Individual Artist Commission
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 Individual Artist Commissions to eligible individual artists intending to create new work within Albany, Rensselaer, and Schenectady Counties.

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The Arts Center of the Capital Region
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**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 (DEC) to support local, artist-initiated

**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.**
activity, and highlight the role of artists as important members of the community. The Commission is for artistic projects with outstanding artistic merit that work within a community setting. One (1) award minimum and four (4) awards maximum will be distributed in each county, based on the funding availability and panel review. These grants are intended to engage professional artists creating new, original work, like composers, writers, and visual artists. They are not intended for interpretive work (such as actors, musicians, or artists presenting existing work).

An essential element of this funding is a community engagement component. The project must engage a segment of the community through a public program, such as an exhibition or performance that is open to the public, and/or the inclusion of community involvement in the development and creative process of the artists’ project. This can be in the form of feedback, response, interaction and/or social practice by or with community members. Some examples of this type of interaction are interviews with a segment of the community, creation of parallel work by a community group, or stories and anecdotes collected from a community group that relate to the concept or content of the project.

**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, 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 you be successful in order to have your project funded.

The Arts Center awarded 11 Individual Artist Commissions, $2,500 each, in 2020. The Arts Center plans to award at least 6, and up to 15, Artist Commissions in the 2021 cycle. You can find a program in your area by visiting: artscenteronline.org/2021-22-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.

Intent to Apply Submissions and Application paperwork available online through Submittable: 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.

Funding Level | The award amount for an Individual Artist Commission is $2,500. This grant does not require a monetary match or additional income. Applicants may submit one application for the Individual Artist Commission and up to two (2) separate project requests in a grant cycle. The total of all requests may not exceed $5,000. There is no limit on the amount which may be spent on a project – only on the amount which may be requested from the Decentralization Program to help meet project expenses.

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 August - November, in various locations around Albany, Rensselaer and Schenectady Counties. You can and must register in advance, on our website: www.artscenteronline.org/grants or by calling 518.273.0552
Eligibility Guidelines

- Applicants must:
  - Be current New York State Residents, at least 18 years of age at the time of application
  - Reside in Albany, Rensselaer or Schenectady County and produce their work in this county
  - Provide proof of residency (any one of the following documents including name and address dated no later than 2018)
    - Telephone Bill
    - Credit Card or Ban Statement (first page only; Social Security and Financial Information should be blocked)
    - Current Lease or Mortgage agreement
    - NYS Drivers License or ID Card
    - Voter Registration Card
- New applicants must attend a workshop to apply for a grant. Previous applicants may attend a seminar OR view the ACCR’s online video
- Submit an Intent to Apply

NOT Eligible to Apply

- The Arts Center Staff or Board Members
- Individuals or organizations applying to NYSCA Direct within the same fiscal year, regardless of that application’s status or outcome
- Individuals not based in Albany, Rensselaer or Schenectady County
- Student projects are not eligible for support
- Previous recipients of this grant who have failed to provide final reports or other documentation, or have failed to comply with previous contracts

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. A new application 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 and uniqueness of arts experiences.
- Generative artists creating new work.

Community Benefit

- Service to an under-served area/audience
- Cultural diversity in programming
- Cooperation of local artists and organizations
- Consideration and inclusion of community needs + interest
- Active engagement in Artists’ creative process
- Non-duplication of comparable existing services/programs
- Accessibility (financial + physical) to artist’s process and final presentation

Capacity to Conduct the Project

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

Local Funding Priorities

- Actively engaging and impacting community members in arts experiences (not simply passive observers)
- Support for new and emerging artists of high quality and creative scope
- Artists that serve rural areas and culturally diverse audiences and areas in our region
- Artists working at the intersection of Art and Technology

Able to Fund:

- Artist Fees
- 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
  o Includes galas, benefits or fundraising events, entertainment (i.e. balloons, clowns, etc.)
• Presentation or completion of existing work
• Projects that limit public participation to performances or exhibitions after the work has been executed
• Awards: competitions or contests
  o 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
  o 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, or rehabilitative or religious in nature
  o Includes at-risk/social service programs when the purpose is primarily for rehabilitation, therapy or worship
• Entertainment costs
  o Includes receptions and food (includes Paint + Sip or equivalent)
• Permanent things
  o 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
  o 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 three 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
- Conduct all funded activities as described in your Project Narrative and application
- 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 the 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 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.