



State of the Arts



NYSCA

2009 Decentralization Grant

for not for profit organizations doing exemplary
arts and cultural projects and programs in Tompkins County

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Deadline

Monday, October 6th, 2008, 5pm

Mandatory Consultation

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Download

Guidelines & Application at ArtsPartner.org

Questions?

Robin Schwartz: Program Director, 273-5072, ext. 2
Community Arts Partnership of Tompkins County
116 N. Cayuga Street, Ithaca, NY 14850
programs@artspartner.org

2009 Decentralization Guidelines – Page 1

Introduction

The Decentralization Program, funded by the New York State Council on the Arts (NYSCA) began in 1977 and was developed to make the arts more accessible to all residents of NY State. NYSCA forms partnerships with arts service organizations throughout the state, which then become “re-grant” agencies. The Community Arts Partnership (CAP) of Tompkins County administers the Decentralization grant program in Tompkins County. The “DEC” program is one of NYSCA’s most dynamic means of making exemplary arts programming available to geographically, ethnically and racially diverse segments of the State's population.

The Decentralization Grant

The Decentralization program is a competitive arts re-grant program that provides financial and technical assistance for community based arts activities offered by eligible Tompkins County not-for-profit organizations and individual artists sponsored by not-for-profit organizations. The grant program exists to support professional fees for artists, marketing costs and technical production services. The goals of the program include providing quality art programming to the entire Tompkins County community and making arts programming accessible to under-served and culturally isolated populations. Arts programming must be the driving force of project requests.

Eligibility

- Applicant must be a not-for-profit organization, association or institution located in Tompkins County with a Tompkins County mailing address whose primary mission is providing services to residents of Tompkins County.
- Applicant must be actively engaged in providing programs to the community since 2007.
- Applicant must have an active non-related Board of Directors which meets at least 3x a year.
- Applicant must submit evidence of not-for-profit status through one of the following:
 - Determination letter from the Internal Revenue Service as a 501(c)(3)
 - Letter from the New York State Board of Regents Charter, S 216 Education Law
 - A copy of Article 7A-Executive Law from Charities Registration Section of NYS
 - Letter of acceptance of incorporation under section 402 of the Not-for-Profit Law
 - Official authorization (letter on official stationary) as an arm of government.

Applicant Consultation with CAP Staff:

All **New** grant applicants are required to speak to (or meet with) the Program Director at CAP (Robin Schwartz) for a consultation. **Previous** applicants are **STRONGLY** encouraged to schedule a consultation, especially if the person completing the application has not done so before. A consultation will often make the difference between getting funded and not getting funded, especially if your 2008 proposal received panel suggestions. The consultation is an opportunity for applicants to discuss program ideas and get technical assistance in developing their request. The Program Director will be happy to come to your location any time, any day or meet at the CAP office in Ithaca.

- Please call or e-mail to schedule a consultation as soon as possible. Please read these guidelines ahead of time.

Previous Applicants

Support of an organization in the past does not imply or guarantee that continuous support will be provided. Requests are reviewed each year in the context of available funding, evaluation criteria, and are judged competitively against other requests. Repeat applications should be filled out carefully and thoughtfully. It is highly recommended that organizations that have received funding for many years explore other ways to cover project expenses.

Sponsors For Individual Artists Or Small Groups

Individual artists or organizations that do not have not-for-profit (n-f-p) status can seek sponsorship with an organization that fits the eligibility criteria. (The sponsoring organization is called the “Applicant Organization”.) If you have a sponsor in mind, CAP has a form entitled “Becoming a Sponsor” that would be useful to show to your potential sponsor.

Note: Some local not-for-profits cannot sponsor requests as they already receive funding directly from NYSCA. Those include the Hangar and Kitchen Theatres, CSMA, Cayuga Nature Center, The History Center, Museum of the Earth, Cayuga Chamber Orchestra, Trumansburg Conservatory for Fine Arts, Historic Ithaca and the State Theatre.

NOTE: The Community Arts Partnership also has a grant called “CAP II” which artists can apply to directly. CAP II is also funded through New York State Council on the Arts and offers grants to support the creation of new work by artists whose interaction with communities is an integral part of their art making. Visit www.ArtsPartner.org for CAP II guidelines and application. Artists can not apply for the same project to CAP II and to DEC.

Essential Project Criteria

- Grants are available for arts programs of high artistic merit and exemplary quality. The qualifications and caliber of participating artists is a large part of the evaluation process.
- Grants are available for support of a specific project only.
- Projects must have at their core an activity that is fundamentally arts or culturally related, as opposed to an activity the outcome of which is fundamentally rehabilitative, therapeutic or recreational.
- Projects must take place between January 1st and December 31st, 2009.
- Projects must be open to, targeted to, available to, promoted to and easily accessible to the general public of Tompkins County and not just an organization's membership. Projects that are of specific interest to a small group won't be funded even if opened to the general public.
- DEC can fund costs associated with specific programs, such as artistic fees, marketing and publicity costs for that program, postage, printing, some supply costs, space rental for performances and the like.

DEC Can Not Fund:

- Capital expenditures, construction, mortgage payments, staff salaries, improvements or expenditures for establishment of new organizations.
- Activities which are targeted to at-risk audiences or at facilities not open to general public. Activities that announce that they are open to the general public but are not easily accessible or not promoted to the general public or are not in spirit targeted to the general public.
- Activities that are primarily geared towards an audience outside of Tompkins County.
- Public school districts, their affiliates or components, which exclusively serve a student audience, with no public component (e.g. BOCES, universities and colleges.)
- New York State agencies and departments.
- Projects taking place in a school during the school day or immediately after. Requests should not reflect activities targeted primarily to school audiences and school-based programs. (Please go to our website and investigate our Arts in Education grant.)
- Projects where fees are paid to students of universities, high schools, middle or elementary schools, or the use of children as professional artists.
- Activities that are fundamentally recreational, rehabilitative, or therapeutic (e.g. magic shows, balloon art, juggling, clowns, art therapy.)
- Organizations applying directly to NYSCA in 2007/2008 for requests taking place between 1/1/08 and 3/31/09 whether successfully funded by NYSCA or not.
- Fundraising events, awards, prizes, lobbying or entertainment costs, receptions.
- Acquisition of works of art or the creation of books.
- Activities that have taken place prior to 2009.
- Equipment purchases, unless consumed during the course of the project, e.g. art supplies.
- Previously funded organizations that have failed to submit final reports and/or comply with previous contract requirements.

Budget Requirements

The Community Arts Partnership and New York State Council on the Arts require that organizations are not asking for 100% of their project's expenses. They require that the organization have a financial commitment or income stream from other sources that represents at least 20% of their expenses. For organization's that have been funded for over two years through DEC, we require at least at 40% income stream from other sources. In some cases, additional financial support can take the form of in-kind contributions (i.e. donated items or materials that would otherwise be an expense). We urge Organizations that have been receiving funding through the DEC grant for many years are urged to begin supplementing their income with other community sources. Please call CAP's Program Director for technical assistance.

Funding Preferences

- Applicants presenting requests that demonstrate that they are providing access to as broad an audience as possible.
- Connecting with culturally isolated communities and making arts programming available to the under-served will be a funding priority.

Request Amount, Number Of Projects Accepted, Award Average

- Organizations can apply for up to three different projects (with separate applications for each).
- The total request amount from one organization cannot exceed \$5,000.
- In 2008, CAP distributed approximately \$46,000 for 38 requests. There were 55 applications. 17 could not be funded even though most were good requests. The average grant amount was \$1,200. It is highly unlikely that an organization will be funded above \$2,500 due to the number of requests received each year. Please adjust your request accordingly.

Panel Review Criteria

- **Artistic Merit:**
 - Artistic quality, program quality
 - Caliber and credentials of artists and other project personnel supported by resumes and/or work samples.
- **Guidelines and Application:**
 - Adherence to these guidelines.
 - Application clarity and completeness.
- **Feasibility:**
 - Clearly defined project objectives, project implementation and management.
 - Demonstrated ability of personnel to administer project.
 - Reasonable project budget and demonstrated need for public support.
 - Demonstrated community interest, community support & community benefit, without duplicating existing programs.
 - Effectiveness of proposed promotional efforts throughout the community.
 - Applicant's history with regard to existing program success and management.
 - Applicant's DEC history with contract compliance (filing timely reports...)

Due Date

If mailed, applications must be RECEIVED no later than at 5pm on Monday, October 6th, 2008. If mailing, please mail to arrive in the CAP office by the 6th. No applications will be accepted after this date and time.

CAP cannot and does not give extensions, except for extreme weather conditions on October 6th which would prevent people from driving safely. No other requests for extensions will be granted. Please do not ask. The playing field must be the same for all applicants. Please do not wait until the last minute to complete or hand in the application – give yourself time!

Recommended - Submit A Draft

It is **HIGHLY** recommended that applicants take the opportunity to submit an application draft at least two weeks before the due date via e-mail or regular mail so that CAP's Program Director can make recommendations with regard to appropriateness, clarity and completeness. Please be advised that CAP staff does not make funding decisions. Although the Program Director facilitates the panel meetings, she does not make recommendations or state opinions to the panel. Please understand that any recommendations that she may make to you with regard to your request in no way constitute a guarantee of funding.

After The Due Date...

Applications will be checked for eligibility, completeness, and accuracy. Applicants may be contacted for clarification and/or additional information so it is important that the person designated as the "Contact Person" be available in October and early November.

A panel composed of area community leaders, artists, business people, educators, etc. will be sent the applications immediately after the due date. They have about five weeks to read approximately 50 applications. In early November, the panel meets for eight hours and makes recommendations to the Community Arts Partnership Executive Committee. The committee meets and forwards a recommendation to the CAP Board of Directors for final approval. Applicants will be informed of the decision regarding their requests by letter in late December of 2008. No results will be given over the phone.

Grantee Responsibilities

Payment is processed in 2009 and will be sent based on your project start date and completion of the necessary forms and contracts. All awarded organizations will be required to sign and return a contract which will outline all agreements with regard to fulfilling obligations and the procedures for providing the following:

- Attendance of at least one of the people involved in the project at an awards ceremony to be held in 2009.
- An Interim Status Report (This may or may not be required)
- A Final Program Report
- Notification of your event at least 2 weeks before the project start date with two complimentary tickets, if applicable. Projects may be audited by CAP staff, board or grant panelist.
- Credit to CAP and NYSCA for support on all publicity and printed materials.
- Immediate notification is required if a project cannot take place or if there are any changes in project plans. Awarded funds must be returned before October 31, 2009 if a project cannot take place.

Decentralization Submission Instructions – page 6

Deadline: Applications must be received in the Community Arts Partnership office by Monday, October 6th at 5pm

Community Arts Partnership
Clinton House, 116 N. Cayuga St, Ithaca, NY 14850
The Clinton House is on the southwest
corner of Cayuga and Seneca streets.

- **The entire application must be typed.** Type must be at least 12 pt.
- **No pages can be handwritten.** (Note: if you do not have access to a compute and can't type your application, CAP staff will assist you.)
- **Please maintain the format and page breaks as they appear in the application.** (You're allowed an extra page for your detail statement and an extra page if you need to provide a budget breakdown.)
- **All italicized text in the application must be deleted.**

Submit one of each of the following: (loose - not stapled to anything)

PROOF OF n-f-p STATUS as described in guidelines.
(A sales tax exemption certificate is not proof of not for profit status.)

FINANCIAL REPORT as described below:

For Applicant Organization that are Arts Organizations

Include both Expense and Income Statement from your last completed fiscal year.

For small arts groups that are being sponsored by an Applicant Organization:

If a small group is being sponsored, we do need an Expense and Income Statement from the last completed fiscal year.

For Applicant Organizations that are not arts organizations

No financial reports needed.

Submission Instructions – Page 7

Submit 10 STAPLED sets in the following order:

(do not use notebooks, binders or cover pages.)

THE DECENTRALIZATION APPLICATION

One set should have an original signature, the remaining 9 sets can be copies.

BOARD OF DIRECTOR LISTS with Names, Addresses AND E-mails.

- If the applicant organization is a town, village or church, no board list is needed.
- If the applicant is not one of the above, a board list IS needed.
- If a smaller group is being sponsored, a board list from that group should also be included.

ARTIST RESUME, BROCHURE OR WEBSITE, WORK SAMPLE

Please attach artists' resume. If multiple artists are being hired, it is permissible to attach a brief paragraph about each artist summing up their artistic accomplishments and careers. **INCLUDE THE ARTISTS' E-MAILS AND ADDRESSES.** (In other words, the paragraph should be a shortened resume of their professional accomplishments.) If it is not possible to get a resume, i.e. if you are hiring artist from out of town, please print out relevant information from their website, i.e. home page and bio page.

If the artist has a brochure or other materials, please include them. Artist information is necessary for the panel to address the qualifications and caliber of the artist(s) you wish to pay with DEC funds.

NEW THIS YEAR A work sample may be required.

For the performing arts: If an audio sample of an artist work is available on a website, the website address is all that is needed. If not, a CD or DVD is required. The work sample does not have to be of professional quality. Rather it just needs to give the panel the information they need to determine artistic quality. For local galleries, a work sample is not required. Please call the Program Director for guidance.

OPTIONAL SUPPORTING MATERIAL

It is a good idea to attach supporting information such as a brochure or flyer from a previous project, news clippings, photograph, etc. **PLEASE** be very selective as too much information can be overwhelming. Highlight or circle information in long articles. Supporting materials must not exceed 8 ½ x 11". If you are attaching larger paper, please fold to 8 ½ x 11.

NOTE: If you do not have 10 copies of supporting materials (i.e. brochures, color photos, etc.) please include one set of these items and CAP Staff will pass them around during the panel meeting. Supporting materials that are submitted with your application are sent to the panel a month ahead of time. Single sets of supporting materials that are passed around at the panel meeting will be looked at during discussion and should not include anything that requires concentration (i.e. articles).

Application - page 9

All italicized text in this application should be erased from your submitted request. Also, please maintain the format and page breaks as they appear in the application.

1. APPLICANT ORGANIZATION

Very briefly (no more than 3 sentences) describe the purposes and activities of the Applicant Organization:

2. SPONSORED GROUPS

These questions only apply if the Applicant Organization is sponsoring a project by an individual, individuals or a small organization without not-for-profit status.

A. What is the name of those individuals or small organization?

B. If a small organization is being sponsored, briefly (no more than 3 sentences) describe the purpose and activities of the small organization:

3. CERTIFICATION AND RELEASE

The undersigned certifies that she or he:

- 1) has read and understands the 2009 Decentralization Guidelines and agrees that this request complies with and is made subject to said guidelines,
- 2) understands that attendance at an awards ceremony in 2009 is mandatory.
- 3) understands that any award checks are made out to the applicant organization,
- 4) agrees that the applicant organization is responsible for the occurrence of funded project,
- 5) understands that the applicant organization will hold responsibility for ensuring that a final report is submitted even if that report is written by another,
- 6) understands that support in past years in no way guarantees continued support.

SIGNATURE OF PRINCIPAL OFFICER (President or Director only) OF APPLICANT ORGANIZATION

_____ Date: _____

Print name: _____ Title: _____

SIGNATURE OF INDIVIDUAL FILLING OUT APPLICATION

_____ Date: _____

Print name: _____

Application - Page 10

All italicized text in this application should be erased from your submitted request. Also, please maintain the format and page breaks as they appear in the application.

1. EVENT INFO:

Use the following format to tell us dates, times and locations of your requested event(s). If information is not confirmed, write what you can, i.e. "mid-June". Estimate audience size.

<u>List Activity</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Fee</u>	<u>Audience Size</u>
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2. SUMMARY STATEMENT:

Summarize your project in one sentence. Example: "The Performing Arts Center will sponsor a performance by the Cayuga Multicultural Chorus at 6pm on Sunday, October 5 at the Center."

3. DETAIL STATEMENT:

Describe your project on this page (after erasing italics) and one additional page, if needed. Address all points listed below. You do not need to write a separate paragraph for each bullet. Just make sure that every subject below is covered somewhere in your narrative.

- Please write a clear, concise, detailed description of the project.*
- Please name artistic personnel. Speak about the qualifications or experience of your proposed artistic personnel. Note that you will also be attaching a resume and work sample.*
- Describe or name the administrators of the project and their qualification to administer.*
- Describe the size & type of audience that will be served by project. Comment on community interest in your proposed project and community benefit.*
- Speak about the need for these funds.*
- Note: Any costs described in the narrative should be found on the budget page of this application. Any costs listed in the budget should be described in the narrative.*

Application - page 11

All italicized text in this application should be erased from your submitted request. Also, please maintain the format and page breaks as they appear in the application.

Please keep this budget form to one page. However, if you need more room to itemize expenses, such as a supply list or a list of artistic personnel, please feel free to attach as a separate page. This page is for cash expenses and income only. Don't include in-kind costs on this page.

PROJECT EXPENSES (No in-kind)	<i>Provide an explanation & breakdown of all expense below. Examples: Artistic salary of Jane Dey @ \$15 hr x 10 hrs = \$150; Space Rental: 3 days @ \$100/day = \$300</i>	TOTAL
Artistic Fees Artistic		
Technical		
Other (explain)		
Outside Professional Service		
Technical		
Other (explain)		
Space Rental for project		
Equipment Rental or Supplies		
Travel/Transportation		
Advertising/Promotion		
Remaining Operating Expenses (itemize)		
	TOTAL EXPENSES:	

PROJECT INCOME	<i>Provide explanation for income lines below. Examples: 150 tickets sold @ \$7/ea = \$1,050</i>	TOTAL
Admissions		
Membership or Dues		
Tuition, Workshops		
Sales, Concessions		
Contributions – Individual		
Contributions - Corporate		
Foundations, Grants (do not include DEC)		
Other (explain)		
	TOTAL INCOME:	

EXPENSES MINUS INCOME: _____

DEC GRANT REQUEST: _____

Application –page 12

You can use an extra page to answer these questions

1. IN-KIND CONTRIBUTIONS:

Tell us about services that are being donated to your project such as reduced artist fees, space rental, printing, utilities, volunteers, food, etc.:

2. REDUCED FUNDING:

A) List the expenses most crucial for the success of your project:

B) If your project receives funding at a reduced level, describe how your project could be adjusted:

3. PROMOTIONAL EFFORTS:

Describe your planned publicity/promotional efforts for your project. How will your organization encourage community interest and participation? If applicable, describe your efforts to target under-served or under-represented audiences.

4. PREVIOUS DEC FUNDED PROJECTS:

If your organization received DEC funding in '07 or '08, please give the information indicated below and write any comments you might wish to make about the success of the event. (Your attendance totals will be compared to your audit and final reports)

2007 *Name of Event, Amount of DEC grant, Total Attendance.*

2008 *Name of Event, Amount of DEC grant, Total Attendance.*