



HOLLY GRANT, GRANTS & PROGRAMMING DIRECTOR  
2495 Main Street, Suite 422 ▪ Buffalo, NY 14214 ▪ (716) 833-3004 x512 ▪ holly@asiwny.org

[www.asiwny.org](http://www.asiwny.org)

# Community Arts and Arts Education SCR Grant 2022 Guidelines

New York State Council on the Arts Statewide Community Re-grants Program  
Formerly known as DEC or Decentralization Grants



FOR ERIE, NIAGARA, and CHAUTAUQUA COUNTIES

**DEADLINE: Thursday, November 18, 2021  
by 11:59pm**

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## OVERVIEW

### STATEWIDE COMMUNITY REGRANTS (SCR)

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.

In 2021, NYSCA rebranded the DEC program to the Statewide Community Regrant (SCR) program to better reflect its purpose and goals.

This funding 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.

These grants are administered by Arts Services 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, 2022 and December 31, 2022.** NOTE: Due to limited New York State funding, these grants are extremely competitive.

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

#### **COMMUNITY ARTS CATEGORY**

The goals of the Community Arts\* grants:

- Provide quality arts/cultural programming in Erie, Niagara, or Chautauqua County.
- Assist emerging artists, arts/cultural organizations, and arts/cultural programming.
- Support cultural expression of our diverse ethnic groups.
- Make arts and cultural programming accessible to under-resourced or marginalized audiences, and economically disadvantaged communities.

*\*ALL requests must have a public component that is available and accessible to the entire community.*

**The ARTS EDUCATION 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, including virtual. Funds can support arts education projects that take place as part of the school day and/or in after-school settings for youth.

## **ARTS EDUCATION CATEGORY**

The goals of the Arts Education grants:

- Expand the rich artistic learning experiences of K-12 students.
- Develop arts integration and inter-curricular collaboration.
- Provide quality arts education in Erie, Niagara, or Chautauqua County.
- Assist emerging artists, arts/cultural organizations, and arts/cultural programming.
- Make arts education accessible to under-resourced or marginalized audiences, and economically disadvantaged communities.

Arts activities MUST be the primary driving force of project requests.

## **ELIGIBILITY REQUIREMENTS**

### **COMMUNITY ARTS**

Community Arts grant applicants are required to make their projects accessible to all individuals and hold their events at accessible sites.

Eligible applications must meet the following requirements:

- Applicants must be one of the following: a nonprofit or 501c3 organization, a local government municipality, tribal organization, an individual representing a collective or informal group, or an individual artist legally located in Erie, Niagara, or Chautauqua counties.
- **Your program or project must take place in the same county in which you reside/are physically located.**
- Programs have, as their core, an arts-based or cultural activity that takes place between January 1, 2022 and December 31, 2022.
- An individual artist or collective may apply if working in partnership with a community-based nonprofit organization that meets the above eligibility. In addition:
  - You must attach a letter of commitment from the partner organization that confirms the partnership with the applicant and outlines the scope of the partnership, including each partner's investment or contribution (in-kind and/or cash) toward the proposed project.
  - The applicant and the partner organization must both be based in the same county the event is taking place - either Erie, Niagara, or Chautauqua County.
- Projects MUST be open and accessible to the public.

### **ARTS EDUCATION**

Arts Education (AE) grant applicants must meet the above requirements, as well as 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 as well as an established means for evaluation.

- It is recommended that support materials include lesson plans, evaluation plans, video/photo of work samples from past arts education work, participant evaluation, and letters of recommendation.

### **In-School Projects**

These projects must take place during the school day and in **partnership with a public school**.

In addition, please note the following:

- Private and parochial schools are ineligible for partnerships.
- AE funds must not replace, or appear to replace, the role of certified teachers in schools.
- A letter of commitment from the partner organization to the arts organization or artist must be included with the application to be eligible for funding. The letter of commitment must outline in detail the partner(s) support of the project (monetarily or otherwise) and anticipated roles and responsibilities for each partner involved. The letter of commitment should be on the partner(s) letterhead and signed by the principal and/or director.

### **After School**

AE projects may take place in a school or community-based setting, such as a library, school, community center, or arts organization.

Proposed projects must be provided to a close group of learners, meaning they are not open to the general public.

### **INELIGIBILITY**

The following are **NOT** eligible to apply for this funding:

- Programs taking place outside of Erie, Niagara, or Chautauqua counties.
- Activities and programs which cannot be completed between January 1, 2022 and December 31, 2022.
- Any performances or events funded by the Restart NY Re-grants administered by ASI (Erie and Niagara counties) or Tri-County Arts Council (Chautauqua County).
- Direct applicants of New York State Council on the Arts (NYSCA), including NYSCA's Regional Economic Development Council (RED-C) grants, regardless of funding status.
- Organizations or projects involving partners or fiscal sponsors that have applied to NYSCA for funding for the 2022 fiscal year, regardless of funding status.\*
- Public universities and colleges; and public, private, or parochial schools, and their national components (PTAs, etc.).
- New York State agencies and departments (including SUNY schools).
- Individuals or collectives that do not have an eligible sponsor or partner organization.
- Individual artists who are under the age of eighteen (18).
- Previously funded DEC/SCR 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, Niagara, or Chautauqua counties.
- Arts Services Inc., its employees, or board members.

### **\*Considerations for direct NYSCA applicants acting as partners to a proposed SCR program**

An SCR applicant may hire or pay a NYSCA applicant for services and direct costs associated with use of a venue. However:

- The NYSCA applicant cannot handle box office or ticketing.
- The NYSCA applicant cannot profit or monetarily benefit from the SCR program (i.e. ticket sales, donations, etc.).
- The SCR funded program cannot be advertised as part of the NYSCA applicant's regular season/programming, but may be included on the NYSCA applicant's website and marketing as a "NYSCA SCR-supported project."

## **ALLOWABLE AND NON-FUNDABLE EXPENSES**

### **ALLOWABLE EXPENSES**

Allowable expenses for a proposed project include:

- Artist fees
- Marketing/Publicity costs
- Direct administrative expenses and/or planning and preparation expenses for a proposed event or program.
- Supplies and materials needed to execute the proposed project. This budget line may not exceed \$1,000. Examples include art supplies, sheet music, hardware, memory cards, and other consumable equipment.
- Equipment, software, subscriptions, and training needed to execute the proposed project. This budget line may not exceed \$1,000. Examples include cameras, lighting equipment, subscriptions associated with virtual programming, and training to utilize these tools.

### **NON-FUNDABLE EXPENSES**

The following items cannot be covered by SCR funding:

- Projects taking place outside of Erie, Niagara, or Chautauqua County.
- Activities and programs which cannot be completed between January 1, 2022 and December 31, 2022.
- General operating and administrative expenses not directly related to proposed project, and contingency funds.
- Project requests for deficit funding and capital expenditures, including purchase of property or permanent equipment.
- Operating expenses of privately owned facilities (e.g. homes and studios).
- Programs in which the primary benefit is the financial gain by an individual.
- Artistic funds for university faculty and staff for work done through their position in their institutions, including the creation of textbooks or educational materials.
- Projects where fees are paid to students of universities, high schools, middle or elementary schools, or use children as professional artists.
- Re-grants by applicants to fund other activities and projects through cash prizes, scholarships, juried shows, fellowships, and other monetary awards.
- Entertainment costs, such as parties, openings, receptions, food, or **fundraising events**.
- Art programs that are recreational, rehabilitative, or therapeutic in nature (e.g. art therapy, religious, liturgical, or worship).

- Lobbying expenses.
- Acquisition of works of art.
- Activities that are not arts-related (e.g. balloon art, clowns, magic shows, bubble blowing, juggling) or with non-arts and culture related outcomes, such as at-risk/social service programs.

**If you have any eligibility-related questions, contact the SCR coordinator for clarification before starting your application.**

## INFORMATION SESSIONS

**Attendance at SCR information sessions is mandatory for new applicants and strongly encouraged for returning applicants.** This is meant to help ensure applicants fully understand the process and priorities of this grant and to assist with a successful grant application.

These sessions, led by ASI staff, offer assistance in navigating the grant process, as well as provide tips, program guidelines, and best practices for submitting a successful project proposal. RSVPs are not required, but attendance is tracked as new applicants are required to attend an info session.

### INFORMATION SESSION DATES

Visit <https://www.asiwny.org/dec-grants/> for the complete schedule.

## APPLICATION DEADLINE

**Thursday, November 18, 2021 by 11:59pm**

- One (1) electronic submission of the application with ALL required attachments must be submitted by this date and time through your online grant portal profile. Please contact Holly at [holly@asiwny.org](mailto:holly@asiwny.org) if you have trouble accessing the online grant portal.
- Link to online grant portal - <https://www.grantinterface.com/Process/Apply?urlkey=artsofwesternny>

A draft application can be submitted by **Wednesday, November 3, 2021 (12:00pm)** for staff review and feedback before submitting a final application.

Late or incomplete applications WILL NOT BE ACCEPTED. Please double check and proofread your work before hitting submit.

## GRANT REVIEW AND DETERMINATION

ASI staff reviews all applications for eligibility and completeness following application deadline. Ineligible or incomplete applications will be eliminated from consideration.

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

Upon request, panelists will have access to final and interim reports, audit information, and previous panel deliberation notes (where available) for past applicants. **Please note:** *Impact of COVID-19 on 2020 and 2021 funded projects will not influence funding decisions for 2022.*

Once funding decisions are made by the panel, a separate Advisory Committee will review the decisions. Then, the ASI Board of Directors will review the funding recommendations and has the final authority for all funding decisions.

## **EVALUATIVE CRITERIA**

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

- Artistic merit and quality of proposed program with a focus on the integrity and rigor with which the project is being created, the uniqueness of the program, and the relevance of the program to the creative conversation in the applicant's local community.
- Qualifications of artists and other project personnel supported by resumes and work samples.
- Programs and projects that have a direct impact on the community in which they take place, including under-resourced and marginalized communities as defined by the applicant.
- Project budget is accurate, realistic, demonstrates a need, and features diverse sources of funding.
- Clearly defined plan for implementation, management, and evaluation of the project.
- Organizational history, stability, and a diverse board representative of the community served.
- Evidence of responsibility and compliance with past SCR grant guidelines and procedures.
- Clarity and conciseness of written application and supporting materials.

## **FUNDING PRIORITIES**

The review panel is tasked with taking the following items into consideration:

- **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 which employ qualified artists.
- Projects serving traditionally under-resourced or marginalized communities, and/or include these communities as participants or artists in their projects.
- Collaborative projects that support ongoing arts and cultural development.
- Projects that provide free participation or admission to individuals who are economically disadvantaged.
- Organizations developing new projects specifically geared towards reaching new and underserved audiences.

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

- Travel, space, and equipment rental costs associated with the project.
- Repeated programs with no enhancements by past applicants.

## APPEALS PROCESS

Once funding determinations have been made, ASI staff will notify applicants of their status. Applicants who are denied funding may file an appeal for the decision. All applicants, regardless of funding status, may request feedback from the review panel to strengthen future applications.

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:

- 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.
- Misrepresentation 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.

**Dissatisfaction with the funding decision is not justification for an appeal.**

**You cannot submit new information that was left out of your application. All funding decisions are based on the content you provide when submitting your application.**

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

## COMMON QUESTIONS

### IS THERE MINIMUM AND MAXIMUM REQUEST FOR FUNDING?

**YES.** Community Arts and Arts Education requests should be no less than \$500. Maximum funding support to any one applicant cannot exceed \$5,000.

Grants are not intended to cover the complete cost of the proposed project. SCR grant requests also should not exceed more than **50%** of the proposed project budget or program's expenses.

**Matching funds and other revenue from the applicant are required.** This match can consist of a combination of cash and in-kind revenue.

### HOW MANY FUNDING REQUESTS CAN BE SUBMITTED?

Applicants may submit up to three (3) project requests in any combination of SCR categories (Community Arts, Arts Education, or Individual Artist Commission) as long as the total amount requested is **no more than \$5,000**. Each project requires the submission of a separate, completed application through the grants portal by the application deadline.



### **IF I/MY ORGANIZATION RECEIVED A DEC/SCR GRANT IN THE PAST, CAN I STILL APPLY?**

**YES.** If you have received funding in the past, you are eligible to apply again. However, previous projects that did not meet the contract requirements or failed to complete a final report by the due date are not eligible for funding.

Also, keep in mind prior grant 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 by a unique panel of peers. Priority will be given to those applicants who submit requests for new programs/projects or existing ones that demonstrate growth, artistic expansion, and support of marginalized communities.

### **APPLICATION CHECK LIST:**

**DO NOT SUBMIT HARD COPIES OF YOUR APPLICATION.** Applications will ONLY be accepted through our online grants management portal. Please contact the SCR Coordinator if you need assistance with the online portal.

#### **ALL APPLICANTS:**

- One completed online application.** Available at <https://www.grantinterface.com/Home/Logon?urlkey=artsofwesternny>
- Support Documentation - Tentative Agreements**  
Letters of support or contracts from other artists, other organizations, other agencies, or schools that are necessary for a successful project. Certain applicants may be required to submit support letters.
- Promotional Materials/Marketing Samples (Optional)**  
Examples: posters, flyers, brochures, press, programs, newsletters, marketing samples, etc. These are highly encouraged, but not required. Materials should be examples of your best work and, if possible, relate to the topic of the project you are applying for.
- Artistic Sample (Optional)**  
Examples: audio files; video files; photographs; writing samples (up to 3 pages); and other media/digital files. These are highly encouraged, but not required.

#### **ADDITIONAL REQUIREMENTS FOR ORGANIZATION APPLICANTS:**

- Current Board of Directors List & Affiliations**
- Current Organizational Budget**
- Previous Year Financial Statements** (from most recently completed fiscal year)