



NYS CA STATEWIDE COMMUNITY REGRANTS

AWARD AMOUNT:
\$2,500–\$5,000

CATEGORY: COMMUNITY ARTS COMMISSIONS

Round 1 Timeline

Application Opens: January 6th, 2023

Application Deadline: March 1st, 2023

Panel Review: April 1st, 2023 *

Awards Announced: May 15th, 2023

Project Completion: June 1st, 2023 – December 31st, 2023

*Panel Review dates are subject to change

Round 2 Timeline

Application Opens: April 6th, 2023

Application Deadline: June 1st, 2023

Panel Review: July 6th, 2023 *

Awards Announced: August 15th, 2023

Project Completion: September 23rd, 2023 – December 31st, 2023

*Panel Review dates are subject to change

Who can apply?

**NONPROFITS
AND
INDIVIDUAL
ARTISTS**

Where?

**ALBANY,
RENSSELAER, and
SCHENECTADY
COUNTIES**

When?

**JANUARY 6th to
JUNE 1st, 2023**

www.artscenteronline.org/grants/
Grants@artscenteronline.org
(518) 273-0552



**Council on
the Arts**

Applicants **no longer need to submit an Intent to Apply** form prior to application. Applicants may now apply directly to the grant type. **We can now fund 100% of projects.** There is no match required.

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OVERVIEW

Purpose

The New York State Council on the Arts (NYSCA) provides state funding to the arts and cultural organizations. The Statewide Community Regrants Program (SCR) was established in 1977 to bring the arts to geographically, economically, and ethnically diverse populations, and to increase the vitality of and livability of local communities in every county.

Local History

The Arts Center of the Capital Region has been the official SCR regrants 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. We serve 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 successfully get your project funded.

About This Grant

This award supports nonprofit organizations, artists, and educators in **creating art**, with the end goal of bolstering local communities throughout Albany, Schenectady, and Rensselaer counties.

Artists may be of any discipline, including, but not limited to:

- **Fine Crafts**
- **Literary Arts**
- **Studio Art**
- **Digital Arts**

- **Public Art**

- **Performance Arts**

Community Arts programs may include, but are not limited to:

- **Exhibitions**
- **Performances**
- **Screenings**
- **Community projects**
- **Workshop series**
- **Festivals**
- **Readings**
- **Murals**

ELIGIBILITY INFORMATION

Seminars

The ACCR hosts seminars outlining eligibility guidelines and the application seminar prior to the opening of the application. This year's seminars will be held October through December, in Albany, Schenectady, Troy, and Zoom.

Please see www.artscenteronline.org/grants/ for seminar dates and updates,

Eligibility

Community Arts Grants are available to **INDIVIDUAL ARTISTS** and to **ORGANIZATIONS THAT ARE DESIGNATED AS A NEW YORK STATE NON-PROFIT.**

Eligible:

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- Legal address of the applicant organization must lie within **Albany, Rensselaer, or Schenectady County** and the proposed project(s) must take place within the same county.
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- An individual artist or a collective may apply for Statewide Community Re-grants program funds through a fiscal sponsor.
 - Fiscal Sponsor must meet the same eligibility requirements.
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- Non-profits must:
 - Have an active board of trustees
 - have been established for at least one year (at the time of application)
 - conduct all activities with non-discriminating practices regarding race, color, national origin, religion, gender or disability, including all programming activities, administration, and board representation.
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- Projects **must engage the community**
 - interviews with a segment of the community
 - creation of parallel work by a community group
 - stories and anecdotes collected from a community group that relate to the concept or content of the project.
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Ineligible:

- New York State agencies and departments (including SUNY schools)
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- Public universities and colleges; private and parochial schools
 - Note: private universities may serve as fiscal sponsors
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- Individuals or organizations applying directly to NYSCA within the same fiscal year regardless of that application's status or outcome; nor can they be fiscal sponsors
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- Individuals or organizations not based in Albany, Rensselaer, or Schenectady County, including unincorporated chapters of organizations whose "parent" is incorporated outside this region
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- Previous recipients of this grant who have failed to provide final reports or other documentation, or have failed to comply with previous contracts.
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REQUIRED MATERIALS

Checklist

- ☐ Proof of non-profit status (SUBMIT ONLY ONE)
 - ☐ 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 NYS Education 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 stationery signed by appropriate county, city, town, or village executive).
- ☐ If working with a fiscal sponsor: an agreement between artist(s) and sponsor
- ☐ List of major artistic and administrative personnel associated with the project
- ☐ Resumes of relevant artists and professionals involved
- ☐ Representative sample(s) of artist(s) works from the last 3 years
 - ☐ For Visual Arts: No more than 10 labeled images in JPEG format
 - ☐ Performing Arts, Film, Media, etc.: Link to external site for videos no more than 3 minutes in length
 - ☐ Literary projects: no more than 20 pages
- ☐ Pertinent supplementary material such as news articles, flyers, brochures etc. or other support materials to help the panel better understand your Arts Programming history and needs
- ☐ Agreement between the artist(s) and organization
- ☐ A list of the organization's Board of Directors
- ☐ The organization's last complete year's financial statement
- ☐ Application
 - ☐ Project Description
 - ☐ Mission
 - ☐ Timeline & Activities
 - ☐ Goals
 - ☐ Artists
 - ☐ Target Community
 - ☐ Target Audience
 - ☐ Publicity & Marketing

Budget Narrative

Applications contain a budget narrative section that applicants must fill out which that shows income, expenses, and the request amount. The budget narrative provides crucial information on how the applicant proposes to spend regrant funds. The budget narrative can be a bullet list of information or in paragraph form.

Max Grant

\$5,000

Max Requests

Three, totaling to no more than \$5,000

Applicants may submit grant requests for up to three projects, provided their combined budget does not exceed \$5,000. **We can now fund 100% of all projects. No match is required.**

EVALUATION CRITERIA & PROCESS

Evaluation Criteria

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
- Consideration and inclusion of community needs + interest
- Accessibility (financial + physical)
- Cooperation with local artists and organizations
- Cultural diversity in programming
- 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
 - Demonstrated support from local partners
 - Clear learning goals and assessment tools in place
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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
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Able to Fund

- Activities/projects of local arts organizations, including both live and virtual activities.
 - Artist fees.
 - Marketing/publicity costs.
 - Direct administrative expenses and/or planning and preparation expenses for a proposed event.
 - Supplies and materials needed to execute the proposed project. Individual items may not exceed \$1000.
 - Examples: art supplies, sheet music, hardware, memory cards, and other consumable equipment.
 - Equipment, software, subscriptions, and training needed to execute the proposed project. Individual items may not exceed \$1000.
 - Examples: cameras, lighting equipment, subscriptions associated with virtual programming, and training to utilize these tools.
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Unable to Fund

- Requests greater than the applicant's project expenses minus total project income.

- Operating expenses of privately-owned facilities (e.g. homes and studios)
- Acquisition of works of art
- Contingency funds
- 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.
- Programs in which children are used as professional artists (paid a fee), projects which are part of a liturgy, or which intend to proselytize.
- Awards, competitions, or contests.
 - Includes cash prizes, juried shows, fellowships, scholarships, and other awards or regrants by applicants to fund other activities
- The purchase of permanent equipment that exceeds \$1000

Evaluation Process

A peer panel of artists, arts administrators and educators, and community leaders review 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 SCR coordinator ensures the panel process stays consistent with grant guidelines and procedures.

Post-award Responsibilities and Expectations

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

- 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 Statewide Community Regrants Program, a regrant program of the New York State Council on the Arts with the support from the Governor and the New York State Legislature and administered by The Arts Center of the Capital Region." *Must include ACCR logo, which is available 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.

Notes: Virtual audiences can be included in attendance tracking for each project.

Funded projects can prioritize program quality over quantity of viewers.

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

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 PROCESS:

- Justify appeal based on the three grounds listed above.
- Submit within ten (10) days of receiving an award notification
- Call Grants Coordinator to discuss the funding decision
- Submit appeal to the Arts Center CEO, clearly outlining the reasons for the appeal.
- A new peer panel will evaluate the appeal's merit.

Auditing

Auditing involves the visiting and evaluation of a project, either by the SCR coordinator or by volunteers. An auditor fills out a form that outlines attendance and general execution of a project. Anyone interested in volunteering to be an auditor should email the SCR grants coordinator at grants@artscenteronline.org.

ACCR SUPPORT

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.

- <https://www.thecullenfoundation.org/content/documents/CullenFoundationApplicationTipsJan2020.pdf>

FAQ

1. Can I work with an organization that is receiving a direct grant from NYSCA?

- No, SCR grants cannot be given to NYSCA grantees.

2. I'm an artist living in Albany, can I do a project in Troy?

- No, your project must take place in the same county as your legal residence.
- If you'd like to do a project in another county, you will need a fiscal sponsor from that county.

3. I need a fiscal sponsor in order to apply to Community Arts, where can I find one?

- Please see: <https://www.taxexemptworld.com/>

4. I received funding from SCR 3 years in a row, can I still apply?

- Yes, the Arts Center has removed this guideline for 2023-2024

5. I am a returning applicant. In the past, I submitted an Intent to Apply application, but I don't see any information on that in these guidelines. Is that still required?

- No, it is not required, the Arts Center has removed this guideline for 2023-2024

6. I am a new applicant, do I need to attend a seminar to apply?

- No, but it is STRONGLY recommended

7. Our project fell through and our main artist backed out, what do we do?

- Contact the SCR grant coordinator immediately to file for an extension or discuss change in scope of project

8. I am a fiscal sponsor. Can I sponsor more than one applicant?

- An SCR grant applicant may serve as a fiscal sponsor and may sponsor more than one applicant. The sponsored requests do not count toward the three-request and \$5000 limits.

Please direct all questions to your Grants Coordinator at 518-272-0552 or Grants@artscenteronline.org. Thank you.