



Dutchess County Arts Council

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Project Grants

Serving DUTCHESS & ULSTER Counties

A program of the Dutchess County Arts Council (DCAC) made possible with funds from the Decentralization Program of the New York State Council on the Arts (NYSCA)

COMPLETE GUIDELINES FOR 2010

A large print version of this document is available upon request.

If there are any accommodations that the Dutchess County Arts Council (DCAC) can provide to facilitate your participation in the Project Grants program, including translation services, please call or e-mail our Program Director – Nico Lang at nlang@artsmidhudson.org or 845.454.3222

Overview

Project Grants are a local re-grant program of the Dutchess County Arts Council. These grants are made possible with funds from the Decentralization program of the New York State Council on the Arts (NYSCA). You may also hear these grants referred to as DEC Grants.

Grants are awarded for community-based arts activities offered by eligible Dutchess and Ulster-based, non-profit organizations and individual artists sponsored by an eligible non-profit organization. Grants are intended to assist with the payment of artist fees, marketing fees, direct administrative expenses and other direct arts-related expenses for projects occurring in Dutchess and Ulster Counties between January 1, 2010, and December 31, 2010. This grant program does not fund requests for general operating support. Grants requests are reviewed using a peer panel evaluation process.

Arts activities **MUST** be the primary focus and driving force behind project requests. All projects must be open to the general public to participate.

Goals of the Project Grant Program

- making quality arts programming available to all Ulster and Dutchess residents
- assisting emerging arts organizations or community-based cultural events
- supporting the cultural expression of our county's diverse communities
- making arts programming accessible to under-served & under-represented communities.

What is an under-served community?

Under-served communities are comprised of individuals who have limited access to art programs, services or resources due to geography, race, economic status, gender, gender identity, sexual orientation, age, religion or disability or other demonstrable factors. These are groups whose culture or point of view is rarely explored in our region. The term "community" can refer to a group of people with a common heritage or characteristics, whether or not living in the same place.

American Disabilities Act (ADA)

DCAC asks that all presentations of funded projects take place in venues that comply with ADA Section 504 regulations insuring accessibility for people with disabilities. You may call the ADA Hotline (1-800-514-0301) for information.

Are there meetings which I can attend that will explain the Project Grant program?

All applicants **MUST** either attend an Informational Meeting and/or speak with the Program Director to discuss their project. Intent to apply **MUST** be made in writing or by phone to Nico Lang by September 4, 2009. New applicants and applicants who did not receive a grant in 2009 **MUST** attend an Informational Meeting.

An in-depth review of the guidelines and application will be presented at these meetings. The individual responsible for completing the grant application is encouraged to attend.

PROJECT GRANT INFORMATIONAL MEETINGS (On an average, Meetings are 1½ hours in length)

Monday, July 13 – 6:30 p.m. – Howland Cultural Center, 477 Main Street, Beacon

Tuesday, July 14 – 6:30 p.m. – Marlboro Free Library, Rt. 9 and Bloom Sts, Marlboro

Tuesday, July 28 – 6:30 p.m. – Northeast Community Council, 51 So. Center Street, Millerton

Wednesday, July 29 – 6:30 p.m. – Millbrook Free Library, 3 Friendly Lane, Millbrook

Thursday, July 30 – 6:30 p.m. – Ellenville Public Library, 40 Center Street, Ellenville

Saturday, August 1 – 10 a.m. – Woodstock Artists Association & Museum, 28 Tinker St, Woodstock

Tuesday, August 4 – 6:30 p.m. – Betsy Jacaruso Gallery, The Chocolate Factory, 98 Elizabeth St. Red Hook

Wednesday, August 5 – 6:30 p.m. – Gallery on the Green, 7 Arch Street, Pawling

Thursday, August 6 – 6:30 p.m. – The Arts Upstairs @ Phoneciarts, 60 Main St, Phonecia

Tuesday, August 11 – 6:30 p.m. – The Drum Depot, 413 Main Street, Rosendale

Saturday, August 22 – 10 a.m. – Dutchess County Arts Council Theater, 12 Vassar St, Poughkeepsie

Saturday, August 29 – 10 a.m. – Hudson Valley LGBTQ Center, 300 Wall Street, Kingston

May I submit more than one funding request?

A single organization is able to submit up to three (3) project requests. However, maximum funding support to a single organization cannot exceed \$5,000. Please note, the average 2009 award was \$1,300 and grant amounts above \$2,500 are *very* rare. Grants are not intended to cover the complete cost of the proposed project.

As an applicant, you may apply for a maximum of 80% of the total cost of your proposed project. Your project budget must demonstrate that a minimum of 20% of the proposed project income (cash) comes from another funding source(s). This 20% does not include in-kind contributions.

If my organization received a Project Grant in the past, may I still apply?

If you have received funding in the past, you are eligible to apply again. However, prior Project Grant 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 is the application deadline?

Applications must be received - not postmarked - **in the Arts Council office no later than 1:00 P.M. on Monday, September 21, 2009** (Intention to apply must be received by September 4th). September 21st at 1 p.m. is NOT a postmark deadline. Early submissions are encouraged. Applications received after the deadline will not be accepted. Incomplete or ineligible applications will not be considered.

NOTE: All applications must be typed or computer generated. Handwritten applications will not be accepted. If you need use of a computer in order to complete these forms call our office.

Who is eligible to apply?

Your organization **MUST** fulfill ALL of the following conditions:

- Be a Dutchess or Ulster-based, non-profit organization
- Have a board of directors or a governing body that meets to determine and review policy
- Conduct all activities in a way that does not discriminate on the basis of race, color, national origin, religious belief, gender, gender identity, sexual orientation or disability.

How does my organization demonstrate non-profit status?

Your organization must submit **ONE** of the following documents that apply to your organization:

- IRS Tax Determination Letter
- Letter from the NYS Board of Regents Charter, Section 216 of the Education Law
- Bureau of Charities filing receipt
- Letter of acceptance of Incorporation under Section 402, Not-for-Profit Law
- Official authorization as an arm of local government (i.e. a formal letter on official stationery signed by the appropriate county, city, town or village mayor/supervisor/executive)

Local governments and their supporting foundations can only apply as a conduit to an individual artist or a non-incorporated arts organization – not on their own behalf.

The address on the document **MUST BE A DUTCHESS or ULSTER ADDRESS - NO EXCEPTIONS.**

NOTE: A New York State Tax Exemption Certificate from the Department of Taxation and Finance is **NOT** considered proof of non-profit status and should not be submitted.

What types of programs are ineligible to apply?

- An organization which does not send a representative to attend an Informational Meeting or speak one-on-one with DCAC Program Director Nico Lang
- Organizations that applied directly to or registered with NYSCA for funding in March 2009 regardless of funding status
- Public school districts, their components (PTA's, etc.)
- Private and/or religious affiliated schools
- Four and two year universities and colleges or their supporting foundations
- New York State agencies and departments and county government agencies and departments
- Previously funded organizations/artists who failed to provide final reports
- Non-incorporated chapters of organizations whose "parent" organization is not located in Dutchess or Ulster Counties

Are individual artists and non-incorporated organizations eligible to apply?

Individual artists and non-incorporated organizations may apply through the sponsorship of an eligible non-profit (also known as a conduit).

An individual artist must:

- Be a resident of Dutchess or Ulster County and be 21 years of age or older at the time of application and remain a resident during the project period.
- Apply through an eligible Dutchess or Ulster-based, non-profit organization meeting the criteria above.
- Submit a letter of agreement between the artist and sponsoring organization stating the willingness of the organization to fulfill the obligations and duties of serving as fiscal and administrative agent for a grant award. In addition, the letter of agreement should specify both the role of the organization and the artist in the project. A sample letter of agreement is available in the document titled 'Artist's Guide to Finding Sponsorship' on the DCAC web site.

NOTE: These grants are not fellowships. To be competitive, you must demonstrate how your proposed project directly benefits the community.

A non-incorporated organization must:

- Apply through an eligible Dutchess or Ulster-based non-profit organization meeting the criteria above.
- Submit a list of their board of directors (or responsible parties) and financial statement (if any) along with the board list and financial statements of the conduit.
- Submit a letter of agreement between the two organizations stating the willingness of the conduit to fulfill the obligations and duties of serving as fiscal and administrative agent for a grant award. In addition, the letter of agreement should specify the roles of each organization. A sample letter of agreement is available in the document titled 'Artist's Guide to Finding Sponsorship' on the DCAC web site.

DCAC can introduce artists and organizations to facilitate collaborations.

Is this project eligible for a grant?

In order to be eligible, a project must take place in Dutchess or Ulster County and be open to the general public. These projects are **NOT** eligible for funding:

- Programs taking place outside of Dutchess or Ulster County
- Projects that are social service in nature, even those containing an artistic component - i.e. mental health programs; projects that use the arts to heal, etc.
- Projects which exclusively serve a student audience (curriculum-based, in-school programs with no public component).
- Art projects that are recreational, rehabilitative, or therapeutic
- After school programs
- Programs that are primarily academic in nature
- Programs in which the primary benefit is the financial gain by an individual
- Landscape art/architecture
- Projects where fees are paid to children or the use of children as professional artists
- In-school and home-school activities and programs
- Fundraising events/benefits or projects used as a fundraising event
- Projects that cannot be completed by December 31, 2010.
- Applicants who have not confirmed the artists to be utilized in the project

What expenses cannot be funded?

- Activities not open to the general public (camps, membership, boys and girls clubs, college associations, etc.)
- Activities restricted to an organization's membership
- Creation of textbooks or classroom material
- Purchase of permanent equipment or capital expenditures
- Expenditures for the establishment of new organizations
- Contingency funds
- Contests/Competitions
- Cash prizes
- Stipends or awards to students
- Fellowships or scholarships
- Juried shows
- Operating expenses of privately owned facilities (i.e. homes and studios)
- Entertainment costs such as theater parties, gallery openings etc.
- Acquisitions of works of arts
- Non-related arts activities such as balloons, clowns, magic, receptions, food, trophies, certificates, social programs, etc.
- Fairs, parades, circus arts, martial arts, culinary arts
- Lobbying expenses
- Re-grants by applicants to fund other activities
- General operating support or projects consisting of the entire yearly activities of an organization or individual
- Comedians or stand-up comics

FURTHER, applications will not be accepted if the:

- Applicant submits an application using the form from prior grant cycles - applicants **MUST** submit their requests on the 2010 application form included with these guidelines.
- Application does not adhere to DCAC guidelines and policies.
- If the application arrives after the 1:00 p.m., Monday, September 21, 2009, deadline.
- Application or any portion of the application is handwritten.

2010 Project Grant/Decentralization Timeline:

May 15, 2009	Grant Application is made public
July – Aug. 2009	Seminars for new and returning applicants
September 1, 2009	Technical Assistance Workshop (Ulster County)
September 3, 2009	Technical Assistance Workshop (Dutchess County)
September 4, 2009	Intent to Apply made to Program Director by phone or email
September 21, 2009	Application Deadline
Late October 2009	Panels convene
Mid November 2009	DCAC Board meets to approve panel recommendations
Late November 2009	Funding notifications are made
December 8, 2009	Appeals Deadline

How will I know if my project is funded?

The Arts Council notifies all applicants, by mail, regarding the status of their application after Board approval. This usually occurs by the end of November.

How are grants determined?

Applications are reviewed for eligibility, completeness, and accuracy by DCAC staff. It is your responsibility to submit a complete and accurate application. As part of the review process, Arts Council staff may contact you by telephone or e-mail to clarify and review information.

A panel of artists, arts administrators and community leaders, vetted by the DCAC staff, evaluates each application and recommends a level of funding based on the evaluation criteria, the funding priorities and the grant guidelines. Upon request, Panelists will be furnished with final and interim reports as well as audit information, prior panel comments and correspondence when considering organizations/individuals who have applied or been funded in prior years. The Panel's recommendations are reviewed by DCAC Board of Directors, which has the final authority for all decisions.

If I receive a Project Grant, what are my responsibilities?

- Sign and adhere to the terms of a project contract;
- Sign and adhere to a Publicity Agreement which includes crediting both DCAC and NYSCA for funding on all materials according to language used in the project contract as well as including both the DCAC and NYSCA logos on all printed material relative to your funded project;
- Attend and participate in the Project Grant awards ceremony to be held in early March 2010.
- File reports as identified in the project contract including a final report;
- Provide copies of publications and promotional materials related to the funded project;
- Provide DCAC with an advance schedule of funded events;
- Provide complimentary tickets for DCAC auditors; and
- Notify DCAC in a timely fashion, of any changes to your project including artists, dates, times and places where events are to be held.

Is there an appeals process?

An appeals process is in place for applicants who are denied funding and can demonstrate that information was withheld and/or misrepresented, and/or that an improper procedure occurred. Applicants denied funding will be furnished with the entire Appeals Process and Procedures when notified in writing of the Board's determination.

Review Procedure: What criteria will the panel use?

Awards are based on a competitive review process. Each application is reviewed on the basis of its own merits and against others in the application pool. The panel will make funding recommendations based primarily on the following criteria:

Artistic:

- Evidence of the artistic quality of the project itself, the individuals involved or the organization's reputation.

Planning:

- Project is well presented, i.e., quality of the application narrative/budget and support materials
- Project evidences thought and careful consideration, i.e., clear relationship of project to the applicant organization's mission/vision/short or long-range plan, and to program guidelines
- Project is feasible, i.e., clearly defined objectives and ability to meet them, realistic timeline and budget, capable artistic and administrative staff, competent financial management

Need/Impact:

- Evidence of financial need
- Evidence of community support (financial or in-kind resources)
- Project will have a positive impact on the arts community, i.e., organization or project will make a significant contribution to the development of the arts/cultural communities of Dutchess or Ulster, for example by creating a new program or fostering an emerging arts discipline
- Project will have a positive impact on the broader community, i.e., marketing/outreach efforts, size and diversity of audience(s) (unique or underserved) served/targeted, economic impact

Do I have to submit any additional materials with my grant application?

Yes. See the "Application Checklist" in the application document for complete details.

May I apply for both a Project Grant and an Arts In Education Grant?

Organizations/Individuals who apply to the Project Grant program may also submit applications to the Arts Education Grants program. However, applicants may request a maximum of \$5,000 in total from the two programs. For additional information about Arts Education Grants please contact Nico Lang, Program Director at 845.454.3222

Have questions or need help with this application?

Call Program Director, Nico Lang – 845.454.3222 or NLang@artsmidhudson.org



2010 Project Grants

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FOR DUTCHESS & ULSTER COUNTIES

ANSWER ALL QUESTIONS. APPLICATION MUST BE TYPED. HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED

APPLICATION MUST BE RECEIVED IN THE ARTS COUNCIL OFFICE NO LATER THAN 1:00 P.M. ON TUESDAY, SEPTEMBER 21, 2009

INTENT TO APPLY MUST BE RECEIVED BY NICO LANG, PROGRAM DIRECTOR BY SEPTEMBER 4, 2009

Applicant Organization Name:		<input type="checkbox"/> 1 st time applicant
Contact Person – Name/Title:		
Mailing Address:		County:
City:	State:	Zip Code:
Day Phone:	Evening Phone:	
E-Mail Address:	Web Site:	
Project Title:		

Organization's Proof of Non-Profit Status (please **check one** and include a copy with your application)

- IRS Tax Exempt Letter 501(c)(3) Letter of acceptance of Incorporation under Section 402, Not-for-Profit Law
 Bureau of Charities filing receipt Letter from the NYS Board of Regents Charter, Section 216 Education Law
 Official authorization as an arm of local government

Year of Incorporation:	Fiscal Year Ends:
NYS Assembly District:	NYS Senate District: US Congressional District:
<i>If you don't know your current district information visit http://nymap.elections.state.ny.us/nysboe/</i>	
Have you ever applied directly to NYSCA? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, in what year(s)?

PROJECT INFORMATION:

Key Artistic Personnel:	Phone:	Email:
Person Responsible for Grant Reporting:	Email:	
Project Start Date:	Project End Date:	
Total Project Expense: \$	Grant Amount Requested: \$	
# of Artists Utilized in Project:	# Youth Under 19 Served (Participants/Audience):	
Total # Served (Participants/Audience):	The predominant racial characteristics of the applicant organization is: (choose only 1)	
Age Range of Participants:	<input type="checkbox"/> African American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Caucasian	
Age Range of Audience:	<input type="checkbox"/> Hispanic <input type="checkbox"/> Mexican American <input type="checkbox"/> Native American	

Arts Discipline Codes: Please check off **ONE** box that best describes the project for which you are requesting funds:

- Crafts Dance Design Arts Folk Arts Humanities
 Literature Media (film, video, radio) Multi-Discipline Music Opera/Musical Theatre
 Photography Theatre Visual Arts

CERTIFICATION: The undersigned certifies that he/she (1) is an authorized signatory on behalf of the organization; (2) has knowledge of the information presented herein; (3) has read and understood the guidelines of the Arts Council of Rockland's [ACOR] Community Arts Grants Program and complies with and is made subject to said guidelines; (4) releases ACOR, its employees and agents with respect to damages to property or materials submitted with this application.

Authorized Signature	Title	Date

NOTE: All pages must be typed using Times Roman (11 point). Margins should be ½ inch on all sides. All pages must be numbered at the top and contain the appropriate heading (Project Description ♦ Diversity, Marketing and Constituent Information ♦ Past Grant History) in bold-faced type. Page one of the application and the budget form can be downloaded from the DCAC web site www.artsmidhudson.org

PAGE 2 - PROJECT DESCRIPTION

The answers to both questions may not total more than one (1) 8 ½" x 11 sheet of paper.

1) Retype and fill in the blanks to the following statement:

The *(fill in name of organization)* requests \$(*fill in grant request amount*) to (*complete sentence with a BRIEF description of your project*).

EXAMPLE: *Artista Inc. requests \$3,790 in support of artist fees and marketing expenses for a youth community theater workshop series and 4 performances.*

2) Give a complete and detailed description of your project. Include and label with letters the following information:

- a) What are the artistic activities that will occur
- b) Project goals
- c) Methods that you will use to evaluate the success of your project in measurable terms.
- d) Describe the need for your project in Dutchess or Ulster County and how it meets the needs of the underserved
- e) Dates, times and locations of project activities
- f) Fees (if any) to participate and/or attend and if applicable, any discounts that will be given
- g) How the scope of the project would change if full funding is not received

PAGE 3 – DIVERSITY, MARKETING, CONSTITUENT INFORMATION

The answers to all four questions may not total more than one (1) 8 ½" x 11" sheet of paper.

- 1) Please describe how your project will address issues of diversity. Include information about the demographics of the project presenters (artists), direct participants and your target audience.
- 2) Describe how your project is made accessible to individuals with special needs.
- 3) Describe your marketing plan including as much detailed information as possible.
- 4) Describe how your event will work in terms of admission fees. If you plan to make free or reduced rate tickets and/or participation fees available give a detailed description of how this will occur.

PAGE 4 –PAST GRANT HISTORY

1) If you have received a Project Grant within the past two years, please list the year, project and grant amount following the sample below. If you have never received a Project grant simply write "First time applicant" at the top of the 4th page.

YEAR	PROJECT	GRANT AMOUNT
2007	Community Youth Theater	\$1,200
2006	Arts on the Horizon Outdoor Arts Festival	\$3,000

BUDGET – PAGE 5 & 6 (General Budget and In-Kind Contributions)

Download the Excel spreadsheet from the DCAC web site and fill in all projected expenses and income (www.artsmidhudson.org). The spreadsheet also includes detailed instructions on filling out these forms. **Make sure when printing out the budget that each of the sheets (Budget and In-Kind Contributions) appears on one page.**

Remember that you may only request 80% of the total project expense. A minimum of 20% of the project income must come from another source(s). A single organization is able to submit up to three (3) project requests. However, maximum funding support to a single organization cannot exceed \$5,000. Please note, the average 2009 award was \$1,300 and grant amounts above \$2,500 are *very rare*. Grants are not intended to cover the complete cost of the proposed project.

CHECK LIST – PAGE 7

Please use the check list included with this application to make sure that you have turned in all required materials. Make sure to include a copy of the check list with your grant application.



Need help or want to declare your intent to register? Contact Nico Lang, Program Director at 845.454.3222 or email her directly at NLang@artsmidhudson.org

APPLICATION DEADLINE: MONDAY, SEPTEMBER 21, 2009 - 1:00 P.M. SHARP!

2010 Grant Application Check List – Include With Application

Applicant Organization:

Packets may be bound by paperclips, binder clip, staples or rubber band. Please, NO, folders, or envelopes. Use the following checklist to make sure you have enclosed all necessary materials. All items listed below must be submitted by the application deadline **(1:00 p.m., Monday, September 21, 2009)**.

- 10 copies of the completed application (one of which must be the original)
- 10 copies of the artist's resume/bio

Collate and staple 10 copies of your application, resumes/bios in this order: Page 1 - Contact Information ♦ Page 2 - Project Description ♦ Page 3 –Diversity, Marketing, Constituent Information ♦ Page 4 - Prior History Information ♦ Page 5 - Budget ♦ Page 6 – In-Kind Contributions ♦ Page 7 – This check-list ♦ Page 8 – Artist's resume/bio

- One Copy of ONE** of the following **Proof of Non-Profit Status Document** that applies to your organization
 - IRS Tax Exempt Letter 501(c)(3); Letter from the NYS Board of Regents Charter, Section 216 of the Education Law Bureau of Charities filing receipt Letter of acceptance of Incorporation under Section 402, Not-for-Profit law. Official authorization as an arm of local government
- Two Copies** of the applicant organizations **Mission Statement**
- Two Copies** of a list of the Board of Directors including addresses (for EACH partner org, if applicable)
- Two Copies** of the most recent financial statement showing both expenses and income or IRS Form 990 within last 18 months **(NOT A BANK STATEMENT)** or a Treasurer's Report on organizational letterhead that lists expenses and income for a full fiscal year.
- Two Copies of press releases, flyers, programs, etc.** (not more than 2 years old)

IN ADDITION, FOR INDIVIDUAL ARTIST-DRIVEN PROJECTS

- Letter of agreement between sponsoring organization and the artist

IN ADDITION, FOR ORGANIZATIONS APPLYING THROUGH A CONDUIT:

- Letter of agreement between both organizations
- Two Copies** of the most recent financial statement of both organizations showing both expenses and income or IRS Form 990 within last 18 months **(NOT A BANK STATEMENT)** or a Treasurer's Report on organizational letterhead that lists expenses and income for a full fiscal year.
- OPTIONAL: Copies of work samples. Make sure that these are not your only copies. DCAC is not responsible for loss or damage to these items.** Please include a concise, one paragraph description of the work submitted and its context. Only the following formats will be accepted:
 - Visual Arts:** Include with the application up to ten (10), no less than five (5), photos or jpg files of the artist's work. Burn jpgs to one (1) standard CD and print out one paper copy of each image. Each photo/jpg must be numbered. Include a numbered list of the photos/jpg files that identify the title, size and medium of the work and year created.
 - Literary:** Submit a sample(s) of artist's original writing. Number and label each page with artist's name and title of work. Total must not exceed eight (8) pages. Please submit ten (10) collated copies with application.
 - Music, Dance, Theater or Musical Theater:** Submit **ONE** standard ½" videotape, DVD, CD or audio tape of work that is representative of the quality of the work for which funds are being requested. You may include more than one work sample on the tape/DVD to show contrast, however the total length of the sample should not exceed five minutes. Label the box and tape/DVD, etc. with performer/ organization's name. Cue the tape to the segment you wish the panel to review or indicate the track of the DVD to be viewed. The panel will view a maximum of five minutes of the sample.
 - Video / Film:** Individuals applying in this category must submit **ONE** standard ½" videotape or DVD of their original work preferably demonstrating different styles. Label the box and tape/DVD with artist's name. Cue the tape to the segment you wish the panel to review or indicate the track of the DVD to be viewed. The panel will view a maximum of five minutes the sample

- OPTIONAL:** Self-addressed, stamped envelope for return of work samples. If this is not provided, supplemental materials will be discarded after funding decision is made. **No exceptions. DCAC will not hold these materials for you to pick up.**