



## Applying for the First Time?

If you are a first-time applicant for a Statewide Community Regrant (formerly known as Decentralization or DEC), this guide may be helpful when completing your application. All questions should be directed to Ben Verdi, Re-grants Program Officer, at [bverdi@cnyarts.org](mailto:bverdi@cnyarts.org).

### Step One:

**Register in our application portal.** Whether you're an individual artist or you represent an organization planning to apply for a CNY Arts grant for the first time, you must first register at [cnyarts.submittable.com](https://cnyarts.submittable.com).

#### [REGISTER HERE](#)

Please note: You must set up a Submittable account using an **active** email address. All applications, contracts, and other communications sent through Submittable will be delivered to this email address.

### Step Two:

**Carefully read the grant guidelines.** You should read the Statewide Community Re-grants (SCR) Guidelines for 2023 and decide which grant best fits your project's needs.

#### [FIND THE SCR 2023 GUIDELINES HERE](#)

There are three different grants under SCR: the **Community Arts Grant (CAG)**, the **Individual Artist Commission (IAC)**, and the **Arts Education Grant (AEG)**. All three are designed to support a discrete, unique project. CAG and IAC projects should be community-based and open to the public. AEG projects can either be in-school or after school. Funds can be used for artist compensation, rental fees, administrative costs, supplies, etc. Look out for ineligible expenses, such as general operating expenses, cash prizes, fundraising, or hospitality expenses.

### Step Three:

**Attend an Application Seminar or Webinar.**

#### [FIND THE APPLICATION SEMINAR & WEBINAR SCHEDULE HERE](#)

At the Application Seminar, you will meet the Re-grants Program Officer and learn all the finer details of the SCR Program. The Re-grants Program Officer will also answer any questions you have about the application process, what sorts of projects are eligible, and how to write a strong application. Participation in an application seminar or webinar is mandatory for everybody except recipients of 2021 or 2022 SCR grants. We highly recommend all applicants to attend one because the guidelines change from year to year.

## Step Four:

**Assemble your application!** The application will ask you to describe your project narratively. Your detailed responses to these narrative questions are the most important parts of your application. However, there are a number of documents that are required to complete your application. First, you will need to provide bios, CVs, or résumés of the key artists and personnel involved with your project. You will also need to complete a Project Budget Form and provide a list of project locations and venues.

[FIND THE BUDGET FORM HERE](#)

[FIND A LOCATIONS FORM TEMPLATE HERE](#)

Though optional, you should also gather letters showing support for your project from representatives of your community and compile a portfolio of your past works that demonstrates your creativity, service to the public, and ability to complete your project.

Next, you will need a number of documents specific to each grant. Here is a breakdown by grant:

### For CAG, you will need...

- Proof of nonprofit status
- IRS Letter of Determination, or
- Documentation from NY State, or
- Official Authorization as an Arm of Local Government
- Board Member Affiliation List
- Organizational financial statement
- Balance Sheet, or
- PNL Report, or
- IRS Form 1099
- A Fiscal Sponsorship Agreement from a nonprofit organization (if you do not possess nonprofit status)

[FIND A FISCAL SPONSORSHIP AGREEMENT TEMPLATE HERE](#)

### For IAC, you will need...

- Proof of residency in the same county as your project
- Telephone Bill
- Credit card or bank statement (first page only, SSN and other information should be blacked out)
- Current lease or mortgage agreement listing the artist's name and NYS County address
- NY State Driver's License or ID card
- Voter registration card

### For AEG, you will need

- Proof of residency in the same county as your project
- A Letter of Commitment on official letterhead outlining anticipated roles & responsibilities from a...
- K-12 Public School, or
- A Community Based Partner, such as a nonprofit learning center for afterschool programs
- A detailed lesson plan and evaluation plan

Please be careful to follow the instructions in Submittable precisely. If you have any questions, please reach out to the Regrants Program Officer for feedback.

Once you've submitted your application, it will go through a staff review for eligibility followed by an evaluation by the peer review panel.

- If the panel does not award your project this year, you should reach out to the Re-grants Program Officer for panel notes and feedback. Please consider applying again in the future.
- If the panel awards your project, congratulations! The following steps are for you.

## Step Five:

**Sign the funding contract.** The Funding Agreement will ask you to agree to standard terms and conditions. You'll also need to provide a new IRS Form W-9 so that your check can be properly disbursed. If you applied with a Fiscal Sponsor, this will be their responsibility.

## Step Six:

**Spend the grant funds.** The funds are yours and should be used to pay for all the expenses you laid out in your project budget form. Look out for ineligible expenses! If you do not use the full amount of your grant, those funds will need to be returned to CNY Arts.

## Step Seven:

**Make your project happen!** As per the terms of the funding agreement, you should invite CNY Arts to attend your project or event. Please notify CNY Arts at least two weeks prior to your event and submit your project details to our online events calendar. Please also share all related press, publicity, programs, websites, etc. All materials will need to include proper crediting language and the CNY Arts logo.

## Step Eight:

**Submit your final report.** Once your project has been completed, you have 30 days to submit a final report to tell us how everything went. Applicants with outstanding final reports from previous years are ineligible for future funding!

## Step Nine:

**Apply again next year!**

## Step Ten:

Volunteer to serve as a future Panelist. This step is optional, of course, but as a recent applicant, you will have a fresh, relevant insight into the application process that will be of tremendous value during the peer review panel process.

## Resources:

- **SCR Guidelines:** This is covered in Step Two, but it's worth a second mention. The Guidelines document will be your most important reference tool as you fill out your application!
- **SCR web page:** There is a Frequently Asked Questions section on this page that may be helpful as you decide which grant to apply for.
- **Application Seminars and Webinars:** If you aren't able to attend any of the dates, you should contact the Regrants Program Officer at [bverdi@cnyarts.org](mailto:bverdi@cnyarts.org).
- **CNY Arts Regrants Staff:** Please contact us if you have **any** problems uploading your application or if you require technical assistance!



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