Arts in Education

Albany, Rensselaer, and Schenectady Counties

2017 Guidelines

Intent to Apply Submission: **Friday, November 18, 2016, 11:59pm EST**

Final Application: **Friday, December 2, 2016, 11:59pm EST**

For Projects Taking Place April 1st 2017 – March 31st 2018

The Arts Center of the Capital Region offers grant opportunities for eligible individual artists, artists in schools, and arts organizations within our supported counties.

**Table of Contents**

About this Grant
Purpose
Local History

Important Dates and Deadlines
Eligibility Guidelines

Eligibility (continued)
Ineligible to Apply
Funding Levels and Evaluation

Evaluation Process and Fundable Expenses
Non-Fundable Expenses
Responsibilities of Recipients

Appeals Process
Other Things to Know
Intent to Apply
Grant Seminars
Workshops

Technical Assistance

The Arts Center of the Capital Region
265 River Street, Troy, NY 12180
www.artscenteronline.org
grants@artscenteronline.org
518.273.0552 x231

---

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.
About this Grant | Arts in 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.

The Arts in Education category is offered in two funding strands: K-12 In-School Projects and After-School and Community-based Learning. Funds can support arts education projects that take place in-school during the school day and/or after-school and community-based settings for youth and/or senior learners. 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 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 eight Arts in Education Grants totaling $16,000, in 2016. These awards were given to four artists in Albany County two in Rensselaer County and two in Schenectady County.

Projects must provide:

- Sequential, skills-based study that incorporates one or more art forms and includes a minimum of 5 sequential hands-on learning sessions
- In-depth, age and skills appropriate learning opportunities
- Hands-on, participatory creation and/or learning opportunities in one or more art forms that may culminate in exhibitions, productions, or demonstrations
- Stated learning goals, methodologies and outcomes and a means for evaluation
  - For ALL applicants working in partnership with a Public School: A letter of commitment signed by the principal on partner(s) letterhead must be submitted outlining the partner(s) support of the project and anticipated roles and responsibilities for partners involved – monetarily and otherwise.
  - For artists or unincorporated entities working in partnership with a Community-based Organization: A letter of commitment signed by the director of the partner organization on partner(s) letterhead must be submitted outlining the partner(s) support of the project and anticipated roles and responsibilities for partners involved – monetarily and otherwise.
  - It is recommended that support materials include lesson plans, evaluation plan, video/photo work samples of past Arts Education work, participant evaluation forms and letters of recommendation.
Important Dates and Deadlines

Intent to Apply Submission | Friday, November 18, 2016, 11:59pm EST

Application Deadline | For projects in 2017, a completed application, with balanced project budget and all supporting materials, must be submitted online by Friday, December 2, 2016, 11:59pm EST.

Intent to Apply Submissions and Application paperwork available online through Submittable: www.artscenteronline.org/grants

Notification of Award | After the panel review and board approval process is complete, applicants will be notified by email no later than March 10th, 2017.

Schedule of Grant Application Seminars | The ACCR offers free training workshops to help individuals and organizations learn how to apply for Arts in Education 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. 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: www.artscenteronline.org/grants/

Eligibility | In order to determine your eligibility, please read the 2017 grant guidelines carefully. For downloadable guidelines of the grant programs offered and to sign up for a free and informative grant seminar, please go to our website: www.artscenteronline.org/grants/

Eligible to Apply

- Individual artists, at least 18 years old, living in Albany, Rensselaer or Schenectady County, who 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.**
- Municipalities, libraries and non-profits incorporated within Albany, Rensselaer or Schenectady County, established for at least one year, 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
- Eligible non-profits may use their eligibility status to assist as many non-eligible individual artists to apply as they have the capacity to work with as a fiscal sponsor; the three-application/$5,000 limit does not apply. These eligible applicants may simultaneously submit grant requests on behalf of their own organization and the additional applications will not count toward their $5,000 maximum. (See Funding Levels.)
Eligible to Apply (Continued)

- Projects that take place in public schools **during the regular school day, after-school or in a community-based setting** must provide:
  - Sequential, skills-based study that incorporates one or more art forms and includes a minimum of 5 sequential hands-on learning sessions
  - In-depth, age and skills appropriate learning opportunities
  - Hands-on, participatory creation and/or learning opportunities in one or more art forms that may culminate in exhibitions, productions, or demonstrations
  - Stated learning goals, methodologies and outcomes and a means for evaluation
- 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
- **New applicants must attend a workshop to apply for a grant.** Previous applicants may attend a workshop, OR view the ACCR’s online video, and submit an “Intent to Apply”.
- Projects must take place between April 1st 2017 and March 31st 2018.

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; private and parochial schools
  - Note: **private universities may serve as fiscal sponsors or community partners**
- 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
- Projects involving partners that apply directly to NYSCA
  - An organization that is due to or applying to receive funds from NYSCA cannot collaborate or have an active role in a DEC project.

Funding Levels | 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 (Individual Artist Commissions and fiscally sponsored applications are EXEMPT from the 3-request limit). There is no limit on the amount which may be spent on a project. Contributions of goods or services (known as in-kind donations) are encouraged. **At least 50% of financial support for proposed projects must come from in-kind donations and/or another income source beside this grant.** (40% max in kind with a matching 10% from another income source).
Evaluation Process | A peer panel of artists, arts administrators and educators, 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 Arts Center’s Board of Directors for review and ratification. At least one-third of the panel members rotate off annually.

How will my application be evaluated?

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.

Artistic Merit
- Quality of lesson plans, 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
- Partnership with local public school or community-based center
- Cultural Diversity in programming
- Consideration and inclusion of community needs and interests
- Accessibility (financial & physical) for parents, students and community members
- Non-duplication of comparable existing services or programs

Capacity to Conduct the Project
- Clearly defined objectives, timeline 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
- Artists and organizations that serve rural areas and culturally diverse pockets in our region
- Promote the creative intersection of Art and Technology
Fundable Expenses

- 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 and materials
- Project-related rentals of space and equipment

Non-Fundable Expenses

- Activities that take place in a different county from where the artist resides
- Non arts-related activities (includes galas, benefits or fundraising events, entertainment such as balloons, clowns, magicians)
- Awards: competitions or contest (includes cash prizes, juried shows, fellowships, scholarships, and other awards to students) or regrants by applicants to fund other activities
- Non-ADA compliant venues
- Activities that take place at private or parochial schools
- Activities not open to the general public: camps, clubs, college associations, etc.; in-school activities and programs; lobbying expenses, events that take place in a private home
- Projects that are recreational, therapeutic, or rehabilitative in nature including at-risk/social service programs when the purpose is primarily for rehabilitative, therapeutic or worship
- 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
- Presentation or completion of existing work
- Projects that limit public participation to performances or exhibitions after the work has been executed
- 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
- 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
Responsibilities of Recipients

- Submit a revised budget for any project that is not fully funded
- 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 Arts Center of the Capital Region.” Including the Arts Center’s logo.
- Provide ACCR with an advance schedule of all funded events and copies of promotional materials

Responsibilities of Recipients (continued)

- 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 (for March events, due by March 31)
- Provide ACCR with four (4) complimentary tickets for all funded events that require tickets

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:

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 process 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.
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/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 the following locations, dates, and times. NEW Applicants must attend a workshop to apply for a grant. Please register to attend on our website. Dates will be posted in August.

Application Intensive Workshops

Application Intensive Workshops will be held at the Arts Center’s Digital Arts Studio 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 Chris Ristau (518.273.0552x231 or chrisr@artscenteronline.org). Dates will be posted in August.

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 2016 on an availability 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