Arts Education 2021 Guidelines

Intent to Apply Submission: Friday, November 27, 2020, 11:59pm EST
Final Application: Friday, December 18, 2020, 11:59pm EST
For Projects Taking Place April 1st 2021 – June 31st 2022

The Arts Center of the Capital Region offers Arts Education Grant opportunities for eligible individual artists, artists in schools, and arts organizations within Albany, Rensselaer, and Schenectady Counties

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About this Grant | Arts Education Grants 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 support the role that local cultural organizations and/or individual artists play in engaging K-12 public school students and/or senior learners in rich artistic learning experiences.

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The Arts Center of the Capital Region Grants are made possible with funding by the New York State Council on the Arts with support of Governor Andrew Cuomo and the New York State Legislature.
The Arts Education category is offered in two funding strands: Pre K-12 In School Projects and Afterschool and Community based learning. Funds can support arts education projects for closed groups of learners. All AE projects must be carried out in partnership with a public school or in partnership with a community based organization.

After-School/Community-based Learning: funds can support arts education projects for learners of all ages in partnership with community-based organizations OR in partnership with a public school.

- Projects may take place in a community-based setting such as a library, school, community center, or arts organization.
- Projects are provided to a closed group of learners, meaning they are not open to the general public. These groups may be composed of a particular age group (including adult learners), or for participants of all ages.
- A letter of commitment from the partner parts organization or artist must be included with the application to be eligible for funding. The letter of commitment must outline in detail the partner(s) support of the project (monetarily and otherwise) and anticipated roles and responsibilities of each partner involved. The partnership letter should be on the partner(s) letterhead and signed by the director.

Pre-K-12 In-School Projects: funds support arts education projects that take place in-school during the school day

- Private and parochial schools are ineligible for partnerships
- School partners involved in any AE projects currently receiving direct NYSCA funding are not eligible for a DEC Arts Education regrant
- AE regrant funds must not replace, or appear to replace, the role of certified arts teachers in schools
- Inter-curricular collaboration for in-school projects is encouraged but not required
- A letter of commitment from the partner school to the arts organization or artist must be included with the application to be eligible for funding. The letter of commitment must outline in detail the partner(s) support of the project (monetarily and otherwise) and anticipated roles and responsibilities for each partner involved. The partnership letter should be on the partner(s) letterhead and signed by the principal.

In both categories, emphasis is placed on the depth and quality of the creative process through which participants learn through or about the arts. Projects must focus on the exploration of art and the artistic process. Inter-curricular collaboration for in-school projects is encouraged but not required.

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 the 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 ACCR has been the official DEC Re-Grants site for Albany, Rensselaer, and Schenectady 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. We are here to assist and coach you throughout the grant process and help aid in the success of your project proposal.

The Arts Center awarded 5 Arts Education Grants totaling over $10,650 in 2020. These awards were given to two artists each in Albany and Rensselaer counties. You can find a program in your area by visiting: [https://www.artscenteronline.org/2020-21-grantees/](https://www.artscenteronline.org/2020-21-grantees/). Please contact your DEC Coordinator to audit any of these programs.
Important Dates and Deadlines

Intent to Apply Submission | Friday, November 27, 2020, 11:59pm EST

All applicants are required to submit an “Intent to Apply”, which may be found on our website, www.artscenteronline.org/grants/. The completion of this form will register your Intent to Apply and allow the DEC Coordinator to review key details and contact you with questions or concerns prior to your final submission.

Application Deadline | For projects in 2021-22, a completed application, with balanced project budget and all supporting materials, must be submitted online by Friday, December 18, 2020, 11:59pm EST.

Application and Intent to Apply information, paperwork and submissions are available online: www.artscenteronline.org/grants

Notification of Award | Following the panel review and board approval process, applicants will be notified of their grant award by email no later than March 13, 2021.

Eligibility and Application Seminars | In order to determine your eligibility, please read these grant guidelines carefully. The ACCR offers free training seminars to help individuals and organizations learn how to apply for Community Arts funding. These seminars 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. The workshops are held from September - November, in various locations around Albany, Rensselaer and Schenectady Counties. You can and must register in advance, online: www.artscenteronline.org/grants or by calling 518.273.0552

Project Requirements | Projects must meet the following minimum requirements for your grant application to be eligible for funding.

● Projects must take place in public schools during the regular school day, after-school or in a community-based setting and must provide:
  o Sequential, skills-based study that incorporates one or more art forms and includes a minimum of 3 sequential hands-on learning sessions
  o In-depth, age and skills appropriate learning opportunities
  o Hands-on, participatory creation and/or learning opportunities in one or more art forms that may culminate in exhibitions, productions, or demonstrations
  o Stated learning goals, methodologies and outcomes and a means for evaluation
  o For Pre-K12 In-School Activities and outcomes that are collaboratively designed, planned, taught, and evaluated by the participating teacher(s), teaching artist(s), and other school and community members and address the New York State Learning Standards for both the arts and the non-arts subjects in an integrated fashion
    ▪ Projects must take place in partnership with a public school.
    ▪ It is recommended that support materials include lesson plans, evaluation plan, and video/photo work samples of past Arts Education work, participant evaluation forms and letters of recommendation.
Eligibility Guidelines

- Arts Education Grants are available to organizations that are designated as a New York State non-profit organization and have an active board of trustees, independent artists or unincorporated entities within Albany, Rensselaer or Schenectady County established for at least one year (at time of application), which conduct all activities with non-discriminating practices regarding race, color, national origin, religion, gender or disability, including all programming activities, administration and board representation.

- For ALL applicants working in partnership with a Public School:
  - A letter of commitment from the partner school to the arts organization or artists must be included with the application to be eligible for funding. The letter of commitment must outline, in detail, the partner(s) support of the project (monetarily or otherwise) and anticipated roles and responsibilities for each partner involved. The partnership should be on the partner school’s letterhead and signed by the principal.

- For artists or unincorporated entities working in partnership with a Community-based Organization:
  - A letter of commitment from the community-based partner to the artist arts organization or unincorporated entity must be included with the application to be eligible for funding. The letter of commitment must outline, in detail, the partner(s) support of the project (monetarily or otherwise) and anticipated roles and responsibilities for each partner involved. The partnership letter should be on the partner(s) letterhead and signed by the director of the partner organization.

- Individual artists, must be at least 18 years old, living in Albany, Rensselaer or Schenectady County, and apply with an eligible school partner or non-profit fiscal sponsor (if the partner school is not in the county the artist resides). **Schools cannot apply directly.**

- An individual artist or collective may apply for decentralization funds through a fiscal sponsor, provided the entity serving as the fiscal sponsor meets the same eligibility requirements listed below.
  - Fiscal Sponsor organizations that are designated as a New York State non-profit and have an active board of trustees, have been established for at least one year (at the time of application) and who conduct all activities with non-discriminating practices regarding race, color, national origin, religion, gender or disability, including all programming activities, administration and board representation. Any one (1) of the following documents may serve as proof of non-profit status:
    - Letter of Determination from the IRS indicating tax exempt status under 501(c) (3).
    - Documentation of charter by the NY State Board of Regents under 216 of the NY State Education Law.
    - Documentation of incorporation under Section 402 of the NY State Not-For-Profit Corporation Law.
    - Current NY State Bureau of Charities (Office of the Attorney General) filing receipt
    - Official authorization as an arm of local government (i.e. formal letter on official stationary signed by appropriate county, city, town or village executive)
  - Legal address of applicant organization must lie within Albany, Rensselaer or Schenectady County and the proposed project(s) must take place within the same county.
  - A direct decentralization grant applicant may serve as a fiscal sponsor and may sponsor more than one applicant as the sponsored requests do not count toward the three request and $5,000 limits
  - 3 request limit and $5,000 maximum apply to sponsored applicants. (See Funding Levels.)

- **All new applicants must attend a seminar to apply for a grant.** Previous applicants may attend a seminar OR view the ACCR’s online video. Seminar dates will be posted in August.

- **All applicants must submit an Intent to Apply** (see above)
NOT Eligible to Apply

- Programs that replace or appear to replace the role of certified art teachers in schools
- New York State agencies and departments (including SUNY schools)
- Public universities and colleges; public, private and parochial schools
  - Note: private universities may serve as fiscal sponsors
- The Arts Center Staff of Board Members
- 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 unincorporated 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
- Direct NYSCA applicants can not apply for DEC funding, nor can they act as fiscal sponsors or benefit from ticket sales or revenue from a DEC project.
**Funding Level |** The maximum allowable project request is $2,500 and the minimum is $1,000. Applicants may submit up to three (3) separate project requests in a grant cycle. The total of all requests may not exceed $5,000 across all three grant types (fiscally sponsored applications are exempt from the 3-request limit). 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.

**Funding Break | Effective as of 2018 cycle** A mandatory 1-year break in funding will be implemented for all organizations receiving funding for programs in 3 sequential grant cycles. This is to encourage successful programs to seek alternative funding sources as well as enable access to DEC funding.

**Budget |** At least 25% of financial support for proposed projects must come from another income source and/or in-kind contributions other than this grant. *In-Kind Contributions are defined as donated goods or services.*

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### Budget Requirements

![Budget Requirements Chart]

- **75% Grant Funding**
- **5% Cash**
- **20% In-Kind**

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**Evaluation Process |** A peer panel of artists, arts administrators and educators, and community leaders reviews grant applications. They study the applications, review artistic samples and other documentation for several weeks before convening as a panel to discuss each one and make funding recommendations based on local **Evaluation Criteria** and **Funding Priorities**. The DEC 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 Arts Center’s Board of Directors for review and ratification. Panelists may serve up to three consecutive years, but one-third of the panel is compiled of new panelists each year.
Evaluation Criteria | NOTE: Previously funded projects and organizations are reviewed anew in the context of current grant panel policies and are judged within the pool of current applications. These applications must clearly exhibit expansion, improvement and intention to evolve.

Required Supplemental Materials

- Proof of non-profit status (for applicant organizations only) – see Eligibility Guidelines
- Board of Directors Roster (for applicant organizations only)
- Resumes of key program personnel
- Artistic sample(s)
  - Should represent work from the last 3 years
  - Visual Arts Projects: No more than 10 labeled images in JPEG format uploaded through application site
  - Performing Arts, Film, Media, etc.: Web links to clips hosted on external sites no more than 3 minutes in length
  - Literary Projects: No more than 20 pages
- Letter of support (as needed)

Artistic Merit

- Quality of artistic samples and credentials of the artists involved in the project.
- Innovation of arts experiences.
- Diversity of arts experiences.
- Focus on the exploration of art and the artistic process.

Community Benefit

- Service to an under-served area/audience
- Accessibility (financial + physical)
- Cultural diversity in programming
- Partnership with local public school or community-based center
- Consideration and inclusion of community needs + interest
- Cooperation with local artists and organizations
- Non-duplication of comparable existing services/programs

Capacity to Conduct the Project

- Clearly defined objectives and robust plan for implementation, assessment and reflection
- Record of programmatic success
- Reasonable cost-benefit ratio
- Reasonable estimation of expenses
- Clear understanding and integration of arts and non-arts curricula that addresses NYS learning standards for in-school projects
- Demonstrated support from local partners
- Clear learning goals and assessment tools in place

Local Funding Priorities

- Programs and artists with the strongest community engagement and impact
- Promote the creative intersection of Art and Technology
- Artists and organizations that serve rural areas and culturally diverse audiences and areas in our region
Able to Fund:

- Artist Fees
- Direct Administrative Expenses (should compose no more than one-half of grant request)
- Project-related Travel Expenses
- Marketing/Publicity Costs
- Expendable Project-related Supplies + Materials
- Project-related Rentals of Space + Equipment
- Planning and preparation expenses for proposed project
- Materials and expendable equipment that does not exceed $1000
- Equipment, including required software, digital subscriptions, and training related to the creation and promotion of virtual programming

Unable to Fund:

- Activities that take place in a county other than the applicant’s
- Non arts-related activities
  - Includes galas, benefits or fundraising events, entertainment (i.e. balloons, clowns, etc.)
- Projects that limit public participation to performances or exhibitions after the work has been executed
- Awards: competitions or contests
  - Includes cash prizes, juried shows, fellowships, scholarships, and other awards or regrants by applicants to fund other activities
- Non-ADA compliant venues
- Activities that take place in private or parochial schools or in private homes
- Activities not open to the general public
  - Includes camps, clubs, college associations, etc.; in-school activities and programs; lobbying expenses or events that take place in a private home
- Projects that are recreational, therapeutic, rehabilitative or religious in nature
  - Includes at-risk/social service programs when the purpose is primarily for rehabilitation, therapy or worship
- Entertainment costs
  - Includes receptions and food (includes Paint + Sip or equivalent)
- Permanent things
  - Includes permanent equipment, capital improvements (land, buildings, renovations, etc.), 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
- Organizational or Personal Finances
  - Includes general operating expenses, operating expenses of privately owned facilities (homes, studios, etc.), start-up or seed funding for the establishment of a new organizations, 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

- Programs in which children are used as professional artists (paid a fee), projects which are part of a liturgy, or which intend to proselytize

- Student projects
Post-award Responsibilities and Expectations | This section outlines the responsibilities of grant recipients.

- The following items must be completed before receiving grant funds:
  - Submit a W-9 for the applicant
  - Sign and adhere to the terms of the project contract
  - Submit a revised budget for any project that is not fully funded
  - Letter of Commitment by the proper school or organization

- Prominently and correctly credit the grant funding as follows:
  “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 Arts Center of the Capital Region.”
  *Must include The Arts Center’s logo. Both are available online at artscenteronline.org/awardeeinfo/
- Provide ACCR with an advance schedule of all funded events and copies of promotional materials
- Immediately notify the ACCR 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
- Provide ACCR with four (4) complimentary tickets for all funded events that require tickets

FAILURE TO ADHERE TO THESE RESPONSIBILITIES COULD IMPACT YOUR ABILITY TO RECEIVE FUTURE FUNDING

Post-award Important updates for 2021-2022 Grant Cycle | This section outlines specific details regarding funded projects

- Virtual audiences can be included in attendance tracking for each project
- Funded projects can prioritize program quality over quantity of viewers
- FY2020 grantees projects or project changes in program delivery will not negatively affect FY2021 funding decisions

Appeals Process

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

1. Non-presentation of significant and pertinent information by staff or panelist
2. Misrepresentation of significant and pertinent information by staff or panelist
3. 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 denial falls within one or more grounds for appeal listed above within ten (10) 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 Arts Center CEO, 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.

Technical Assistance

Technical Assistance sessions allow 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 on a first-come, first-served basis. Using this service will assist you in submitting an effective application. Booking instructions will be made available once your Intent to Apply has been received.
Digital Application Assistance

Digital Application Assistance is available at The ACCR’s Digital Arts Studio if you need direct assistance with the electronic application process, or if you do not have access to a computer.

Please direct all questions to your Grants Coordinator at 518.273.0552 or Joseph@artscenteronline.org. Thank you.