Round 3 Timeline

**Application Opens:** August 1st, 2023  
**Application Deadline:** August 31st, 2023  
**Panel Review:** September, 2023  
**Awards Announced:** September, 2023  
**Project Completion:** October 1st, 2023 – December 31st, 2023

*Panel Review dates are subject to change

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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
The Arts Education category is offered in two funding strands: **Pre-K 12 In-School Projects and Afterschool/Community based learning.**

- **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.

- **Pre-K-12 In-School Projects** funds support arts education projects that take place in-school during the school day.
  - Inter-curricular collaboration for in school projects is encouraged but not required

**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.

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**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.
Eligibility

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

**Eligible:**

- 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.

- An individual artist or a collective may apply for Statewide Community Regrants program funds through a fiscal sponsor.
  - Fiscal Sponsor must meet the same eligibility requirements.

- 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.

- 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.

- After-school/Community-based Learning must not be open to the general public.

- All AE projects must be carried out in partnership with a public school or community-based organization.

**Ineligible:**

- New York State agencies and departments (including SUNY schools);

- Schools cannot apply directly.

- Public universities and colleges; private and parochial schools
  - Note: private universities may serve as fiscal sponsors

- School partners, community partners, or individuals involved in any AE projects currently receiving direct NYSCA funding are not eligible for a SCR Arts Education regrant, nor can they be a fiscal sponsor

- 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.

- Programs that replace or appear to replace the role of certified art teachers in schools
REQUIRED MATERIALS

Checklist

☐ Proof of non-profit status (IF APPLYING AS NON-PROFIT DIRECTLY | ONLY SUBMIT ONE BELOW)
  ☐ 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
☐ Letter of agreement between the artist(s) and school or community-based organization
☐ A list of the organization’s Board of Directors
☐ Last complete year’s financial statement
☐ Application
  ☐ Project Description
  ☐ Mission
  ☐ Timeline & Activities
  ☐ Goals
  ☐ Artists
  ☐ Target Community
  ☐ Target Audience
  ☐ Publicity & Marketing
Applications contain a budget narrative section that applicants must fill out which 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**

$2,500

**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**

**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
- 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
- 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**
- 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.
  o Examples: cameras, lighting equipment, subscriptions associated with virtual programming, and training to utilize these tools.

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
  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.
● 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.
  o 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.


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.