

# **2024 Community Arts Grant Guidelines Dutchess, Orange, & Ulster Counties**

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## **About the Funding**

This project is made possible with funds from the Statewide Community Re-grants Program, a regrant program of the New York State Council on the Arts with the support of the Office of the Governor and the New York State Legislature and administered by Arts Mid-Hudson.

# 2024 Community Arts Grant Guidelines Dutchess, Orange, & Ulster Counties

Questions contact: [grants@artsmidhudson.org](mailto:grants@artsmidhudson.org) | (845) 454-3222 ex. 11  
<https://www.artsmidhudson.org/statewide-community-regrants>

## 1.0 - Overview

Community Arts Grants provide project support for arts and cultural activities open to the general public. Nonprofit organizations, unincorporated groups, and individuals located in Dutchess, Orange, or Ulster Counties are eligible and encouraged to submit a grant proposal. This project support enables emerging artists and organizations to grow professionally and provides audiences in our region opportunities to experience and engage with the arts. Grant awards are determined by a peer review panel made up of community members.

**Note: We will only accept one Community Arts grant proposal per applicant. A single applicant may submit one application per category (Community Arts Grant Individual Artist Commission, and Arts Learning Grant).** The cumulative amount requested by a single applicant of the Statewide Community Regrant Program **may not exceed \$5,000.**

## 1.1 - Key Information

- Eligible arts and cultural activities include, but are not limited to: exhibitions, workshops, performances, festivals, screenings, virtual programming, and public programming for which the central focus is the arts.
- Funded programs must have an arts activity as the primary focus.
- Applicants may request \$2,500 or \$5,000. If awarded, applicants will receive their full request amount
- All expressive artistic disciplines are eligible including, but not limited to, visual, performing, written, digital, traditional, and experimental mediums.
- All funded activities must take place between January 1 and December 31, 2024, in Dutchess, Orange, or Ulster Counties and in the same county as the legal applicant.
- All activities must be open to the general public for participation (more information below).

## 1.2 - Accommodations

If there are any accommodations that Arts Mid-Hudson (AMH) can make to facilitate your participation, AMH **provides extensive free support to applicants** of this program, please do not hesitate to contact us.

### **1.3 - Community Arts Grant Goals**

- Make quality arts programming available to all residents in our region, particularly to communities with limited access to the arts.
- Assist with emerging arts organizations, individual artists, and grassroots groups to provide arts and cultural events.
- Support the cultural expression of our area's diverse communities and support BIPOC, LGBTQ+, and disabled artists; support arts and cultural organizers from these groups who are leading this work.

### **1.4 - Community Arts Grant Funding Priorities**

- New programming in our region and projects initiated by new applicants.
- Program support for arts organizations, small or grassroots organizations, and artist-initiated projects.
- Support for arts & cultural programming of organizations/ grassroots groups led by Black, Latino/a/e/x, Indigenous, Asian, People of Color, LGBTQ+, and/or disabled arts workers as well as hiring and paying artists who are part of those groups.
- Programming which engages underserved populations and demonstrates a strong, well considered community outreach and promotion plan to reach these constituencies.
- Dance, film/ video/ media arts, writing, poetry, performance art, or emerging art forms.

### **1.5 - Ineligible Projects**

- Projects that result in permanent public art including murals, sculpture, and landscape art/architecture.
- Activities that are not open to the general public including members' only programs, programs that exclusively serve a student audience, and/or home-school activities and programs.
- Activities that are recreational, therapeutic, rehabilitative, or religious in nature when the purpose is primarily for rehabilitation, therapy, or worship.
- Non-arts activities including: fundraising events or programming used as a fundraising event, humanities programs or programs that are primarily academic, martial arts, stand-up comedy, recreational parades, balloons, clowns, magic, programs occurring in private homes, and "sip and paint" events.
- Projects that have not confirmed the artists involved, or have no detailed method of selecting artists.
- Applicants may not seek additional funding for 2023 Community Arts Grant funded projects that were extended to 2024.

## 1.6 - Open to the Public

All funded programs must be open to the general public. AMH strives towards broad inclusion and true access to arts and cultural programming for all. AMH encourages thoughtful outreach to and efforts to seek input from all groups in our region and specific outreach and inclusion efforts to underserved audiences. These are groups who may have limited access to art programs, services, or resources due to location, race, economic status, gender, gender identity, sexual orientation, age, religion, disability, or other demonstrable factors. Some groups underserved by the arts in our region may include Black, Latino/a/e/x, Indigenous, Asian, People of Color, LGBTQ+, disabled, elder, youth, rural, and/or low-income audiences.

**Location/American Disabilities Act (ADA):** Priority will be given to activities that take place in locations that are fully compliant with the American Disabilities Act (ADA) Section 504. Priority may also be given to activities that include additional methods to make the arts accessible to audiences or plan for temporary measures necessary to make sites accessible. ADA Hotline (1-800-514-0301) for more information.

## 2.0 - Eligibility for Individual Applicants and Unincorporated Groups

Individuals and unincorporated groups are encouraged to apply to this grant opportunity.

- Individual applicants or contact persons for the unincorporated groups must be at least 18 years of age at the time of submission and may not be enrolled in a full-time degree program.
- Must live in and have a legal address in Dutchess, Orange, or Ulster County in New York State. **The project must take place in the applicant's county of residence.**

Individuals and unincorporated groups must work with a nonprofit either serving as their Fiscal Sponsor or Community Partner. **Individual applicants may designate a nonprofit they will work with prior to applying or work with Arts Mid-Hudson who will help pair them with a nonprofit who will act as their Community Partner for the project once they are awarded funding.** These options are offered to accommodate a variety of situations. It is up to the discretion of the applicant to choose which option works best for them.

- **Nonprofits serving as community partners or fiscal sponsors must meet all of the nonprofit eligibility requirements in these guidelines.** Organizations who have applied directly to NYSCA for funding in FY2024 may not serve as fiscal sponsors or community partners.

## 2.1 Community Partners

- A community partner is a nonprofit organization that will work with the applicant to support the project.
- **The individual or contact person for the unincorporated group is the legal applicant.** If awarded a grant, the contract will be executed by the individual or group,

and funds will be paid directly to the individual or contact person of the unincorporated group.

- **The community partner must be incorporated in the applicant’s county of residence.**
- The community partner does not need to provide financial support, manage funds, or help execute the program, however they may.
- The community partner’s role is to lend appropriate support to the program. The level of support is to be determined by the applicant and the community partner.

## 2.2 Fiscal Sponsors

- A fiscal sponsor is a nonprofit organization that agrees to extend its nonprofit status to an individual artist or unincorporated group.
- **The nonprofit fiscal sponsor is the legal applicant.** If awarded a grant, the contract will be executed by the nonprofit fiscal sponsor, who will receive funds and pass them on to the sponsored individual or unincorporated group.
- **The project must take place in the county where the fiscal sponsor is located.** The sponsored individual/group must be located in Dutchess, Orange, or Ulster County, but does not need to reside in the same county as the fiscal sponsor.
- The fiscal sponsor is not required to make a financial contribution to the project.
- It is the responsibility of the fiscal sponsor to provide the sponsored individual/group with the necessary tax documents regarding “earned income” should the individual/group be awarded a grant (Form 1099).
- Applicants may select this option if they do not wish for grant funds to be paid directly to them, or if they require greater administrative support from a nonprofit organization.

## 2.3 Required Attachments

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|---|---|
| <p><b>Proof of Residency</b></p>  | <p>Applicants must provide proof of residency which contains the individual’s name and address. Documentation must be dated no earlier than 2023. Acceptable proof of residency documents must include one of the following: Telephone bill, utility bill, credit card or bank statement (first page only; social security and financial information should be blocked), current lease or mortgage agreement listing the individual’s name and NYS address, NY State Driver’s License or ID card, or voter registration card.</p> |
| <p><b>Letter of Commitment</b><br/>Required only for applicants who have designated a <b>Community Partner</b>.</p> | <p>A letter signed by the community partner showing their commitment to the project. A template of this letter can be found at <a href="http://www.artsmidhudson.org/grants-and-funding">www.artsmidhudson.org/grants-and-funding</a></p>   |
| <p><b>Letter of Agreement</b><br/>Required only for applicants who have designated a <b>Fiscal Sponsor</b>.</p>     | <p>Provide a letter signed by the nonprofit fiscal sponsor stating their agreement to fiscally sponsor the project. A template of this letter can be found at <a href="http://www.artsmidhudson.org/grants-and-funding">www.artsmidhudson.org/grants-and-funding</a></p>  |

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|--|--|
| <b>Additional Documents for Fiscal Sponsorship</b> | Fiscal Sponsors must provide all documents required of direct nonprofit applicants (listed on page 6-7 of these guidelines) including: staff list, board list, financial statement, and proof of nonprofit status. |
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### 3.0 Eligibility for Nonprofits

Nonprofits may submit one application for funding and serve as a fiscal sponsor or community partner for unlimited projects. The project must take place in the county in which they have a primary legal address.

- Must be a nonprofit and/or 501(c)(3) with a primary address in Dutchess, Orange, or Ulster County in New York State. Proof of nonprofit status is required.
- Must have a Board of Directors or other governing body that meets to determine and review policy.
- Must have a non-discrimination policy in place and may not discriminate on the basis of race, color, national origin, religious belief, gender, gender identity, sexual orientation, age, or disability.
- Must be in adherence to the Nonprofit Revitalization Act of 2013. For more information, visit: <https://www.ptny.org/application/files/6415/1302/5791/2KeyFeatures-of-NPRA.pdf>
- Libraries, private universities, government entities, and tribal organizations are eligible.

### 3.1 Ineligible Organizations

- Public school districts, their components (PTA's, etc.), 2 to 4-year public universities and colleges or their supporting foundations, New York State agencies and departments, and county-level government agencies and departments.
- Non-incorporated chapters of organizations whose "parent" organization is not located in Dutchess, Orange, or Ulster County.
- Arts Mid-Hudson, AMH staff and board members.
- **NYSCA or RED-C Applicants:** Organizations that have applied directly to the New York State Council on the Arts (NYSCA) for funding for FY2024, **are not eligible** to apply to the Arts Learning Grants. Additional considerations for direct NYSCA grantees:
  - A SCR applicant may hire or “book” a NYSCA-grantee for a service with a paid fee.
  - A NYSCA grantee must not profit or benefit from projects funded through this grant program. This includes profits from ticket sales, donations, or space rental fees.
  - The program must not be advertised as part of the NYSCA grantee’s season/programming but may be included on the NYSCA grantee’s website and marketing as a “NYSCA SCR-supported project”.
  - A NYSCA grantee may offer their venue gratis to a SCR-funded project or be paid funds for direct costs. The NYSCA grantee may handle box office or ticketing but may not profit.
  - Direct costs may include custodial, box office personnel, security, or utilities. SCR grantees must show an accounting of direct costs being paid to a NYSCA grantee as a part of an SCR funded project.

### 3.2 Required Attachments

|                                  |   |
|----------------------------------|---|
| <b>Staff List</b>                | Indicate if individuals are paid staff or volunteers.   |
| <b>Board List</b>                | Include names and addresses; frequency of board meetings, and the non-discrimination policy. Identify which board members serve as officers, and in which role they serve. Towns/cities will not need to submit a board list.   |
| <b>Financial Statement</b>       | Financial statement showing both income and expenses for the applicant's most recent fiscal year or a signed treasurer's report on organizational letterhead that lists expenses and income for a full fiscal year. Towns/cities will not need to submit a financial statement  |
| <b>Proof of Nonprofit Status</b> | Choose <b>one</b> : IRS tax-exempt letter 501(c)(3), official authorization as an arm of local government or federally recognized tribal nation, documentation of incorporation under section 402 of the New York State Not-for-Profit Corporation law, current New York State Bureau of Charities (Office of the Attorney General) filing receipt, or documentation charter by the NY State Board of Regents under section 216 of the NYS Education Law. |

### 4.0 - Budget

**Applicants may request \$2,500 or \$5,000 for their project.** If awarded funding, grantees will receive the full request amount. There is no cash match required. On the application form, applicants will be required to describe how grant funds will be spent. Applicants are not required to submit a separate budget form.

#### 4.1 - Allowable Expenses

Expenses that directly relate to the proposed project are generally eligible. The peer review panel may elect to prioritize projects in which the requested funds are allocated to:

- Artist fees
- Community outreach, advertising, and marketing efforts.
- Direct administrative expenses and/or planning and preparation expenses for a proposed event.
- Supplies and materials needed to execute the proposed project.
- Efforts to increase accessibility to arts programming.

#### 4.2 - Ineligible Expenses

Grant funds are **unable to fund** the following expenses:

- Operating expenses of privately-owned facilities (e.g. homes and studios).
- Acquisition of works of art.
- Contingency funds.
- The purchase of permanent equipment items or capital improvements.
- Creation of textbooks or classroom material.
- Lobbying expenses.
- Re-grants by applicants to fund other activities.
- Awards, trophies, certificates, stipends for students, scholarships, fellowships, contests, competitions, cash prizes, and juror fees.
- Fees paid to children under the age of 18.
- Fees paid to board members of the non-profit or nonprofit fiscal sponsor.
- Entertainment costs including receptions, food, and fundraising events.
- Out-of-state travel costs.

## 5.0 - Review Procedure

Nominate a Peer Panelist: <https://tinyurl.com/AMH-Panel-Nomination>

All submitted grant proposals are reviewed using a peer panel evaluation process. A panel of artists, arts workers, and community members evaluate grant proposals and recommend a level of funding based on the overall Grant evaluation criteria, funding priorities, and adherence to these guidelines. Arts Mid-Hudson staff or board members do not have a vote in this process. Grant proposals are reviewed for eligibility by AMH staff.

It is the applicant's responsibility to submit a complete and accurate grant proposal. As part of the review process, AMH staff may contact the applicant by telephone or email to clarify and review information.

### 5.1 - Evaluation Criteria

The peer panel will review grant proposals using the following criteria below. The criteria are not listed in order of priority, each is equally important and must be addressed in the proposal. Each proposal is rated individually and in relation to the entire pool of applicants.

- **Artistic Merit** – Taking into consideration the project design, proposed artists, audience experience, and artist/organization's past activities.
- **Project Feasibility** – The project has clearly defined activities. and the applicant demonstrates the ability to successfully complete the project. Applicant demonstrates the ability to make an alternate plan if required by social-distancing guidelines.
- **Impact of the Project** – Project is likely to make a positive impact on the arts and cultural scene in Dutchess, Orange, or Ulster Counties. The degree to which the project directly benefits and includes underserved audiences and underrepresented artists and arts/ cultural workers. Creates a new program, fosters an emerging arts discipline, or increases opportunities for artists.



**Note:** Projects which have already been completed will be evaluated based on how well they met the above criteria.

## **6.0 - Submitting a Grant Proposal**

Deadline: Thursday, February 15, 2024 at 11:59 PM

**Link available here:** <https://www.artsmidhudson.org/statewide-community-regrants>

If you require assistance in completing the online submission form, contact us in advance of the deadline.

### **6.1 - Additional Supplemental Documents**

In addition to the documents required by the applicant (listed on pages 3-5), artist information, work samples, and optional supplemental materials will also need to be uploaded to the submission form. These documents must have digital versions so they may be submitted online. Work Samples (optional but highly recommended, up to 10 files): image files, videos, audio files, and literary samples (limit of 8 pages). Acceptable file types: .jpg, .mp4, .wav, .mp3, and .pdf. There is no limit on file sizes. Three additional document(s) may also be included (letters of support, press articles, marketing samples, etc.)

### **6.2 - Information Session and Grant Writing Assistance**

Arts Mid-Hudson provides free in-depth support. Applicants to this program will benefit from taking full advantage of all of the support offered including informational videos, resources, one-on-one appointments, and draft review.

**Virtual Information Session: January 3, 2024 at 4:00 PM on Zoom.**

The session will be posted on YouTube and the link will be provided here when available.

**Attend a Q&A Session:** Weekly Q&A sessions will be hosted on Zoom at a variety of times.

You must RSVP to receive Zoom access information. [Click here to RSVP.](#)

#### **Virtual Q&A Session Schedule**

- January 8 at 1:00 PM
- January 12 at 11:00 AM
- January 17 at 3:00 PM
- January 19 at 1:00 PM
- January 22 at 6:00 PM
- January 26 at 11:00 AM
- February 6 at 4:00 PM
- February 9 at 11:00 AM
- February 13 at 4:00 PM

**Please note:** Additional in-person information sessions will be added. Check <https://www.artsmidhudson.org/statewide-community-regrants>

Make one-on-one Grant Assistance Appointments with AMH: Applicants are encouraged to make appointments with the AMH Grants team to discuss specific questions, brainstorm ideas,

and receive feedback on a draft. Appointments will be conducted by phone or Zoom. Grant Assistance Appointment Form: <https://artsmidhudson.youcanbook.me/>