ARTS SERVICES INITIATIVE
OF WESTERN NEW YORK INC

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NATALIE BROWN, INTERIM DEC COORDINATOR

Individual Artist DEC Grant

2019 Guidelines

New York State Council on the Arts Decentralization Program

NEW YORK STATE OF OPPORTUNITY. Council on the Arts

FUNDING GRANTS FOR ARTISTS IN ERIE & NIAGARA COUNTY

DEADLINE: Friday, September 28, 2018 by 11:59PM

OVERVIEW

The INDIVIDUAL ARTIST DEC GRANT is a grant intended to support the creation of new work that engages the community through the artists' creative process. Artists residing in Erie or Niagara County are eligible to apply for this grant for community-based projects. The goal of this grant is to support the creative work of individual artists **in all disciplines** while encouraging interaction between artists and community members to highlight the role of the artist as a community resource. This grant is a tier program of the New York State Council on the Arts (NYSCA) Decentralization Program.

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, 2019 and December 31, 2019. 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.

The goals of the Individual Artist DEC program include:

- Providing quality arts/cultural projects to Erie or Niagara County.
- Increasing the support for local artist-initiated activity.
- Highlighting the role of artists as important members of the community, through involvement of the community in the creation process.
- Supporting cultural expression of our diverse ethnic groups.

- Making arts/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 AND that incorporates community engagement into the project. Applicants are required to make their projects accessible to all individuals and hold their events at accessible sites. This project 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), Music, Opera/Musical Theater, Photography, Skilled Crafts, Textile Arts, Theater, Visual Arts and Multi-Disciplinary programs.

INFORMATION SESSIONS

Attendance at an information session is mandatory for NEW applicants.

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

RSVPs are required.

~ INFORMATION SESSION DATES ~

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

APPLICATION DEADLINE

Friday, September 28, 2018 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 5 (12:00pm) for review and feedback before submitting a final application.

Applications WILL NOT BE ACCEPTED late or incomplete.

ELIGIBILITY

- Applicants must be an individual artist, residing in Erie or Niagara County. NOTE: All project activities must take place in the same county in which you are an applicant.
- Applicants must be at least eighteen (18) years of age or older.
- Projects must take place between January 1, 2019 and December 31, 2019.
- Projects must include **new works** in **any** artistic discipline that serve communities and provide ways for communities to connect with it.
- Projects must be initiated and reflect community life, culture and/or engage local communities (or a segment of the community) in the work of the artist. THIS IS CRITICAL for funding as the point of your project is for the community to gain more access to and more understanding of your art.
- Projects must encompass a segment of the community through some form of feedback, response, interaction and/or social practice. Examples of this type of interaction include interviews with a segment of the community, creation of parallel work by a community group, or stories or anecdotes collected from a community group that relate to the concept or content of the project.
- Sponsorship by a 501(c) (3) organization IS NOT NEEDED.

WHO IS INELIGIBLE TO APPLY?

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

- Organizations and agencies of any kind. (This grant is strictly for **individual artists**).
- Previously funded DEC recipients who have failed to provide final reports, use proper acknowledgement, or have failed to comply with previous contract terms.
- ASI, its employees or board members, and those for whom Arts Services Initiative serves as a fiscal sponsor/pass through.

DEC GRANTS WILL NOT FUND:

- Projects taking place outside of Erie or Niagara County.
- Activities and projects which cannot be completed between January 1, 2019 and December 31, 2019.
- 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.
- Projects 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 exhibitions that are not juried or assessed and/or organized by a professional curator.
- **Art projects 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 groups that require a membership.
- 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?

Only 1 (one) request can be submitted for the Individual Artist DEC grant. Please note, applying for this grant does not disqualify you from applying to the Community Arts and Arts Education DEC grant.

WHAT IS THE AMOUNT OF THIS GRANT?

Individual Artist DEC grants are offered exactly in the amount of $2,500.

IF I RECEIVED A DEC GRANT IN THE PAST, CAN I 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.

NOTE: This grant is for **new** works only, not the continuation of current or past work.

Arts projects should enhance standard offerings, while at the same time provide artistic programming to underserved constituencies.

GRANT DETERMINATION

ASI reviews all applications for eligibility and completeness.

A peer panel of artists, arts administrators, and community leaders evaluates each application 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 arts and cultural based projects in underserved communities.
- Caliber and credentials of professional artists and other project personnel supported by work samples.
- Public arts and cultural projects 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 that feature diverse sources of funding.
- Clearly defined plan for implementation, management, and promotion of the project.

FUNDING PRIORITIES

- **Projects from first time applicants or new initiatives from past applicants.**
- Projects that request funds for the payment of artist fees, teaching artists, 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.
- Individual artists 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.

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:

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

- ☐ **One completed online application. Available at www.asiwny.org/service-programs/dec-grants-2**

Attachment List:

- ☐ **Artist Resume**
  Includes education, exhibition record (solo and/or group), collaborative projects, commissions, curatorial projects, honors/awards, grants/fellowships, collections, and/or publications.

- ☐ **Promotional Materials/Marketing Samples**
  Examples: posters, flyers, brochures, press, programs, newsletters, marketing samples, etc.

- ☐ **Artistic Work Samples**
  Applicants must submit samples of work using any one of the following formats. It is preferred that the samples relate in some way to the project you are requesting funding for. Digital uploads or links to digital work are preferred.

  For Performing Arts Projects (e.g. theatre, dance, music, etc.)
  - Audio files and Video files.

  For Visual Arts Projects (e.g. 2D or 3D in any medium or mixed media)
  - Up to five (5) images. Include a detailed image list with medium, dimensions, title, date, etc.

  For Literary Arts Projects (e.g. plays, fiction/nonfiction, poetry, screenplays, etc.)
  - Manuscripts or creative writing samples (3 pages maximum).

  For Media Arts Projects (e.g. film, video, radio, etc.)
  - Audio files and video files. Brief outline of proposed plot arc and/or storyboards are also encouraged.

Depending upon your artistic discipline and specific project proposal, submission of a mock-up, sketch, model, etc., of your proposed project is strongly encouraged. The final project does not need to meet the specifications of this initial rendering; however, it may help the panel to understand your vision more fully. **This is optional, but very helpful to the review panel.**

- ☐ **Support Documentation - Tentative Agreements (optional)**
  Commitment letters or contracts from other artists, other organizations, other agencies, or schools that are necessary for a successful project.