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Individual Artist Commission SCR Grant 2023 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

**DEADLINES: Monday, December 5, 2022 and
Friday, May 26, 2023 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 or Decentralization program to the Statwide Community Regrant (SCR) program to better reflect its purpose.

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 or Fiber Arts, Theater, Visual Arts, and Multi-Disciplinary programs.

These grants are administered by Arts Services Inc. (ASI) and funded by the New York State Council on the Arts (NYSCA).

For 2023, there will be two application deadlines for the 2023 grant cycle:

Application deadline **December 5, 2022** for projects occurring between January 1, 2023 and December 31, 2023.

Application deadline **May 26, 2023** for projects occurring between July 1, 2023-June 30, 2024.

Applicants will only be able to receive a grant once per grant cycle and must choose which application deadline to apply for. Applicants who are not selected for a grant during the first grant cycle will be invited to reapply to the second.

The INDIVIDUAL ARTIST COMMISSION GRANT is a competitive grant that provides support for the creation of new work that engages the community through the artists' creative process. Artists residing in Erie, Niagara, or Chautauqua County are eligible to apply for this grant for community-based projects. The goal of this grant is to support the development of new work by 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) Statewide Community Regrant (SCR) program, formerly known as the DEC grant.

Funding is available between the amounts of \$1,000 and \$2,500.

The goals of the Individual Artist grant include:

- Providing quality arts/cultural projects to Erie, Niagara, or Chautauqua 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-resourced or marginalized audiences, and economically disadvantaged communities.

**ALL requests must have a public component that is available to the entire community AND that incorporates community engagement into the project.*

ELIGIBILITY REQUIREMENTS

This fund supports individual artists in all art forms in the creation of a brand new work of art.

An essential element of the Individual Artist (IA) funding is **community engagement**. The project must engage a segment of the community through a public program, such as an exhibition or performance that is open to the public, and/or the inclusion of community involvement in the development and creative process of the artists' project. This can be in the form of feedback, response, interaction and/or social practice by or with community members. Some examples of this type of interaction are interviews with a segment of the community, creation of parallel work by a community group, or stories and anecdotes collected from a community group that relate to the concept or content of the project.

Eligible applications must meet the following requirements:

- Projects have, as their core, an arts-based or cultural activity that takes place within one year of receiving your grant payment.
- Applicants must be an individual residing in Erie, Niagara, or Chautauqua County.
- All project activities must take place in the same county in which you reside.
- Applicants must be at least eighteen (18) years of age or older.
- Projects must include the creation of **new works** in any artistic discipline that serve the community.
- Projects should advance the artistry or career of the artist and/or the art form in the region.
- Projects should reflect the life and/or culture of the artist or the artist's community. This is critical for helping the community to gain access to and understand your art.
- Projects must engage a segment of the community through some form of feedback, response, interaction, and/or presentation.

Fiscal sponsorship by a 501c3 organization is not allowed for this grant. You will apply for this grant as an individual and assume responsibility for any tax liabilities at the end of the year.

INELIGIBILITY

The following are NOT eligible to apply for this funding:

- Organizations and agencies of any kind. This grant is strictly for **individuals**.
- Individuals who applied directly to NYSCA in the same grant cycle, regardless of funding status.
- Previously funded SCR recipients who have failed to provide final reports, use proper acknowledgement, or comply with previous contract terms.
- Anyone who lives outside of ASI's SCR service area – Erie, Niagara, or Chautauqua counties.
- Proposals that support existing projects or to produce/exhibit existing work.
- Individual artists who are under the age of eighteen (18).

- Student projects for a class or internship.
- Arts Services Inc., its employees, or board members.

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.
- 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 projects which cannot be completed within a one-year window.
- 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).
- 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 for work done through their position in their institutions, including the creation of textbooks or classroom material.
- Projects where fees are paid to students of universities, high schools, middle or elementary schools, or use children as professional artists.
- Regrants by applicants to fund other activities through cash prizes, scholarships, juried shows, fellowships, and other monetary awards.
- Entertainment costs such as parties, openings, receptions, food, or **fundraising events**.
- 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.
- Lobbying expenses.
- Acquisitions 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 an SCR information session 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

Monday, December 5, 2022 by 11:59pm AND Friday, May 26, 2023 by 11:59 pm

- 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 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 for staff review and feedback before submitting a final application **no later than 2 weeks prior** to the application deadline.

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

GRANT REVIEW AND DETERMINATION

ASI reviews all applications for eligibility and completeness following the 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 2023.*

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 will approve the slate of funded projects as details in our contract with NYSCA.

EVALUATIVE CRITERIA

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

1. **Budget** - Is the budget appropriate for the project? Is it reasonable based on the request, balanced, and adds up correctly?
2. **Artistic Quality** – including:
 - a. Work is created with intentionality, integrity, and rigor, and provides opportunities for the development of the artist(s) involved and/or the art form.
 - b. Applicant is creating work and programming that distinguishes itself from other similar programming/projects.
 - c. Work that is being developed and produced is relevant to the current creative conversation in their community, the region, or the field at large.
 - d. The artistic work reflects and represents the cultural and aesthetic diversity of the community. It represents marginalized or under-resourced voices, communities, and/or artists.
3. **Key Personnel** - Does the proposal identify key personnel and their qualifications for the project? Are key personnel qualified to lead the proposed project?
4. **Community Impact** – including:
 - a. Will the project have a direct impact on the community?
 - b. Did the applicant clearly identify an under-resourced or marginalized population to serve with this project and does the project actually serve that population?
 - c. Is the programming, staff, and/or artists reflective of and responsive to the community they serve?
 - d. Does the applicant and their work contribute to a vibrant arts and cultural community?
5. **Capacity** – Does the applicant appear to have the capacity to carry out the project as proposed (consider structure, budget, personnel, resources, planning, etc.) within the required timeframe.

FUNDING PRIORITIES

The review panel is tasked with taking the following items into consideration and places priority on the following:

- Projects must be new works in any artistic discipline that serve the applicant's community and provides ways for the community to connect with it.
- Projects serving traditionally marginalized communities and/or include these communities as participants or artists in their projects.
- Projects that 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.
- Projects that initiate and reflect community life, culture, and/or engage local communities (or a segment of the community) in the work of the artist.
- Projects that provide free participation or admission to individuals who are economically disadvantaged.

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 initiate 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 examine the appeal and make any recommendations.

COMMON QUESTIONS

HOW MANY FUNDING REQUESTS CAN BE SUBMITTED?

Only one (1) request for the IA grant can be submitted in a grant cycle. Please note, applying for this grant does not disqualify you from applying to the Community Arts and Arts Education grants. Applicants may submit up to three (3) project requests in any combination of categories (Community Arts, Arts Education, or Individual Artist Commission) as long as the total amount requested is **no more than \$5,000**.

WHAT IS THE AMOUNT OF THIS GRANT?

Individual Artist Commission grants can range from \$1,000 to \$2,500. The total available funds will be split equally between Erie, Niagara, and Chautauqua County applicants.

IF I 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.

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.

I RECEIVED AN SCR GRANT DURING THE FIRST APPLICATION ROUND IN JANUARY 2023. AM I ELIGIBLE TO APPLY FOR ANOTHER GRANT AT THE MAY DEADLINE?

NO. Applicants can only receive funding once during a grant cycle. If you received an SCR grant from us during the first round of 2023 funding, you are not eligible to apply for another grant at the second 2023 funding deadline. You should wait for the 2024 grant cycle to reapply.

If you applied for a grant during the first round and did not receive funding, you are able to reapply for the same or a different project at the May deadline. The SCR Coordinator will provide feedback from the panel to help strengthen your request.

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 grants portal.

ALL APPLICANTS:

- One completed online application.** Available at <https://www.grantinterface.com/Home/Logon?urlkey=artsofwesternny>
- Artist Resume, CV, and/or Bio**
Examples of what to include are exhibition record (solo and/or group), performances, recordings, collaborative projects, commissions, curatorial projects, honors/awards, grants/fellowships, research, collections, and/or publications.
- Tentative Agreements** (optional)
Commitment letters or contracts from other artists, other organizations, or other agencies that are necessary for a successful project.
- Artistic Work Samples**
Applicants must submit samples of work using any one of the following formats. Materials should be examples of your best work and, if possible, relate to the topic of the project you are applying for.
 - Audio files and Video files.
 - Digital images including a detailed image list with medium, dimensions, title, date, etc.
 - Manuscripts or creative writing samples (3 pages maximum).
 - 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 recommended as it is very helpful to the review panel.**