



# 2020 ARTS EDUCATION GRANT

**DEADLINE:** October 25, 2019

**APPLICATIONS MUST BE HAND-DELIVERED TO THE LARAC OFFICE BY 4 PM**

-or-

**POSTMARKED BY Oct. 21 & MAILED TO:**

Community Arts Grants, C/O LARAC, 7 Lapham Place, Glens Falls, NY 12801

***FAXED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.  
LATE APPLICATIONS WILL NOT BE REVIEWED.***

*Funded by the New York State Council on the Arts, a state agency Decentralization Program with the support of Governor Andrew Cuomo and the New York State Legislature; administered by the Lower Adirondack Regional Arts Council.*

**ALL NEW APPLICANTS MUST ATTEND** one free application seminar -or- set up a meeting with the Grant Coordinator.

**PREVIOUS APPLICANTS MUST** contact the grants coordinator to make aware of their intent to apply by [September 27, 2019 at 4pm.](#)

## ABOUT CAG

The Community Arts Grants are available in Warren and Washington County through a competitive re-grant program administered by the Lower Adirondack Regional Arts Council (LARAC). Funds are provided on a statewide basis through the New York State Council on the Arts (NYSCA)- Decentralization Program to fund public arts experiences and foster creative communities.

## PURPOSE

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 LARAC, administer the DEC program on a local level to make arts support available to geographically, economically, and ethnically diverse populations to increase the vitality of and livability in local communities & neighborhoods in every county.

Community Arts grants provide support for arts and cultural projects to community-based organizations, groups, collectives or artists. The DEC program allows local arts agencies, like LARAC, to make arts support available to geographically, economically, and ethnically diverse populations to increase the vitality of and livability in local communities & neighborhoods in every county. Programs in the past have included dance performances, theater productions, concerts, historical programs, art/craft classes and workshops, readings, and film series.

## LOCAL HISTORY

The DEC Program was developed by the NYSCA in response to a 1974 mandate by the New York State Legislature to encourage greater local involvement in funding decisions affecting local organizations offering cultural services and programs. The DEC concept was adopted and implemented in a pilot program by NYSCA in 1977. Warren County was added as an additional site in 1978. In 2000, LARAC added administration of the Washington County grant program.

## TWO STRANDS OF FUNDING:

### K-12 IN-SCHOOL PROJECTS

*Designed to support arts education projects in K-12 school settings and partnerships between arts providers and public schools. Inter-curricular collaboration for in-school projects is encouraged but not required.*

#### REQUIREMENTS

- + Sequential, skill-based study, and participatory arts projects that incorporate one or more art forms
- + A minimum of three (3) contact sessions with the same teaching artist(s) and core group of students on separate days
- + Projects must include a draft lesson plan with stated learning goals, methodologies, outcomes, and means for evaluation
- + Learning opportunities must be in-depth, age and skill appropriate
- + A letter of commitment or support from the partnering public schools superintendent. This letter must outline the partner(s) support of the project and anticipated roles and responsibilities

#### ELIGIBILITY

##### Nonprofit Organization

An eligible nonprofit organization with a permanent address in the same county as the public school may apply for funds. A letter of support from the public school is required.

##### Individual Partnering with the Public School

Individual artists or unincorporated entities may apply directly to this program by partnering with the school. The applicant artist must reside in the same county as the partnering school. If awarded, funds will be disbursed to the individual directly.

##### Fiscal Sponsor

For individuals or groups that do not reside in the same county as the partnering school, an eligible nonprofit organization with a permanent address in the same county of the project activity, may agree to receive funds for the project and pass them on to the individual. A fiscal sponsorship letter from the sponsoring organization is required in the application. If awarded, funds will be disbursed to the fiscal sponsor to be passed on to the Individual Artist.

### COMMUNITY-BASED LEARNING PROJECTS – NEW 2019\*\*

*Designed to support arts education projects in community-based settings, for youth or senior learners.*

#### REQUIREMENTS

- + Sequential, skill-based study, and participatory arts projects that incorporate one or more art forms
- + A minimum of three (3) contact sessions with the same teaching artist(s) and core group of students on separate days
- + Projects must include a draft lesson plan with stated learning goals, methodologies, outcomes, and means for evaluation
- + Learning opportunities must be in-depth, age and skill appropriate
- + Activities can take place in a venue such as a library, community center, senior center
- + A letter of commitment or support from the nonprofit or teaching artist. This letter must outline the teaching artist(s) and organization's roles and responsibilities for the project.

#### ELIGIBILITY:

##### Nonprofit Organization

An eligible nonprofit organization with a permanent address in the same county the project will take place may apply directly for funds. A letter of support from the teaching artist is required.

##### Individual Partnering an Eligible Nonprofit Organization

Individual artists or unincorporated entities may apply directly to this program by partnering with an eligible nonprofit organization. The applicant artist must reside in the same county as the partnering organization. If awarded, funds will be disbursed to the individual directly

**NOTE:** School partners may not apply directly for Arts Education funding.

An organization can apply for a Community Arts Grant and an Arts Education grant. The total number of projects can be three and the funding cannot exceed \$5,000

## **PROOF OF NOT-FOR-PROFIT STATUS**

All organizations must submit proof of not-for-profit status, based on one of the following:

- + A letter of acceptance of not-for-profit status by the U. S. Treasury Department under 501(c)(3)
- + A copy of the receipt from the Office of Charities Registration of the NYS Department of State (to register, contact: Office of Charities Registration, NYS Dept. of Law, 120 Broadway, New York, NY 10271; phone: 212-416-8430 or 8431), or a copy of the charter issued by the Board of Regents of the State of New York under Section 216 of the Education Law

## **FUNDING POLICY AND LIMITATIONS**

- + To be eligible for consideration the minimum request is \$300 and the maximum is \$5,000
- + All projects must take place between January 1 and December 31, 2020
- + The Arts Education Program WILL NOT BE THE SOLE SUPPORT of any project; each project budget must show a 50% revenue match based on the project's request

***Funding through the Community Arts Grants program is a competitive process. Previous funding does not imply continued support; each application is reviewed anew in the context of current policies and applications. Funding is available for projects in all artistic and cultural disciplines.***

## **FUNDING CRITERIA FOR THE REVIEW PANEL**

- + Artistic Merit + Qualifications of performers/presenters/instructors + Student Interest
- + Art and Non Art Teacher Participation + Past Grant Compliance & Organizational Stability
- + Reasonable Budget and Need + Accessibility to people with disabilities.

## **RESTRICTIONS**

Funds may not be awarded for the following:

- + Home Schools
- + Private, Parochial, or Charter Schools
- + Stand-alone assembly programs, single performances, or one time visits to cultural organizations
- + Projects that appear to replace the role of certified art, music, dance, or theater teachers
- + Projects that do not focus on arts education
- + Programs where select students are taken out of regular classes or are self-selected for participation
- + College courses, scholarships, contests, or student performing groups
- + Creation of textbooks or classroom material
- + At-risk/Social Service programs
- + New York State agencies and departments, or two or four-year public colleges or universities
- + Organization applying directly to the New York State Council on the Arts, regardless of the applicant's status
- + Equipment expenditures, capital expenditures, or major expenditures for the establishment of new organizations
- + Fellowships at professional training schools that are not open to the public
- + Operating expenses of privately owned facilities such as homes or studios
- + Cultural activities restricted to an organization's membership
- + Clowns, balloon art, magic, or culinary programs
- + Payment to those under the age of 18
- + Art programs which are essentially therapeutic, recreational, or rehabilitative
- + Entertainment costs (e.g. theatre parties, museum openings, receptions, and fundraisers)
- + Awards and prizes
- + Programs with primary focus outside Warren County or Washington County

## **APPLICATION INSTRUCTIONS**

### ***SUBMITTING APPLICATION***

- + Submit eight (1 original and 7 copies) of the following:
- + AE Application Form (typed and signed)
- + List of all Artists & Administrative Personnel: Include all names and organizations involved, provide addresses and phone numbers and specify their roles in the project (must include school administrators contact info)
- + Resumes for all artists involved in the project

### **1. ORGANIZATION FINANCIAL STATEMENT (For Organizations Only)**

Submit 1 copy of the financial statement from your organization's last completed fiscal year. Use updated audited figures when available; other acceptable documents include accountant prepared statements, or internal statements signed by board treasurer.

### **2. PROOF OF ORGANIZATION'S NONPROFIT STATUS (For Organizations Only)**

Submit 1 copy showing proof of non-profit status. Refer to page 1 of the AE Guidelines for a list of accepted proof. Also submit Board of Directors List and Latest Minutes (for Organizations)

### **3. PROOF OF RESIDENCY (For Individual Artists only)**

Submit 1 copy of proof of residency. This may include Drivers' License, recent phone or utility bill, voter registration card, or copy of dated lease or mortgage.

### **4. A LETTER OF SUPPORT FROM THE PARTNERING SCHOOL (K-12 In School Program)**

One written letter of support from the school partner(s) to the organization or artist is required.

The letter must outline the school's support of the project (monetary and otherwise) and anticipated roles and responsibility for each partner involved. The principal should sign the letter of agreement and it should appear on the school letterhead.

## **5. SUBMITTING ARTISTIC SUPPORT**

**WORK SAMPLES REQUIRED (Send the high quality work samples.)**  
**For return of work samples, enclose a self-addressed, stamped envelope.**

### **FOR ARTISTS WORKING IN VISUAL FORMATS**

- + Send 5-8 images (recommend work no older than 3 years) Images must be jpeg. Clearly label with your name
- + Include a list of the following for each piece: Title, Medium, Dimensions, and Date of work

### **FOR ARTISTS WORKING WITHIN PERFORMING AREAS**

- + Send a maximum sample of 6 minutes of your work clearly labeled with your name and include a sheet listing the title of piece or pieces, length of full piece, and date of work

### **FOR DIRECTORIAL PROJECTS, SEND 1 OF THE FOLLOWING**

- + Up to 8 pages of a script with a maximum of 3 pages of directorial notes;
- + 5-7 minutes of past work with a maximum of 3 pages of written directorial notes or voiceovers of directorial notes

### **LITERATURE SAMPLES CAN BE ANY COMBINATION OF POETRY ESSAY, OR PROSE**

- + Send no more than 8 pages total, (if poetry, maximum of 1 poem per page), work should be labeled with artist's name, titles of work, and date of work.

***FOR OTHER MEDIUMS, PLEASE CALL THE GRANT COORDINATOR FOR DIRECTION ON SAMPLES***

## 2020 FUNDING PRIORITIES

- + New or evolving programs
- + New/up-and-coming community organizations
- + Programs and projects that focus on collaboration with other organizations within the community
- + Programs that encompass public art (ex. sculpture, performance art)

## PREVIEW DEADLINE

Applications that are submitted by **THURSDAY OCTOBER 10, 2019 at 4:00pm** will be reviewed by the grants coordinator. Suggestions in the way of corrections, deletions or additional information needed, will be made, and the application will be returned to give the applicant a chance to make any changes necessary.

Applications submitted after the Preview Deadline will be considered final, and will not be given the opportunity for corrections, changes, or supplemental info additions.

*\*Changes made following a suggestion during the preview review process do not guarantee funding.*

## REVIEW PROCESS

- + A Panel made up of seven community members from both counties, meet to review and discuss the applications based on the funding criteria and then recommend funding levels for approved projects.
- + In addition to the items sent with the application, Panel Members have access to program audits, Interim & Final Reports, and Grant Compliance Reports.
- + The LARAC Board of Directors has full authority for final approval based on the Review panels' recommendations.

## RESPONSIBILITIES (IF FUNDED)

- + Keep the Grant Coordinator informed of any change regarding the funded project.
- + File Interim and Final reports by the due date written in the contract.
- + Use proper credit statement on all publicity and programs in acknowledging the support of NYSCA's Decentralization Program. (Required credit statements can be found online or sent by the Grant Coordinator at your request)
- + Two complimentary tickets to program, if applicable.
- + Individual Artists must submit a Form W-9

**Alyssa Shiel, Grants Coordinator**

**GUIDELINES/APPLICATION/SEMINAR DATES:** [www.LARAC.org](http://www.LARAC.org)

**QUESTIONS:** [outreach@larac.org](mailto:outreach@larac.org) or 518.798.1144 x4