

# CNY Arts

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## TIER THREE PROJECT SUPPORT GUIDELINES

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### OVERVIEW

The purpose of the Tier Three Project Support program is to provide grant funding for arts and cultural projects, programs, and services to the public executed by Onondaga County nonprofit organizations designated as Tier Three Agencies.

### PROGRAM DETAILS

**Application Deadline:** Tuesday, October 31, 2023 by 12:00 PM (noon)

**How to apply:** All applications must be submitted online through [Submittable](#)

**Who may apply:** Tier Three Agencies in Onondaga County

**Award Amount:** \$1,000.00 to \$10,000.00

**Project Period:** January 1, 2024 to December 31, 2024

### APPLICANT ELIGIBILITY

In addition to meeting the Tier Three criteria, applicants must:

- Have arts, culture, or heritage as a significant portion (60%) of mission or public programming, including, but not limited to, performance, exhibition, arts education, or public discourse.
- Have capacity to report on financial status and attendance on an annual basis or upon request.
- Have a permanent address located in Onondaga County.
- Have a non-discrimination policy in effect.
- Be designated as a 501(c)(3).

Organizations are **not** eligible for Tier Three Project Support if they are:

- An agency of the County (includes libraries).
- An educational institution, school or educational foundation.

- A radio or television broadcasting network or station, a cable communications system, or a newspaper or magazine.
- An organization that is engaged solely in the acquisition or physical restoration of property.
- An organization that has applied to CNY Arts for General Operating Support for 2024.
- Individual artists
- Unincorporated entities
- Requests that exceed 25% of the applicants total operational cash budget.
- A CNY Arts Grantee with an outstanding final report from a prior year grant.

## TIER THREE QUALIFICATIONS

- Annual Budget of at least \$25,000
- Established at least 3 years
- Has a board of directors
- Public component of work, including but not limited to performance, exhibition, arts education, or public discourse.
- Organizations that meet the criteria of Tier One or Two but are not historically funded by Onondaga County via CNY Arts' General Operating Support grant.

If you are an organization that does not meet the above criteria but interested in applying, please contact Ben Verdi, Re-grants Program Officer, at (315) 435-2162 or [bverdi@cnyarts.org](mailto:bverdi@cnyarts.org).

## PROGRAM TIMELINE

Below are key dates for the Tier Three Project Support program. Please note we do not accept applications or corrections after the deadline.

Requirement	Deadline
Application Opens	Tuesday, September 19, 2023
Application Closes	Tuesday, October 31, 2023 by 12:00 PM (noon)
Award Announcement	On or before Friday, December 15, 2023
Final Report Deadline	No later than January 30, 2025

## APPLICATION INSTRUCTIONS

Applications must be completed and submitted through the **Submittable** pre-screen form via: <https://cnyarts.submittable.com/submit/44465aa4-0712-4052-b294-a9a3d3bf14b3/tier-three-grant-application-pre-screen-form-2024>

You may save your progress on Submittable as you complete your application. Please note that once the application has been submitted, it **cannot** be edited any further.

Upon completing and successfully submitting an application through Submittable, you will receive an automated email confirmation to the registered email address. **If you do not receive an email confirmation, the application has not been correctly submitted and cannot be considered for funding.**

For further assistance, please refer to the [Submittable Help Forum](#) or contact the CNY Arts [Regrants Program Staff](#).

## PROCESS

Grant awards and funding recommendations will be determined by a competitive peer review process conducted by a panel of business leaders, academics, and arts professionals. Because funds are limited, project proposals must meet specific criteria as published within these guidelines. The panel's funding recommendations will then be submitted to the CNY Arts Board of Directors for approval.

Peer review panelists for the Tier Three Project Support Grant program are nominated by residents and community members of Onondaga County and are subsequently appointed by the CNY Arts Board of Directors. Panelists must be nominated and must be residents of or work in Onondaga County to serve. Panelists are paid a nominal honorarium to participate and may not serve for **more than three (3) consecutive years**. To nominate yourself or another individual to serve as a peer review panelist, please complete [this nomination form](#). New panelists will be selected on a rolling basis.

## SCORING CRITERIA

All applications are reviewed by CNY Arts staff for completeness and eligibility before they enter the Peer Review Panel Process. The Peer Review Panel will then use the following criteria to evaluate and score each application:

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### CREATIVITY (5 POINTS)

- Quality of submitted samples of past works;
- Experience or credentials of proposed artists and personnel; and
- Originality, innovation, relevance, and quality of project concept and design.

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### ACCESS & INCLUSION (5 POINTS)

- Engagement with audiences from historically excluded communities;
- Consideration of community needs and interests (non-duplication of comparable existing programs or services);
- Appropriateness and effectiveness of outreach and marketing plans for core audiences; and
- Cultural depth in audience or learner experience.

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### FEASIBILITY (5 POINTS)

- Overall clarity of project proposal with defined objectives;
- Reasonable plan for implementation and evaluation;
- Previously demonstrated ability to implement projects; and
- Realistic and achievable budget and timeline.

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## ADDITIONAL CONSIDERATIONS

- Priority may be given to the following applicant organizations:
- Organizations outside of Downtown Syracuse;
- Organizations whose grant project occurs outside of Downtown Syracuse; and

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## PANEL SCORING SCHEMA

**5: Exceptional** - exceptionally strong (model and standard for the field or discipline with essentially no weaknesses)

**4: Very Good** - very strong with some minor weaknesses

**3: Satisfactory** - some strengths but with some moderate weaknesses

**2 Marginal** - a few strengths and a few major weaknesses

**1: Poor** - very few strengths and numerous major weaknesses

**0: Not Scorable** - too many major weaknesses; or the criteria is not addressed in the application

**Minor Weakness:** An easily addressable weakness that does not substantially lessen impact.

**Moderate Weakness:** A weakness that lessens impact.

**Major Weakness:** A weakness that severely limits impact.

## APPLICATION QUESTIONS

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### APPLICANT INFORMATION

- CNY Arts funding history;
- Contact information of applicant;
- Organization mission statement;
- Annual operating budget; and
- Electoral district numbers.

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### BASIC PROJECT INFORMATION

- Grant request amount;
- Project summary, including dates & locations;
- Artistic discipline and type of activity; and
- Estimates of artists, audience, and other beneficiaries.

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### PROJECT NARRATIVES

You will be asked to provide detailed project descriptions in response to the project narrative questions, such as:

- Public activities;
- Audience engagement and promotion plan;
- Community involvement and support; and

- Use of grant funds, project timelines, and evaluation.

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## UPLOADED DOCUMENTS

- Project Budget Form;
- Biographies or Resumes of Key Artists;
- Proof of nonprofit status and list of staff and Board of Directors;
- Organizational financial statement for most recent fiscal year;
- Organizational projected budget for current fiscal year;
- Letters of support (optional); and
- Additional artistic samples and support materials (optional).

## ACCOMMODATIONS & APPLICATION SUPPORT

CNY Arts will provide **optional** webinars and office hours with the Re grants Program Manager to review the guidelines, eligibility requirements, and the application. For hours and more information, please visit [our website](#).

CNY Arts provides extensive, free technical assistance and support to all interested applicants. Application guides, video tutorials, and panel feedback summaries will be available to all applicants. Additional accommodations to facilitate your participation in this program include but are not limited to interpretation or translation services, computer or technical support, budgeting, grant writing, or project development. For more information, please contact the [CNY Arts Re grants Program Staff](#).

## RESPONSIBILITIES OF RECIPIENTS

Organizations that receive a 2024 Tier Three Project Support award must fulfill the following requirements.

- Sign and adhere to the terms laid out in the contract (funding agreement);
- Conduct all funded activities as described in the application;
- Provide CNY Arts with copies of promotional materials and an advance schedule of all funded events;
- Provide CNY Arts with complimentary tickets for all funded events for auditing purposes, as applicable;
- Attend the CNY Arts Awards Ceremony (anticipated Spring of 2024);
- Immediately and in writing notify CNY Arts of any changes to the project, including dates, locations, admission fees, artists hired, or activities conducted (all changes to funded projects are subject to approval)

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## CREDITING REQUIREMENTS

- Prominently and correctly include the following credit language in all printed and published materials:

**This project was made possible with funds from the County of Onondaga through the Tier Three Project Support Program administered by CNY Arts.**

- Credit language should be accompanied by the CNY Arts logo (found [here](#)) and the Onondaga County seal (found [here](#)).

- Language should be used in all printed, broadcast, or online publicity related to the services supported by Onondaga County and CNY Arts, or in any program, publication, catalog, film, or comparable product.

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#### NOTIFICATION OF PROGRAMS/EVENTS AND UTILIZING ARTS & ENTERTAINMENT CALENDAR

- All grant-funded events, projects, and programs must be submitted to the **CNY Arts' Arts & Entertainment Calendar** [cnyarts.org/events](https://cnyarts.org/events) at least 30 days in advance of the first event. Events must be up to date.
- Agencies must maintain an up-to-date profile on the CNY Arts directory ([cnyarts.org/directory](https://cnyarts.org/directory)) for the duration of the contract period.