



THE ARTS
CENTER of
the CAPITAL
REGION

Individual Artist Commission

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.

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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.



Council on
the Arts

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 to support local, artist-initiated 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 two (2) awards maximum will be distributed in each county, based on funding levels.

These grants are intended to engage artists creating new, original work, like composers, writers, and visual artists. Artists at various career stages are welcome to apply. They are not intended for interpretive work (such as actors, musicians, or artists presenting existing work).

An essential element of this grant is the community's involvement in the development and creative process of the artist's project. The work must be artist-initiated and reflect community life, culture, and/or engage local communities. The project must also involve a segment of the community through some sort of feedback, response, interaction, and/or social practice.

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 three Individual Artist Commission Grants, for \$2,500 each, in 2016. These awards were given to two artists in Albany County and one in Rensselaer. In 2017, the Arts Center plans to award six Artist Commission grants, in the amount of \$2,500 each, to two artists in each county we represent (Albany, Rensselaer and Schenectady).

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.artcenteronline.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 Individual Artist Commission 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.artcenteronline.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.artcenteronline.org/grants/

Eligible to Apply

- Individual artists, at least 18 years old, living in Albany, Rensselaer or Schenectady County, who are not enrolled in a college or university
- **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

- Employees of sites that administer this grant (in this case, the Arts Center)
- Individuals or organizations applying directly to NYSCA within the same fiscal year, regardless of that application's status or outcome
- Individuals not based in Albany, Rensselaer or Schenectady County
- Previous recipients of this grant who have failed to provide final reports or other documentation, or have failed to comply with previous contracts

Funding Levels | 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.

Evaluation Process | A peer panel of artists, arts administrators, 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. A new application must clearly exhibit expansion, improvement and intention to evolve.

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

- Active engagement in Artists' creative process
- Cooperation of local artists and organizations
- Cultural Diversity in programming
- Consideration and inclusion of community needs and interests
- Accessibility (financial & physical) to artist's process and final presentation
- Non-duplication of comparable existing services or programs

Capacity to Conduct the Project

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

Local Funding Priorities

- Artists actively engaging and impacting community members in the artistic process (instead of arts experiences where community members are only passive observers)
- Support for new and emerging artists of high quality and creative scope
- Artists that serve rural areas and culturally diverse pockets in our region
- Artists working at the 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, lobbying expenses 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 not open to the general public:* camps, clubs, college associations, etc.; in-school activities and programs; events that take place in a private home
- *Presentation or completion of existing work*
- *Projects that limit public participation to performances or exhibitions after the work has been executed*
- *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

Non-Fundable Expenses (Continued)

- Projects 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
- *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

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
- Provide ACCR with four (4) complimentary tickets for all funded events that require tickets
- 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)

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.artcenteronline.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@artcenteronline.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.artcenteronline.org/grants