



INDIVIDUAL ARTIST COMMISSION 2016

@ the Arts Center of the Capital Region

GUIDELINES

265 River Street | Troy NY 12180
(518) 273-0552 | artscenteronline.org

Grant Application Deadline: December 5, 2015 @ 11:59pm

For Projects Taking Place April 2016 - March 2017

About this Grant | Individual Artist Commissions are available in Albany, Rensselaer and Schenectady Counties through a competitive re-grant program administered by The Arts Center of the Capital Region (ACCR). Funds are provided on a statewide basis through the **New York State Council on the Arts (NYSCA) Decentralization Program** to fund public arts experiences and foster creative communities. 1 minimum, 2 maximum will be awarded per county, based on funding levels. An essential element of funding for the Individual Artist Commission is the inclusion of community involvement in the development and creative process of the artists' project. The project must encompass a segment of the community through some form of feedback, response, interaction and/or social practice. Projects that limit public participation to performances or exhibitions after the work has been executed are not eligible.

Purpose | The New York State Council on the Arts (NYSCA) provides state funding to arts and cultural organizations. The Decentralization Program (DEC) was established in 1977 to reach out to communities that might not otherwise be able to access state funds. Local arts agencies, like ACCR, help administer the DEC program on a local level to make arts support available to geographically, economically, and ethnically diverse populations, and to increase the vitality of and livability in local communities and neighborhoods in every county.

Local History | The Arts Center of the Capital Region has been the official DEC Re-Grants Site for Albany, Schenectady and Rensselaer Counties since 1978. Our mission is to engage people in the creative experience. We are the region's preeminent proponent of the arts and creative education, expression, and appreciation, serving people of all ages, abilities, and economic and cultural backgrounds.

Schedule of Grant Seminars | The ACCR offers free training workshops to help individuals learn how to apply for Individual Artist Commission funding. These workshops contain important information about the grants process, any changes in rules since the previous year, and provide a valuable opportunity to network with other local artists and organizations. **NEW** Applicants must attend a workshop to apply for a grant. The workshops are held, from September - October, in various locations around Albany, Rensselaer and Schenectady Counties, and you must register in advance online at our website.

Application Deadline | For projects in 2016, a completed application, with a balanced project budget and all supporting materials, must be submitted online by December 05, 2015, Midnight EST.

Funding Levels | The maximum funding limit for any one Individual Artist Commission request is \$2,500. This grant does not require a monetary match or additional income. Applicants may submit up to THREE separate project requests in a grant cycle, EXCLUDING THE INDIVIDUAL ARTIST COMMISSION, with the total of all OTHER requests not to exceed \$5,000 (including applications for Community Arts, Arts in Education). There is no limit on the amount which may be spent on a project – only on the amount which may be requested from this grant to help meet project expenses.



Evaluation Process | A peer panel of artists, arts administrators, and community leaders reviews grant applications. They study the applications for several weeks before meeting as a panel to discuss each application, view artistic samples and other supporting documentation, and make funding recommendations based on local Evaluation Criteria and Funding Priorities. The Grant Coordinator ensures the panel process stays consistent with grant guidelines and procedures. Following this meeting, the Regrant Panel's funding recommendations are submitted to the ACCR Board of Directors for review and ratification. At least one-third of the panel members rotate off annually.

Notification of Award | After the panel review and board approval process is complete, applicants will be notified by email no later than March 10th.

How will my application be evaluated?

Artistic Merit |

- Quality of artistic samples and credentials of the artist involved in the project
- Innovation and uniqueness of arts experience
- Generative Artists creating NEW work

Community Benefit |

- Active engagement in Artists' creative process
- Cultural diversity in programming
- Consideration and inclusion of community needs and interests
- Accessibility (financial & physical) to artist's process and final presentation
- Non-duplication of comparable existing services or programs

Capacity to Conduct the Project |

- Clearly defined objectives, robust plan for implementation, management and promotion
- Record of programmatic success
- Reasonable estimation of expenses
- Reasonable cost-benefit ratio for number of participants/audience members

Local Funding Priorities |

- Artists actively engaging and impacting community members in the artistic process and experience (instead of arts experiences where community members are only passive observers)
- Support for new and emerging Artists of high quality and creative scope
- Artists and Organizations that serve rural areas and culturally diverse pockets in our region
- Artists working at the intersection of Art and Technology

Fundable Expenses |

- Artists' fees
- Marketing/publicity costs
- Direct administrative expenses (should compose no more than one-half of grant request)
- Expendable project-related supplies and materials
- Project-related travel expenses
- Project-related rentals of space and equipment

Not Fundable |

- Activities that take place in a different county from where the artist resides
- Projects that limit public participation to performances or exhibitions after the work has been executed.
- Presentation or completion of existing work
- Non arts-related activities (includes balloons, clowns, magic, culinary or martial arts, gaming, and circuses)
- Non-ADA compliant venues
- Permanent things: permanent equipment; capital improvements (includes land, buildings, renovations); anything which extends the life of or improves the value of privately-owned property; acquisition of works of art; creation of textbooks or classroom materials
- Activities not open to the general public: camps, clubs, college associations, etc.; in-school activities and programs; lobbying expenses; projects recreational, therapeutic, or rehabilitative in nature; events that take place in a private home.



- ☒ Organization or personal finances: general operating expenses; operating expenses of privately owned facilities (i.e. homes and studios); start-up or seed funding for the establishment of a new organization; contingency funds (funds reserved for emergencies or unexpected outflows, mainly economic crises); requests which, when added to other income sources, will equal more than the total project expenses
- ☒ Awards: competitions or contests (includes cash prizes, juried shows, fellowships, scholarships, and other awards to students); regrants by applicants to fund other activities
- ☒ Entertainment costs: including receptions and food;
- ☒ Other: programs in which children are used as professional artists (paid a fee); projects which are part of a liturgy, or which intend to proselytize

Eligible to Apply |

- ☒ Individual artists, at least 18 years old, living in Albany, Rensselaer, or Schenectady County, who are not enrolled in a college or university
- ☒ **New applicants must attend a training workshop in the current year prior to submitting their application.** Previous applicants may attend a workshop, OR view the ACCR's online video, and submit an "Intent to Apply"
- ☒ Projects that take place between 4/1/16 and 3/31/17

NOT Eligible to Apply |

- ☒ Employees of sites that administer this grant (in this case, ACCR)
- ☒ Individuals or organizations applying directly to NYSCA within the same fiscal year, regardless of that application's status or outcome
- ☒ Individuals or organizations not based in Albany, Rensselaer, or Schenectady County, including non-incorporated chapters of organizations whose "parent" is incorporated outside this region
- ☒ Previous recipients of this grant who have failed to provide final reports or other documentation, or have failed to comply with previous contracts

Responsibilities of Recipients |

- ☒ Sign and adhere to the terms of the project contract
- ☒ Conduct all funded activities as described in your Project Narrative and application
- ☒ Prominently and correctly credit the grant funding: **"Made possible with funds from the Decentralization Program, a regrant program of the New York State Council on the Arts with the support of Governor Andrew Cuomo and the New York State Legislature and administered by The Art Center of the Capital Region."**
- ☒ Provide ACCR with an advance schedule of all funded events and copies of promotional materials
- ☒ Provide ACCR with four (4) complimentary tickets for all funded events that require tickets
- ☒ Immediately notify the ACCR Council in writing regarding any changes to your project including: times, dates, locations, admission fees, artists hired, or activities conducted. **All changes to funded projects are subject to approval by ACCR.**
- ☒ Submit a final report within 30 days of the completion of the last funded event of the project (for March events, due by March 31)

Failure to adhere to these responsibilities could impact the ability to receive future funding.

Appeals Process | An applicant may only make an appeal based on the following three grounds:

- ☒ Non-presentation of *significant and pertinent* information by staff or panelist
- ☒ Misrepresentation of *significant and pertinent* information by staff or panelist
- ☒ Improper procedure (bias or arbitrary/capricious)

Dissatisfaction with a funding decision is not sufficient justification for an appeal. Appeals are appropriate when an organization is denied a grant and feels that the process was carried out unfairly or incorrectly. Applicants wishing to appeal a funding decision must initiate the process within ten days of receiving an award notification. Applicants must call the Grants Coordinator to discuss the funding decision before submitting a letter of appeal to the ACCR Executive Director, which clearly outlines the reasons for appeal based on the grounds listed above. Upon receipt of this letter, a new peer panel will be convened to evaluate if the appeal has merit



Other things you need to know...

Intent to Apply Pre-registration |

All applicants are required to submit an “intent to apply”, which may be found on our website, www.artscenteronline.org under GRANTS. The completion of this form will register your intent to apply, and allow the Arts Center’s staff to review key details and contact you with questions or concerns prior to your final submission.

Grant Seminars |

Informative grant seminars will be held at a variety locations, dates, and times. **NEW** Applicants must attend a workshop to apply for a grant. Please register to attend on our website. Schedule of seminars will be available mid-August, 2015.

Application Intensive Workshops |

Application Intensive Workshops will be held at The Arts Center’s digital arts lab if you need direct assistance with the electronic application process, or if you do not have access to a computer. If you need access to a computer, and cannot make one of these sessions please contact Sunny da Silva (518) 273-0552x222, sunny@artscenteronline.org, or Joseph Mastroianni (518) 273-0552x233, joseph@artscenteronline.org . Schedule of workshops will be available mid-August, 2015.

Technical Assistance Meetings |

Technical Assistance meetings are opportunities for you to ask specific questions about your proposal and have a draft version of your application and budget reviewed prior to submission. Sessions can be conducted via email, over the phone or in person and are available by appointment in 30 minute time slots between OCTOBER 19 AND NOVEMBER 20, 2015 on an as-available basis. Using this service will assist you in submitting an effective application. Book online through our website.

For more information, to sign up for a Grant Seminar, or to file an “Intent to Apply” visit:

www.artscenteronline.org/grants

