly following the school day as part of an after-school program. Programs may take place on school property, as long as they are open to the public and not designed in conjunction with school-based activities.

Projects that are targeted for home school participants

Projects that are directed exclusively at at-risk populations and are not open to the public

Project requests for deficit funding and capital expenditures, including property or equipment purchases

Expenditures for the establishment of new organizations

University faculty and staff are not eligible to receive DEC artistic funding within projects that are affiliated with their institutions

Fellowships and scholarships

Projects where fees are paid to students of universities, high schools, middle or elementary schools, or use children as professional artists

Programs not in handicap accessible locations

Cash prizes or awards to students

Administrative costs unrelated to the proposed project

Budget requests that are greater than an applicant's project expenses minus the total project income

Entertainment costs such as theater parties, gallery/museum openings, receptions, and fund raisers

Activities and programs which cannot be completed between January 1 and December 31, 2010

Cultural activities restricted to an organization's membership

Requests that are less than \$500, or exceed \$5,000

Operating expenses of privately owned facilities (i.e. homes and studios)

Programs in which the primary benefit is the financial gain by an individual

Acquisitions of works of art

Applications will not be accepted if the:

- Applicant has not attended an application seminar or met with TCAC staff to discuss their project
- Applicant submits an application using the form from prior cycles – applicants must submit their requests on the 2010 application form included with these guidelines
- Applicant does not adhere to TCAC DEC guidelines and policies
- Applicants did not follow reporting guidelines for previous DEC Grants
- Applicant does not include the requested supplemental materials with the application.
- Application for Organizations is postmarked after the 10/20/08 date or the Individual Artist application is postmarked after the 10/27/08 date.

- *** How are grants determined?**

All applications are reviewed for eligibility, completeness, and accuracy by TCAC DEC staff. As part of the evaluation process, TCAC DEC Staff may contact you by telephone or e-mail to clarify certain information.

A peer panel of artists, arts administrators, and community leaders appointed by the TriCounty Arts Council evaluates each application and recommends a level of funding based on the evaluation criteria and the funding priorities.

Upon request, panelists will be furnished with final and interim reports as well as audit information and correspondence when considering organizations/individuals who have been funded in prior years.

Suggestions and comments regarding applicants by previous panel deliberations are also available to the panel.

The panel's recommendations are reviewed by TCAC which has the final authority for all decisions.

- **What are the evaluative criteria that the Panel will use?**

The panel will make funding recommendations based primarily on the following criteria:

- Artistic merit and quality of ongoing arts based programs with year round activities, multiple workshops, and participant programs are high funding priorities

Caliber and credentials of artists and other project personnel supported by resumes and work samples

Public arts programs which build an arts foundation by addressing community needs and interests

Non-duplication of existing programs or services

Clearly defined plan for implementation, management, and promotion of the project

Organizational history and stability

Evidence of responsibility and compliance with past grant guidelines and procedures

- Clarity and conciseness of written application and supporting materials
- Past grantees requesting funds for a project previously funded for two years, may request up to 60% of the total project budgets. New applicants and those applying for a second year of funding for a project may request up to 80% of the total project budget.

- » **What are the 2010 Funding Priorities?**

Priority for funding will be given to the following types of projects:

- Projects for first time applicants or new initiatives from past applicants
- Projects that request funds for the payment of artist fees and technical production services
- Projects which employ quality artists
- Projects that contain a strong outreach and promotion plan to a diverse audience
- Projects that contain a strong outreach and promotion plan to minority/under-served populations
- Projects that reflect cultural traditions or contemporary creative expression of a particular ethnic group
- Collaborative projects that support ongoing arts and cultural development
- Organizations that utilize under-served and/or minority individuals as participants or artists in their projects
- Individual artist-driven projects sponsored by an eligible organization
- Projects that provide free participation or admission to individuals who are economically in-need
- Organizations that are bringing their project to audiences that are otherwise unable to access artistic or cultural programming
- Organizations developing new projects specifically geared towards reaching new and under-served audiences

Additionally, the following are LOW funding priorities for 2010:

- One-time events, limited performances, and annual festivals
- Travel (must be within Fulton, Montgomery or Schoharie County)

*** Is technical assistance available?**

YES, technical assistance is provided at the Application Seminars. In addition TCAC DEC staff can work with you individually to develop and fine-tune your request.

TCAC DEC staff can review and comment on draft applications if the draft is received before Wednesday, October 7, 2009. This is optional and it should not be viewed as a commitment for either the applicant or TCAC staff.

***• How will I know if my project is funded?**

The Tri County Arts Council notifies all applicants by mail regarding the status of their applications after panel approval. This usually occurs by the end of December.

Grant checks are issued at an Awards Ceremony to be held in early 2010. Checks are issued only after a review of panel feedback with the TCAC staff and receipt of the signed contract and all other requested information. *Previously funded organizations for which there have been administrative lapses and/or lack of compliance with their project contract on prior projects will receive their award in scheduled installments.*

» If I receive a Tri County Arts Council DEC Grant, what will my responsibilities include?

If you receive a grant you will be required to:

- Sign and adhere to the terms of a project contract

Credit TCAC, NYSCA and the New York State Legislature for funding on all materials according to language used in the project contract as well as including both logos on all printed material relative to your funded project. Grant awardees must use authorized language in acknowledging funding.
- Send copies of promotional and advertising material regarding the project or event to the TCAC at least one month prior to the event
- Provide TCAC with four complimentary tickets 4 to 6 weeks in advance of a funded event

Attend the DEC Awards Ceremony, Date: TBD, 2010
- File a revised budget, if request is not fully funded

File a final report within 30 days of project completion and no later than January 31, 2011

Provide TCAC with an advance schedule of funded events.

The Tri County Arts Council must approve any changes to your project including dates, times, and places where events are to be held. Changes must be proposed as a written request.

*** Is there an Appeals Process?**

The Tri County Arts Council's approves grants made under the TCAC DEC Community Arts Grant Program. Dissatisfaction with the funding decision is not justification for an appeal. An organization may appeal when any of the following grounds apply:

- Misrepresentation of information by staff / panelist
- Non-representation of information by staff/ panelists
- Improper procedures, including conflict of interest

Organizations not recommended for funding and wishing to appeal must initiate a formal appeal to the Executive Director within five (5) business days of receiving a letter of decline. A separate Appeals Panel will meet to examine the appeal and make any recommendations.

The Tri County Arts Council reserves the right not to expend all available grant funds.

• How do I get another copy of the TCAC DEC Application Form?

Additional copies may be downloaded at the TCAC website. Please call 518-254-0611 to request a hard copy.

You may call the TCAC staff at 518-254-0611 and request one to be mailed or e-mailed to you.

Please submit completed applications that are typed or computer generated, thank you.

* How do I fill out the Application Form?

Typed or computer printed applications are required. Hand written applications will not be accepted.

To obtain a computer version of this application form for your personal computer, simply download the PDF format online at the TCAC website www.tricountyarts.org You may also request that TCAC e-mail you a version by calling 518-254-0611.

Use the form provided with these guidelines. Fill in all the blanks. Do not use a font type smaller than 12 pt.

A. BACKGROUND - Complete the basic information requested about the nonprofit organization. **Do not leave any blanks.** If you do not know your NYS District information, it can be found on the following web site: <http://nysmap.elections.state.ny.us/nysboe/>.

B. PROJECT INFORMATION - Provide the basic information requested about the Project Manager and 2nd Contact Person. If the project is artist initiated, please supply the necessary contact information as well. Remember to include all resumes.

Arts Discipline: Please choose one of the following categories that best describes your project. Write the category in the space provided on the form.

Craft (Sculpture, Pottery, Fiber Arts),
Dance
Design Art
Folk Arts
Humanities
Literature
Media (film, radio, video)
Music
Opera/Music Theater
Multi-Disciplinary Arts
Photography
Theatre
Visual Arts

C. CERTIFICATION - Have the person legally authorized by the nonprofit organization sign the application. This may differ between organizations (Executive Director, Board President, etc.).

D. PROJECT INFORMATION - Complete this section carefully. It is a crucial element of the application form. Answer the four basic questions, paying attention to the outline information. Be very clear and specific. Include in this section a complete list of activities/events, dates, locations, times, etc.

E. PROJECT IMPLEMENTATION AND MANAGEMENT - Provide the information requested. It is important that the Panel understand who will make your project happen as well as all the steps. Presenting this information clearly and concisely demonstrates the

ability of your organization to successfully complete the program. Use concrete examples of how you will measure the success of your project. Explain how you will publicize and promote your program. Describe your plans to generate matching income. Don't generalize.

F. PROJECT BUDGET - DOWNLOAD THE "DEC BUDGET FORM - 2010" from our Website: www.tricountyarts.org.

Hard Copies or electronic copies are available upon request.

Project Income (Column A) is for all the ways that your organization will generate TRUE and REAL CASH (not in-kind) for the proposed project. Provide examples of how you are generating this income (i.e. 200 tickets x \$5, or silent auction proceeds, etc.)

Contributed Income - If you are receiving \$500 or more in funds from grants or donations from any single organization/source, you must provide a letter of financial commitment (attachment E). Do not show your TCAC DEC request under project income.

Project Expenses - are broken down into 2 columns: total expense (Column B) and what you are asking TCAC DEC to pay for (Column C).

Note: *The total of column A must equal Column B*

To determine the overall percentage of the project to be paid for by TCAC DEC, take the amount that you are requesting (Total Column C) and divide it by the Total Project Expenses (Column B). For example: ABC Organization seeks a grant of \$1000. Total Project costs are \$3,000 - $\$1,000/\$3,000 = 33\%$.

G. IN-KIND • List all the non-cash items and services in this section. Give an explanation of each contribution and value as it relates to your proposed project. Provide a total figure.

Do not *include in-kind in the income portion* of your budget.

H. SUPPORTING MATERIALS/ARTISTIC SAMPLE

Provide a detailed list of all the supporting materials that you are including with this application. Artists' support materials must be included as well as resumes of all artists and project managers. All materials must be current, from within the last 3 years.

• Do I have to submit any other materials with my completed Application Form?

YES, you are required to submit one (1) typed, signed and completed application form marked as original. Your original will also include a copy of all required attachments.

Quality artist support materials are important. If you are submitting CD's, videos, slides, photographs, etc., please label the attachments with your organization's name and the project title. Make sure all video's and CD's are queued to the play spot and are not longer than 3 minutes. »

TCAC DEC CHECKLIST:

Remember to put your organization's name on each page of your application. Label all attachments with your organization's name, address, and phone number. Incomplete or late applications will not be accepted.

Complete Application Package Consists of:

- D 1 original signed Application Form
(Pages 1 & 2 and ALL ATTACHMENTS)
- D 7 photocopies of Application Form
- D 7 copies of Budget Form

Attachments:

- D A Proof of Organization's Non Profit Status**
(see eligibility section of guidelines)

- D B Current Board of Director's List**
(Must include names, addresses, and phone numbers)

- D C Previous Year Financial Statements**
(Most recent completed fiscal year, audit statement from accountant; signed treasurer's report. It is recommended that, when appropriate, that a statement of cash flow, income statement and balance statement be submitted. IRS form 990 will not be accepted.)

- D D Current Budget**
(Current financial year not yet completed)

- D E Resumes**
(Project Managers, Artists, Technical Positions)

- D F Support Documentation**
(Provide copies of letters of commitment or contracts from artists, other organizations, or agencies that are necessary for a successful project)

- D G Fliers or Marketing Samples**
(Choose 2 examples of posters, brochures, press clippings, programs etc.)

Artist Initiated Projects Include:

- D H Letter of Support**
(from sponsoring nonprofit, see guidelines)

- O I Letter of Recommendation**
(from individual or company outside of project)

Optional (Strongly Recommended): ONE of the following artistic samples: CD, video, photographs, writing samples (up to 3 pages) etc., labeled with your organization's name and the project title. Make sure all video's are queued to the play spot and are not longer than 3 minutes. Ensure that selected CD tracks are labeled.

ALL GRANT APPLICATIONS MUST BE RECEIVED BY THE TRI COUNTY ARTS COUNCIL POSTMARKED BY OCTOBER 21, 2009 for NONPROFITS OCTOBER 28, 2009 for INDIVIDUALS Please call the TCAC DEC Staff at 518-254-0611 with any questions regarding the DEC Grant Program.

In an effort to represent the needs of constituents in Fulton, Montgomery and Schoharie County, the TCAC is continually seeking individuals to serve as panelists for the TCAC DEC program. Please submit the names and contact information for all residents interested in serving as a panelist to the TriCounty Arts Council, 518-254-0611, tricityarts.org. "contact us."