



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 2012

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 – Eve Madalengoitia at evem@artsmidhudson.org or 845.454.3222. Se habla español.

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, 2012, and December 31, 2012. 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 new applicants **MUST** attend an Informational Meeting (dates and times below). Returning applicants are strongly encouraged to attend a seminar as well. Intent to apply **MUST** be made by phone to Eve Madalengoitia by September 2, 2011.

An overview of the Project Grant program, as well as a review of the guidelines and application will be presented at these meetings. The individuals responsible for completing the grant application and those developing the proposed program are encouraged to attend.

PROJECT GRANT INFORMATIONAL MEETINGS

(On an average, meetings are 1½ hours in length)

Tuesday, July 19 – 5:30 p.m. – Betsy Jacaruso Gallery, The Chocolate Factory, 98 Elizabeth St. Red Hook

Wednesday, July 20 – 6:00 p.m. – The Kingston Library, 55 Franklin St, Kingston

Thursday, July 21 – 6:00 p.m. – Howland Cultural Center, 477 Main Street, Beacon

Friday, July 22 – 6:00 p.m. – Mid Hudson Heritage Center, 317 Main St. Poughkeepsie

This session in Spanish only

Monday, July 25 – 5:30 p.m. – Taconic Resources for Independence, 82 Washington St, Poughkeepsie. This session will include an overview of resources available for special needs audiences & ADA requirements.

Thursday, July 28 – 5:30 p.m. – Saugerties Public Library, 91 Washington Ave, Saugerties

Saturday, July 30 – 12:30 p.m. – The Wassaic Project - The Luther Barn, 17 Furnace Bank Rd, Wassaic

Tuesday, August 2 – 4:30 p.m. – The Rosendale Theatre, 408 Main St, Rosendale

Wednesday, August 3 – 6:00 p.m. – Ellenville Public Library, 40 Center Street, Ellenville

Tuesday, August 9 – 6:00 p.m. – The Arts Upstairs @ Phoneciarts, 60 Main St, Phonecia

Wednesday, August 10 – 6:30 p.m. – Millbrook Free Library, 3 Friendly Lane, Millbrook

Thursday, August 11 – 7:00 p.m. – Pawling Library, 11 Broad St, Pawling

Tuesday, August 16 – 6:00 p.m. – Water Street Market, 10 Main Street, New Paltz

Saturday, August 20 – 11:00 a.m. – Dutchess Co. Arts Council, 9 Vassar St., Poughkeepsie

TECHNICAL ASSISTANCE MEETINGS

(On an average, Meetings are 45-60 minutes in length)

Technical Assistance meetings are opportunities for you to have questions answered or draft versions of your application/budget reviewed by our Program Director. Sessions typically last an hour and are available on an as-available basis.

Available by appointment over the phone or in person before September 13, 2011

Call Eve Madalengoitia, Program Director for more information: 454.3222

Have questions or need help with this application? Call Program Director, Eve Madalengoitia – 845.454.3222 or evem@artsmidhudson.org. Se habla español.

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 2011 award was \$1,700 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 (donations of time or services).

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 2:00 P.M. on Tuesday, September 20, 2011 & Intent to apply must be received by September 2nd.** (Please note that submitting your Intent to Apply is a formal process and simply having spoken on the phone with our Program Director at some point in the process does NOT constitute an Intent to Apply). 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
- 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)
- New York State Tax Exemption Certificate from the Department of Taxation and Finance
- Other forms of proof may be acceptable on a case by case basis. Contact our Program Director Eve Madalengotia for more information.

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

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.

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 Eve Madalengoitia
- Organizations that applied directly to or registered with NYSCA for funding in March 2011 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
- Program with liturgical content. If you are unsure if your application constitutes liturgical content please contact our Program Director, Eve Madalengoitia.
- Funded Member Organizations of the Dutchess County Arts Fund
- Recipients of a 2011 UCCSPF award
- Recipients of a 2012 Project Grant will NOT be eligible to apply for a 2012 UCCSPF award

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 fiscal sponsorships.

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, 2012.
- 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
- Programs with liturgical content

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 current application form included with these guidelines.
- Application does not adhere to DCAC guidelines and policies.
- If the application arrives after the 2:00 p.m., Tuesday, September 20, 2011, deadline.
- Application or any portion of the application is handwritten.

Project Grant/Decentralization Timeline:

June 24, 2011

July – Aug. 2011

September 2, 2011

Grant Application is made public

Seminars for new and returning applicants

Intent to Apply made to Program Director by phone

(Please note that submitting your Intent to Apply is a formal process and simply having spoken on the phone with our Program Director at some point in the process does NOT constitute an Intent to Apply)

September 20, 2011

Late October 2011

Mid November 2011

Mid November 2011

December 5, 2011

Application Deadline

Panels convene

DCAC Board meets to approve panel recommendations

Funding notifications are made

Appeals Deadline

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 Feb/March.
- 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 shows 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 Eve Madalengoitia, Program Director at 845.454.3222

**Have questions or need help with this application?
Call Program Director, Eve Madalengoitia
845.454.3222 or EveM@artsmidhudson.org
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