



ARTS SERVICES INITIATIVE OF WESTERN NEW YORK INC

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JEN SWAN, DEC COORDINATOR

Community Arts and Arts Education DEC Grant 2018 Guidelines

New York State Council on the Arts Decentralization Program



FUNDING GRANTS FOR ERIE & NIAGARA COUNTY

DEADLINE: Friday, September 22, 2017
by 11:59pm

OVERVIEW

The **COMMUNITY ARTS DEC GRANT** is a competitive grant that provides financial and technical assistance for community-based arts activities offered by eligible nonprofit organizations and/or individual artists with community partners in Erie or Niagara County.

The **ARTS EDUCATION DEC GRANT** is a competitive grant that provides financial and technical assistance to eligible organizations and/or individual artists to support arts education projects in K-12 public school and publicly funded charter school settings and after-school programs. Funds can support arts education projects that take place in-school during the school day and/or in after-school settings for youth.

These grants are administered by Arts Services Initiative of Western New York, Inc. (ASI) and funded by the New York State Council on the Arts (NYSCA). The grants are awarded for specific projects occurring between January 1, 2018 and December 31, 2018. **NOTE:** Due to limited New York State funding, these grants are extremely competitive.

DECENTRALIZATION

NYSCA established the Decentralization Grant Program (DEC) in 1977 to ensure that New York State's cultural funding reaches every part of the state. The program forms the cornerstone of the Council's partnership with local arts agencies throughout the state (like ASI), providing a

link between the Council and portions of the community that might not otherwise be able to access funding from NYSCA.

COMMUNITY ARTS DEC CATEGORY

The goals of the Community Arts DEC program include:

- Providing quality arts/cultural programming to Erie or Niagara County.
- Assisting emerging artists, arts/cultural organizations, and arts/cultural programming.
- Supporting cultural expression of our diverse ethnic groups.
- Making arts and cultural programming accessible to under-served or minority audiences, and economically disadvantaged communities.

Arts activities **MUST** be the primary driving force of project requests. **ALL requests must have a public component – one that is available to the entire community.** 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, Design Arts, Folk Arts, Humanities, Literature/Poetry, Media (film, video, radio), Multi-Disciplinary, Music, Opera/Musical Theater, Photography, Skilled Crafts, Textile Arts, Theater, and Visual Arts.

ARTS EDUCATION DEC CATEGORY

The goals of the Arts Education DEC program include:

- Expanding the rich artistic learning experiences of K-12 students.
- Developing inter-curricular collaboration.
- Providing quality arts education to Erie or Niagara County.
- Assisting emerging artists, arts/cultural organizations, and arts/cultural programming.
- Making arts education accessible to under-served or minority audiences, and economically disadvantaged communities.

INFORMATION SESSIONS

Attendance at an information session is mandatory for NEW applicants.

These sessions offer assistance in understanding the grant process and tips, program guidelines, and grant application.

RSVPs are required – send to info@asiwny.org

~ INFORMATION SESSION DATES ~

Visit <http://www.asiwny.org/service-programs/dec-grants-2/> for the complete schedule

APPLICATION DEADLINE

Friday, September 22, 2017 by 11:59pm

- One (1) Electronic submission of the application with ALL attachments through your online grant portal profile.

A draft application can be submitted by Wednesday, September 6 (12:00pm) for review and feedback before submitting a final application.

Applications WILL NOT BE ACCEPTED late or incomplete.

ELIGIBILITY

- All programs must take place in Erie or Niagara County (NOTE: Your program must take place in the same county in which you are an applicant).
- Applicants must be an established nonprofit organization, a local government municipality, an individual representing a collective group, or an individual artist **legally located in Erie or Niagara County. ALL applicants must provide proof of general liability insurance.**
- An individual artist or collective may apply if working in partnership with a community based non-profit organization that meets the above eligibility.
 - NOTE: A letter of commitment from the partner organization, confirming the partnership with the applicant is required.
 - NOTE: The applicant and the partner organization must both be based in Erie or Niagara County.
- Projects have, as their core, an arts based or cultural activity that takes place between January 1, 2018 and December 31, 2018.

Arts Education DEC applicants must meet the above requirements, and also meet the following requirements:

- Project must provide sequential, skills-based study that incorporates one or more art forms and includes a minimum of 3 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.

WHO IS INELIGIBLE TO APPLY?

The following are **NOT** eligible to apply:

- Organizations or projects involving partners that have applied to the New York State Council on the Arts for funding for the 2018 fiscal year, regardless of funding status.
- Public universities and colleges; and public school districts, private or parochial schools, and their components (PTAs, etc.).
- New York State agencies and departments, including SUNY colleges and universities.
- Individuals or collectives that do not have a partner organization.
- Individual artists who are under the age of eighteen (18).
- Previously funded DEC recipients that have failed to provide final reports, use proper acknowledgement or have failed to comply with previous contract terms.
- Non-incorporated chapters of organizations whose “parent” organization is not located in Erie or Niagara County.
- Arts Services Initiative of Western New York, Inc., its employees or board members, and groups for whom ASI serves as a fiscal sponsor/pass through.

DEC GRANTS WILL NOT FUND:

- Programs taking place outside of Erie or Niagara County.
- Activities and programs which cannot be completed between January 1, 2018 and December 31, 2018.
- Activities in venues that do not comply with all safety and accessibility standards.
- General operating expenses and contingency funds.

- Project requests for deficit funding and capital expenditures, including property or equipment purchases.
- Operating expenses of privately owned facilities (e.g. homes and studios).
- Administrative costs unrelated to the proposed project.
- Programs in which the primary benefit is the financial gain by an individual.
- Start-up or seed funding for the establishment of new organizations.
- Artistic funds for university faculty and staff within projects that are affiliated with their institutions.
- Projects where fees are paid to students of universities, high schools, middle or elementary schools, or use children as professional artists.
- Cash prizes, juried shows, fellowships, scholarships and other awards to students.
- Entertainment costs such as parties, openings, receptions, food or **fund raising events**.
- Art programs that are recreational, rehabilitative, or therapeutic in nature (e.g. art therapy, religious, liturgical or worship).
- Projects not open to the general public such as camps, clubs or college associations, or memberships.
- Residency programs.
- Activities that are not arts-related (e.g. balloon art, clowns, magic shows, bubble blowing, juggling) or at-risk/social service programs.
- Lobbying expenses.
- Acquisitions of works of art.
- Creation of textbooks or classroom material.
- Regrants by applicants to fund other activities.
- Programs with non-arts and cultural outcomes.

HOW MANY FUNDING REQUESTS CAN BE SUBMITTED?

Applicants may submit up to three (3) project requests in any combination of categories (Community Arts and/or Arts Education), as long as the total requested is no more than \$5,000. Fiscally sponsored requests are exempt from the three (3) request limit. Submit a separate, completed application for each project.

IS THERE MINIMUM AND MAXIMUM FUNDING SUPPORT?

YES. Maximum funding support to any one applicant cannot exceed \$5,000. Requests should be no less than \$500. Grants are not intended to cover the complete cost of the proposed project. DEC grant requests should not exceed more than **50%** of the proposed project budget or program's expenses. This match can consist of a combination of cash and in-kind revenue.

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

IF MY ORGANIZATION RECEIVED A DEC GRANT IN THE PAST, CAN WE STILL APPLY?

YES. If you have received funding in the past, you are eligible to apply again. **However, prior 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.

ASI encourages use of these funds to develop new or to expand existing arts and cultural programming. Programming should enhance standard offerings, while at the same time provide artistic programming to underserved constituencies.

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

GRANT DETERMINATION

ASI reviews all applications for eligibility and completeness.

A peer panel of artists, arts administrators, and community leaders evaluates each application and recommends a level of funding based on the evaluation criteria and funding priorities. Deliberations are based only on the information and materials contained in the application; additional information will not be accepted or considered.

Upon request panelists will have access to final and interim reports, audit information, and previous panel deliberations and notes.

The ASI Board of Directors will then review the panel's recommendations and has the final authority for all decisions.

EVALUATIVE CRITERIA

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

- Artistic merit and quality of ongoing arts and cultural based programs with year round activities, multiple events, and in underserved communities.
- Caliber and credentials of professional artists and other project personnel supported by resumes and work samples.
- Public arts and cultural programs which build an arts foundation by addressing community needs, interests and demonstrate that they benefit the community.
- Project budgets that are accurate, realistic, demonstrate a need, and feature diverse sources of funding.
- Clearly defined plan for implementation, management, and promotion of the project.
- Organizational history, stability, and a diverse board representative of the community served.
- Evidence of responsibility and compliance with past DEC Grant guidelines and procedures.
- Clarity and conciseness of written application and supporting materials.

FUNDING PRIORITIES

- **Projects from first time applicants or new initiatives from past applicants.**
- Projects that request funds for the payment of artist fees, teaching artist fees, and technical production services.
- Projects that request funds for the payment of marketing and/or publicity costs.
- Projects which employ high quality artists.
- Projects serving traditionally underserved communities and/or include these communities as participants or artists in their projects.
- Projects that reflect cultural traditions or contemporary creative expression of a particular ethnic group.
- Collaborative projects that support ongoing arts and cultural development.
- Projects that provide free participation or admission to individuals who are economically in-need.
- Organizations developing new projects specifically geared towards reaching new and under-served audiences.

Additionally, the following are **LOW** funding priorities:

- Travel, space and equipment rental costs associated with the project.

HOW WILL I KNOW IF MY PROJECT IS FUNDED?

ASI notifies all applicants by e-mail regarding the status of their applications after Board approval. This usually occurs by November/December.

An Awards Ceremony will be held in 2018. Grant payments will be made in one-time payments to the applicant.

APPEALS PROCESS

ASI's Board of Directors approves grants made under the DEC Grant Program.

Dissatisfaction with the funding decision is not justification for an appeal. An applicant may **ONLY** appeal if they do not receive **ANY** (\$0) funding and when any of the following grounds apply to the application that was submitted at the time of deadline (and no additional information added to that application at a later date):

- Non-presentation of information:
 - Information known to the panel or staff prior to the panel's decision that was not presented and that might have altered the decision.
- Mis-representation of information:
 - Information known to the panel or staff prior to the panel's decision that changed in its presentation and that, if presented differently, might have altered the decision.
- Improper procedure:
 - Contention by the applicant that: 1.) the review of the funding request by the appropriate panel was biased; 2.) the decision by the panel was arbitrary and capricious.

Applicants not recommended for funding and wishing to appeal must initiate a formal appeal to the DEC Coordinator, **within five (5) business days of receiving an e-mail of decline**. A separate Appeals Panel will meet to examine the appeal and make any recommendations.

ASI reserves the right not to expend all available grant funds.

CHECK LIST FOR SUBMISSION:

DO NOT SUBMIT HARD COPIES OF YOUR APPLICATION. Applications will **ONLY** be accepted through our online grants management portal.

ALL APPLICANTS:

- ☐ **One completed online application.** Available at www.asiwny.org/service-programs/dec-grants-2
- ☐ **Support Documentation - Tentative Agreements**
(Provide commitment letters or contracts from other artists, other organizations, other agencies, or schools that are necessary for a successful project.) ***NOTE: Arts Education grants require partnership with a public or publicly funded charter school (if proposing an in-school program, NOT after-school program). Individual artists and collectives require a partner organization. These letters of commitment MUST be submitted.**
- ☐ **Promotional Materials/Marketing Samples (Optional)**
(Nothing more than three years old. Examples: posters, flyers, brochures, press, programs, newsletters, marketing samples, etc.)
- ☐ **Artistic Sample (Optional)**
(Examples: audio files; video files; photographs; writing samples (up to 3 pages); and other media/digital files.)

ADDITIONAL REQUIREMENTS FOR ORGANIZATION APPLICANTS:

- ☐ **Current Board of Directors List**
(Must include: names, titles, and business associations)
- ☐ **Current Organizational Budget**
- ☐ **Previous Year Financial Statements** (include most recent completed fiscal year)