



# Finger Lakes Community Arts Grants Grant Cycle 2017 Seminar Information Packet



## What's Inside?

- What is DEC?.....2**
- What is FLCAG?.....2**
- What grants do we offer?.....2**
  - Community Arts..... 2**
    - What is the Community Arts Grant? ..... 2
    - What kinds of projects does it support?..... 3
    - Who may apply? ..... 3
    - Who may NOT apply? ..... 3
    - What the grant CANNOT cover..... 3
  - Arts Education ..... 4**
    - What is the Arts Education Grant? ..... 4
    - What kinds of projects does it support?..... 5
    - General Eligibility Criteria ..... 5
    - K-12 Public School Additional Criteria ..... 6
    - Community Based Learning Additional Criteria..... 6
    - Who may apply ..... 6
    - Who may not apply.....6
    - What the grant CANNOT cover.....6
  - Individual Artists..... 6**
    - What is the Individual Artists Grant?..... 6
    - What kinds of projects does it support?..... 7
    - Who may apply? ..... 7
    - Who may NOT apply? ..... 7
    - What the grant CANNOT cover..... 7
- FAQ .....8**
  - If I have received funding in the past, may I apply again? ..... 8**
  - How much of the total project is the grant intended to cover? ..... 8**
  - May I apply for funding for more than one project? ..... 8**
  - Must I attend an informational workshop?..... 8**
- Timeline.....8**
- Responsibilities of Grant Recipients .....9**

## What is DEC?

Founded in 1977, the Decentralization Program (DEC) was developed by the New York State Council on the Arts (NYSCA) to ensure that its cultural funding reaches every part of the state. Decentralization has since become one of the Council's most effective means of making arts support available to geographically, economically, and ethnically diverse segments of the state's population.

## What is FLCAG?

The DEC program in Cayuga, Seneca, Yates, Wayne, and Ontario counties is administered through the Finger Lakes Community Arts Grants (FLCAG) program, which is housed in the Auburn Public Theater in downtown Auburn, N.Y.

The Finger Lakes Community Arts Grants (FLCAG) program strives to make quality arts programming available to all communities within the five counties served. Its purpose is to provide funding to nonprofit community arts organizations and individual artists within these counties that are not currently funded directly by NYSCA. It focuses on assisting emerging arts organization and supporting the cultural expressions of local ethnic groups. The FLCAG program is committed to making arts programming accessible to underserved and minority communities.

## What grants do we offer?

### Community Arts

#### What is the Community Arts Grant?

Community Arts grants support arts and cultural projects of community-based organizations, groups, collectives, or artists in Cayuga, Seneca, Wayne, Yates, and Ontario counties. These grants provide partial funding to artists and organizations whose projects promote an increase in arts activity and promise to enhance the cultural climate in communities and neighborhoods where they live and operate.

The primary criteria for a funded project are the ***creative vision*** for the project backed by ***sound infrastructure for its successful execution*** and the ***potential for resonance throughout the surrounding community***.

### **What kinds of projects does it support?**

Community Arts grants may support the following types of projects: theater, dance, music, film, video, literary arts, visual arts, folk arts, and multi-disciplinary work. This list is not exhaustive, however. All funded projects in this category must be community-based and open to the general public.

### **Who may apply?**

- Nonprofit organizations in Cayuga, Seneca, Wayne, Yates, or Ontario counties
- Groups or collectives applying with a fiscal sponsor or partner organization that is a nonprofit organization
- Individual artists may apply directly under this program by (1) enlisting an eligible non-profit organization as a “fiscal sponsor” or (2) partnering with an eligible organization that shares its goals for the community

### **Who may NOT apply?**

- A first-time applicant that does not send a representative to attend a seminar or to meet one-on-one with FLCAG staff
- Organizations that applied directly to or registered with NYSCA for funding in 2015/16 regardless of funding status
- Organizations that failed to submit final reports for past funding
- Individuals or non-incorporated organizations without an eligible fiscal sponsor
- Public school districts and their components (e.g., parent-teacher organizations)
- NYS agencies and departments
- Public universities and colleges
- Private and/or religiously-affiliated elementary and secondary schools
- Non-incorporated chapters of organizations whose “parent” organizations are not located in Cayuga, Seneca, Wayne, Ontario, or Yates counties

### **What the Grant CANNOT Cover**

- NYS Agencies and departments (including SUNY schools)
- Public universities, colleges; and public, private or parochial secondary and elementary schools
- DEC site Staff or board members (see Conflict of Interest section)
- Unincorporated applicants without an eligible sponsor or partner organization(exception: Individual Artist category)
- NYSCA applicants, including fiscally sponsored applicants that have applied to NYSCA in the most recent cycle.
- Projects involving partners that apply directly to NYSCA
- Non-incorporated chapters of organizations whose “parent” is incorporated outside the DEC area
- Start-up or seed funding for the establishment of a new organization
- General operating expenses
- Requests greater than applicant’s project expenses minus total project income

- Past re-grantees that have failed to submit final reports
- Operating expenses of privately owned facilities (e.g. homes or studios)
- Events that take place in private homes
- Non-arts activity including:
  - Galas, benefits or fundraising events including entertainment costs for receptions, food or fundraising events.
  - Entertainment such as balloons, clowns, magicians
  - Projects that are recreational, therapeutic, rehabilitative or religious in nature including at risk/social service programs when the purpose is primarily for rehabilitative, therapeutic or worship
  - Acquisitions of works of art
  - Contingency funds
  - Permanent equipment or capital improvements
  - Creation of textbooks or classroom materials
  - Lobbying expenses
  - Programs in which children are used as professional artists (paid a fee)
  - Regrants by applicants to fund other activities
  - Cash prizes, juried shows, fellowships, scholarships and other awards to students
  - Stand-alone assembly programs, single performances, or one-time visits to cultural institutions
  - Programs for which selected students are taken out of regular classes or are self-selected for participation.
  - College-level courses, contests or performing groups.

### **Arts Education: NEW CHANGES THIS YEAR -**

#### **What is the Arts Education Grant?**

Arts Education grants support arts and cultural projects for community-based organizations, groups, collectives, and artists in Cayuga, Seneca, Wayne, Yates, and Ontario counties. The goal of these grants is to support the role that local cultural organizations and/or artists play in engaging K-12 public school students in artistic learning experiences. School based Arts Education grants support activities that occur in public schools **during the normal school day** and engage K-12 students within the five-county area.

**NEW:** *in addition this year, sequential, skill-based arts study and participatory arts projects may take place in accessible community-based settings such as afterschool programs, senior centers and community centers.*

Projects must center on the development and implementation of sequential, skills-based study that incorporates one or more art forms.

### **What kinds of projects does it support?**

The primary criteria for a funded project are the *creative vision* for the project backed by *sound infrastructure for its successful execution* and the *potential for resonance throughout the school community*.

Arts Education grants may support the following types of projects: theater, dance, music, film, video, literary arts, visual arts, folk arts, and multi-disciplinary work. This list is not exhaustive, however.

### **General Eligibility Criteria**

- Artists, nonprofit organizations or incorporated entities in Cayuga, Seneca, Yates, Wayne or Ontario counties may apply. Schools may not directly apply for funding.
- Minimum of FIVE (5) sequential, skill based learning sessions incorporating one or more art forms
- In-depth, age and skills appropriate learning opportunities.
- Hands-on, participatory creation and/or learning, that may culminate into exhibitions, productions or demonstrations.
- Funds should primarily be directed toward artist fees, but may include scholarship support, administrative support and cost of materials.
- Stated learning goals, methodologies and outcomes.
- Applicants must have a means of programmatic evaluation.
- Artists must be over the age of 21.
- Project must be completed during the funding cycle.

### **K-12 Public School Additional Criteria:**

- Projects may take place during regular school hours, and/or after school.
- Activities and outcomes are collaboratively planned, designed, taught and evaluated by the participating artist(s) and teacher(s) (when applicable).
- They address the New York State Learning Standards for the arts, and when possible, non-arts subjects.
- Projects must not appear to replace the role of certified K-12 school teachers.
- LETTER OF COMMITMENT: Letter of Commitment from school partner(s) to the arts organization or artist, signed by the school principal on school letterhead. Letter must outline the school's support of the project (monetarily or otherwise) and include anticipated roles and responsibilities of each partner involved.

### **Community Based Learning Additional Criteria:**

- Cultural organizations must provide evidence of locally registered nonprofit status.
- Cultural organizations involved in projects currently receiving direct NYSCA Art Education funding are ineligible for an Arts Education grant in the same year.

- **LETTER OF COMMITMENT:** Letter of Commitment from community nonprofit partner(s) to the arts organization or artist, signed by Director, on letterhead. Letter must outline the organization’s support of the project (monetarily and otherwise) and include anticipated roles and responsibilities for each partner involved.

**Who may apply?**

- Nonprofit organizations in Cayuga, Seneca, Wayne, Yates, or Ontario counties.
- Groups or collectives applying with a fiscal sponsor or school partner that is a nonprofit organization
- Individual artists may apply directly under this program by (1) enlisting an eligible non-profit organization as a “fiscal sponsor” or (2) partnering with a public school.

**Who may NOT apply?**

- A first-time applicant that does not send a representative to attend an Informational Meeting or to meet one-on-one with FLCAG staff
- Organizations or artists that applied directly to or registered with NYSCA for funding in 2014/15 regardless of funding status
- Organizations or artists that failed to submit final reports for past funding
- Individuals or non-incorporated organizations without an eligible fiscal sponsor or school partner
- Public school districts and their components (e.g., parent-teacher organizations). Schools cannot apply directly. School partners must be public schools.
- NYS agencies and departments
- Public universities and colleges
- Private and/or religiously affiliated elementary and secondary schools
- Non-incorporated chapters of organizations whose “parent” organizations are not located in Cayuga, Seneca, Wayne, Ontario, or Yates counties

**What the grant CANNOT cover**

- Activities that are not arts-related (e.g. magic shows, balloons, clowns)
- Activities that have taken place prior to the funding cycle
- Equipment purchases, unless consumed during the course of the project (e.g. art supplies). Cameras, picture frames, etc. are considered equipment. Equipment rental is allowed.

**Individual Artists**

**What is the Individual Artists Grant?**

Individual Artist Grants support creative artists in Cayuga, Seneca, Wayne, Yates, and Ontario counties. The purpose of these grants is to support artists in the creation of new work and to foster and strengthen the connection between artists and their communities. Artists must involve the community in the creation of the art work.

The primary criteria for funded projects are the quality of submitted work samples and the quality of proposed community engagement.

### **What kinds of projects does it support?**

Individual Artist grants may support the following types of projects: theater, dance, music, film, video, literary arts, visual arts, folk arts, and multi-disciplinary work. This list is not exhaustive, however. All funded projects in this category must engage the community in some capacity.

FLCAG will offer up to four (4) Individual Artist grants of \$2,500 each.

### **Who may apply?**

- Artist must reside in Cayuga, Seneca, Wayne, Yates, or Ontario county.
- Artist must have been a New York State resident for at least two years prior to the date of application.
- Artist must be at least eighteen years of age.
- Artists that are applying for the Community Artists or Arts Education grant through a sponsoring organization can also apply for this grant, but not for the same project.

### **Who may NOT apply?**

- Artist must not be a matriculated student.

### **What the grant CANNOT cover**

- Equipment purchases
- Operating expenses of privately-owned facilities (e.g., homes and studios)
- Activities that are targeted exclusively at at-risk audiences, targeted at a small insular group, or take place at facilities not considered open to general public
- Activities that announce that they are open to the general public but are not easily accessible or not promoted to the general public or are not in spirit targeted to the general public
- Activities that are primarily geared towards an audience outside of Cayuga, Seneca, Wayne, Yates, and Ontario counties
- Projects taking place in a school during the school day or immediately after school. Requests should not reflect activities targeted primarily to school audiences and school-based programs. *(Please see Arts Education grant.)*
- Projects where fees are paid to students of universities, high schools, middle, or elementary schools, or projects that use children as professional artists.
- Activities that are fundamentally recreational, rehabilitative, or therapeutic
- Activities that are not arts-related (e.g. magic shows, balloons, clowns)
- Cash prizes, juried shows, fellowships, scholarships, and other awards to students
- Lobbying expenses
- Entertainment costs, including receptions, food, or fundraising events
- Acquisition of works of art or the creation of books
- Activities that have taken place prior to the funding cycle
- Equipment purchases, unless consumed during the course of the project (e.g. art supplies). Cameras, picture frames, etc. are considered equipment. Equipment rental is allowed.

## FAQ

### **If I have received funding in the past, may I apply again?**

Of course! If you have received funding in the past, you are eligible to apply again. However, prior funding does not guarantee continued support. Each application is reviewed in the context of the current program guidelines, funding priorities and evaluative criteria. The review panel will also consider compliance with the previous contract and reporting requirements.

When reviewing projects that have received funding in the past, priority will be given to projects that are able to successfully demonstrate growth, artistic expansion, community support, and/or continued community need.

### **How much of the total project is the grant intended to cover?**

Grants are not intended to cover the complete cost of the proposed project. In recent years, grants for Community Arts projects have ranged from \$500 to \$4,800. Historically, the average grant has been approximately \$1,200.

Ideally, Community Arts grants will not cover more than 50% of the cost of the project (cash + in-kind). You may, however, apply for a maximum of **75% of the total cost** of your proposed project. Your project budget must demonstrate that **a minimum of 25% of the proposed project income comes from other funding sources**. This **can include in-kind contributions**. In-kind contributions must be noted on the budget page.

### **May I apply for funding for more than one project?**

A single applicant is able to submit up to three (3) project requests for Community Arts, Arts Education grants and Individual Artist categories. The maximum total request amount cannot exceed \$5,000.

Sponsored applications are exempt from the three-request limit; however any artist also applying for an Individual Artist Grant cannot request more than \$2,500 in Community Arts and/or Arts Education grants.

### **Must I attend an informational workshop?**

Attending an informational workshop is required for all first-time applicants and highly encouraged for previous grantees. In lieu of attending a workshop, an applicant may meet face-to-face or via Skype with the DEC coordinator. The purpose is to give a personalized overview of the DEC program and to familiarize the applicant with the grant guidelines. It also gives applicants the opportunity to consult with the DEC coordinator on the specifics of their projects and to get feedback before applying.

## **Timeline**

If you wish to have FLCAG staff review a draft of your request, you may schedule a meeting either in person or by phone. Reviewing an applicant's draft proposal is for the purpose of providing technical assistance and does not guarantee that it will receive funding. Drafts must be submitted prior to meeting with FLCAG staff. Drafts must be received by FLCAG by **October 7, 2016**.

**Applications must be received by the DEC Coordinator by 11:59 P.M. on Friday, October 14, 2016.**



Early submissions are encouraged. Incomplete, handwritten, late, or ineligible applications will not be considered.

FLCAG notifies all applicants by e-mail regarding the status of their application after panel review. This will occur in mid-November.

Grant checks are issued after a review of the panel comments with FLCAG staff and receipt of the signed contract and all other requested information.

### **Responsibilities of Grant Recipients**

All awarded organizations must sign and return a contract, which outlines all agreements with regard to fulfilling obligations and the procedures for providing the following materials:

- A Final Program Report
- Notification of your event(s) at least 2 weeks in advance with two complimentary tickets, if applicable. Projects may be audited by FLCAG staff, panelists, or other appointed persons.
- Credit to FLCAG for support on all publicity and printed materials. Suggested acknowledgement language is on the FLCAG website.
- Immediate notification if a project cannot take place or if there are any changes in project plans.
- Awarded funds must be returned before October 31, 2017, if a project cannot take place.

Ginny Kent  
Finger Lakes Community Arts Grants  
[ginny@flcag.org](mailto:ginny@flcag.org)  
315-252-7291

Auburn Public Theater  
PO Box 771  
Auburn, NY 13021