



Creative Impact Fund

Training Access Guidelines for Individuals

For Erie, Niagara, and Chautauqua counties

DEADLINE: Wednesday, May 1, 2024

HOLLY GRANT, GRANTS & PROGRAMMING DIRECTOR
2495 Main Street, Suite 401 ▪ Buffalo, NY 14214 ▪ (716) 833-3004 x512 ▪ holly@asiwny.org

www.asiwny.org

Table of Contents

Overview.....	2
Eligibility Requirements.....	2
Allowable and Non-Fundable Expenses.....	3
Information Sessions.....	4
Application Deadline.....	4
Grant Review and Determination.....	4
Appeals Process.....	5
Common Questions.....	6
Application Check List.....	7
Application Questions.....	7

OVERVIEW

The Creative Impact Fund was created in 2024 to supplement state arts funding in the Western New York region. This funding comes from a New York State Senate initiative designed to provide equitable arts support to all regions across New York State. It is anticipated that this fund will only be available in 2024.

Individuals have access to three different grant programs for 2024. This packet will detail one of the opportunities – Training Access.

Application deadline is: **May 1, 2024.**

TRAINING ACCESS

Training Access grants provide a small stipend to creative individuals residing in Erie, Niagara, and Chautauqua counties to engage in a training or certification program, conference, fellowship, apprenticeship, or other skills-building program. All training programs must be completed with one year of receiving the grant or no later than June 30, 2025 and must take place in New York State.

Grants are available in the following amounts:

- **\$500**
- **\$1,000**

Applicants should choose the funding level they need and submit a detailed budget that shows exactly how the entire amount of funding will be spent. Grants will be all or nothing with no partial funding awarded.

ELIGIBILITY REQUIREMENTS

Eligible applications must meet the following requirements:

- Applicants must be an individual living in Erie, Niagara, or Chautauqua counties.

- Must be at least eighteen (18) years of age or older.
- Must be willing to accept the grant as an individual and not through an LLC or other business designation.
- The program or opportunity they wish to attend must take place in New York State.
- The program or opportunity must have arts or culture activities as the primary purpose.

INELIGIBILITY

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

- Programs or opportunities taking place outside of New York State.
- Programs or opportunities which cannot be completed within a one-year window.
- Direct recipients of New York State Council on the Arts (NYSCA) grants for the 2024 calendar year.
- Programs or opportunities that are required or encouraged by the applicant’s employer and should be paid for by the employer.
- Requests for discretionary income, including: living expenses, vacations, contingency funds, and capital expenditures, including purchase of property or permanent equipment.
- Operating expenses of privately owned facilities (e.g. homes and studios).
- Funds for university faculty and staff for work done through their position in their institutions, including the creation of textbooks or educational materials.
- Scholarships or fellowships for universities or private school tuition.
- Residencies or opportunities to create new work.*
- Expenses related to food or beverage.
- Lobbying expenses.
- Acquisition of works of art.
- Memberships or subscriptions.
- Previously funded ASI grant recipients that have failed to provide final reports, use proper acknowledgement, or comply with previous contract terms.
- Arts Services Inc., its employees, and board members.

**If you are looking to pay yourself to create a new work, please see the guidelines for Creation of New Work.*

Funding cannot duplicate support already received from another state agency, such as the New York State Council on the Arts (NYSCA).

ALLOWABLE EXPENSES

ALLOWABLE EXPENSES

Allowable expenses for a proposed project include:

- Fees for program registration or enrollment.
- Fees paid to artists, creatives, or consultants for their time training or mentoring the applicant.
- Travel costs within New York State.
- Lodging expenses within New York State.

If you have any eligibility-related questions, contact ASI’s grant staff for clarification before starting your application.

INFORMATION SESSIONS

Attendance at information sessions is strongly encouraged for all applicants. These sessions are meant to help ensure applicants fully understand the process and priorities of these grants 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.

INFORMATION SESSION DATES

Visit <https://www.asiwny.org/creative-impact-fund/> for the complete schedule.

APPLICATION DEADLINE

Wednesday, May 1, 2024 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 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 staff 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 funding based on the evaluation criteria and funding priorities. 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.

Once funding decisions are made by the panel, a separate Advisory Committee will review the decisions for bias. Then, the ASI Board of Directors will review the overall funding recommendations and will approve the slate of funded projects.

EVALUATIVE CRITERIA

The grant panel will make funding recommendations for training access requests based on the following criteria:

1. **Budget** - Is the budget appropriate for the project? Is it reasonable based on the request? If there is a balance due to be paid, does the applicant provide enough detail on how they will pay the difference to take advantage of this opportunity?
2. **Need & Impact** – including:
 - a. Would the applicant benefit from this experience or opportunity?
 - b. Will this opportunity or program meet the expectations the individual has? Is this the right opportunity for what they are hoping to learn?
 - c. Is the opportunity relevant to the current creative conversation in the community, the region, or the field at large?
 - d. The program or opportunity reflects and represents the cultural and aesthetic diversity of the community, including marginalized or under-represented voices, communities, and/or artists.
3. **Capacity** – Does the applicant have the capacity to participate in this opportunity as proposed within the required timeframe?

FUNDING PRIORITIES

Programs that support the following areas will be prioritized:

- Requests that will advance the applicant’s career or artistry.
- Applicants who can clearly and fully articulate their need for this opportunity.
- Programs serving traditionally under-represented or marginalized communities.
- Programs or opportunities that support ongoing arts and cultural development in the region.
- Programs that create opportunities for the applicant to pay the knowledge forward by working with or mentoring other creatives and/or arts leaders.
- Applications with a clearly defined plan for implementation and management, including:
 - Letters or commitments from other artists, creatives, or consultants who will be leading the mentorship or coaching opportunity.
 - Details on the conference, certification, or other training program. Applicants can share web links to opportunity or use of their attachments to provide more information.

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 Grants & Programming Director **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. There are two set grant amounts that can be requested: \$500 or \$1,000.

Grants can cover 100% of the program costs with no matching funds required. However, programs that cost more than the maximum grant amount should include an explanation for how additional funds will be secured to cover the balance. This can consist of a combination of cash and in-kind revenue.

HOW DO I ACCOUNT FOR IN-KIND REVENUE ON MY BUDGET FORM?

In-kind revenue is any product or professional service that you would normally pay for that is being donated. Since it is typically something you would pay for, the value of in-kind gifts should be reflected in the expense lines as well as the revenue lines, and the lines should off-set and zero out.

HOW MANY FUNDING REQUESTS CAN BE SUBMITTED?

Applicants may submit up to three (3) requests as long as the total amount requested is **no more than \$10,000**. Each project or program 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 an SCR grant from ASI in the past, you are eligible to apply for this fund. However, previous recipients that did not meet the contract requirements or failed to complete a final report by the due date are not eligible.

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.

I RECEIVED A GRANT DIRECTLY FROM NYSCA FOR FY2024, CAN I APPLY TO THIS FUND?

NO. Individuals that received a grant directly from the New York State Council on the Arts (NYSCA) as part of their FY2024 funding cycle cannot apply to this fund. If an individual applied to NYSCA's FY2024 grant cycle and was declined, they are eligible to apply to this fund.

APPLICATION CHECK LIST:

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

Application Packet Includes:

- **One completed online application.** Available at <https://www.grantinterface.com/Home/Logon?urlkey=artsofwesternny>
- **Tentative Agreements**
 - Tentative agreements or letters of commitment from mentors/consultants, organizations, or training sites are encouraged.
- **Budget Form**
 - Applicants must fully complete the budget form provided. A fillable PDF and Word version are both available.
- **Resume, CV, or Bio**
- **Attachments**
 - Any other supplemental information that will advance the request or demonstrate the applicant's need for support and ability to participate in opportunity.

APPLICATION QUESTIONS

Applicant Profile

Project Title*

Artistic Discipline of Project*

Select the artistic discipline that best describes your proposed project or program.

_____ Crafts
_____ Dance

- Design Arts
- Folk Arts
- Humanities
- Interdisciplinary
- Literature
- Media Arts
- Multi-Disciplinary
- Music
- Opera / Musical Theatre
- Photography
- Theatre
- Visual Arts

I am applying as a/an*

- Collective/Informal Group
- Individual Creative

County*

The county you select indicated that all public components of your project will take place here and should also be the same county as your place of business or permanent residence. For additional information, please refer to the guidelines.

- Chautauqua County
- Erie County
- Niagara County

NYS Assembly District*

Can be found at www.nyasembly.gov/mem/search

- District 140
- District 141
- District 142
- District 143
- District 144
- District 145
- District 146
- District 147
- District 149
- District 150

NYS Senate District*

Can be found at www.nysenate.gov/find-my-senator

- District 57
- District 60
- District 61
- District 62
- District 63

Individuals & Collectives

Resume, CV, or Bio

Provide a resume, CV, and/or bio that includes any relevant experience, such as exhibition record (solo and/or group), performance experience, recordings, collaborative projects, commissions, curatorial projects, honors/awards, grants/fellowships, research, collections, and/or publication.

Creative Goals*

Describe yourself as a creative worker, including your professional goals, work style, and/or your creative process.

Please also explain how the attachments you submitted to this application support your request, artistic process, and show your capacity and ability to complete the proposed project.

Character Limit: 5,000

Website or Social Media (if available)

Grant Category*

Please check the grant category in which you are applying. For more information on the categories, please refer to the guidelines.

_____ Arts Programming

_____ Creation of a New Work

_____ Training Access

Project information – Training Access

Program Description*

Thoroughly explain what type of training you would like to take advantage of, including the following information:

- What is the training you would like to take/do?
- How long will the training take?
- Where will the training take place?
- What are the anticipated outcomes, such as certifications, new work, enhancing current creative work, a job opportunity, etc.?

Character Limit: 2,000

Impact of Training*

Please address the following questions:

- Why is this particular opportunity the right one for you?
- How will this project advance your career or artistry, and/or how will it advance the art form?
- What professional goals do you hope to achieve or accomplish once this training opportunity is complete (short term or long term)?

Character Limit: 5,000

Project Budget

Grant Amount Requested*

For Training Access grants, requests must be made in one of the following amounts: **\$500 or \$1,000.**

Total Project Budget*

Please list the total amount you plan to spend on your program or project.

This may be higher than the grant amount you are requesting but it cannot be lower than the Grant Amount Requested line.

Budget Form *

All applicants must use the provided budget form. Please complete the form and upload it below in PDF format. Contact Holly at holly@asiwny.org if you need assistance converting your document into a PDF.

Budget Notes*

Please use this space to provide additional notes on your project budget, such as explaining line items, breaking out larger budget lines that combine multiple items, and clarifying anything that may be unclear.

Character Limit: 2,000

Attachments for Individual and Collective / Informal Group Applicants

Tentative Agreements

Individual artists and collectives / informal groups applying for arts programming grants **are required to** have a nonprofit or school partner and must attach a letter of commitment or contract from the partner organization.

Individual artists applying for the Creation of New Work grants do not require a letter of commitment. However, if you are partnering with others in the community on your project, letters of commitment present a strong case for capacity to complete the project and are encouraged whenever possible.

For more than one (1) letter of commitment, please use a [PDF merger](#) to create a single PDF file and upload it here.

File Size Limit: 10 MiB

Artistic Work Sample (up to 2 attachments and one web link)

Applicants of the **Training Access** grant can attach any supplemental materials here that support their request.

File Size Limit: 10 MiB